Return to Work Plan
June 1, 2020 – August 1, 2020

The university will follow a three-phase plan to gradually return to working on campus beginning in June 2020. The plan’s goals are to protect the health of employees, help ensure the well-being of the community, and carefully and deliberately prepare for fall semester. The plan will be updated as it progresses.

Core Concepts
• Proceed thoughtfully, carefully, and deliberately.
• Assist employees who are members of a vulnerable population or who live with someone who is a member of a vulnerable population.
• Continue telework as much as possible.
• Be ready to adjust based on guidance from the CDC and from state and local health officials.
• Emphasize social distancing, handwashing, staying home when sick, and use of cloth face coverings as needed.
  o Social distancing is intended to minimize the potential for close contact with others, which the North Dakota Department of Health defines as being within 6 feet of others for a period of 10 minutes or longer.
• Continue and build on the innovations developed in the last few months.
• Be compassionate and flexible. Supervisors are asked to work with employees who have child care or other family responsibilities and be mindful of the anxiety felt by employees.

Strategies
Four strategies will guide tactics and actions in each phase:
• Staffing. Increase staffing incrementally to gradually increase operations.
• Hygiene. Scale hygiene practices into cultural norms.
• Innovation. Continue and expand innovative work practices.
• Monitoring. Monitor health to ensure the well-being of our campus community.

Phases
Changes in phases will be determined by guidance and data from the Center of Disease Control (CDC) and from state, local, and university health professionals.

Phase 1
Incrementally return in a limited capacity. Priorities include positions that are needed for campus safety or reopening, and some jobs that cannot be effectively completed from home and are critical to ongoing operations. Plan for social distancing for on-campus employees. Target date is June 1, 2020.

Phase 2
Bring back additional personnel to increase unit capacity and functionality as needed. Refine work space habits on social distancing and hygiene. Target date is June 29, 2020. Additional information to come prior to start.

Phase 3
Return with full staff/faculty while continuing to make use of telework (with manager/supervisor approval utilizing the remote workplace agreement), scheduling, and other measures to maintain social distancing and flexibility. Target date is August 2020*. Additional information to come prior to start. *Please check with your supervisor for your return to the workplace date.
**Phase 1**

Incrementally return in a limited capacity. Priorities include positions that are needed for campus safety or reopening, and some jobs that cannot be effectively completed from home and are critical to ongoing operations. Plan for social distancing for on-campus employees. Target date is June 1, 2020. During this phase, the majority of employees will continue remote work and Phase 1 will not end before June 29, 2020.

The following units have approval for limited staffing on campus in Phase 1. Leaders in each area are working closely with the Emergency Operations Center on their unit’s plan with the health of employees and the community top of mind.

- University Executive Team
- University Police and Safety Office
- Facilities Management
- Researcher Groups
- Research Support
- Faculty whose work requires their physical presence
- Extension Educators
- Finance and Administration selected personnel
- Information Technology Services selected personnel
- Mail Services
- University Relations
- Dining operations
- Residence Life selected personnel
- Admission
- Counseling Center
- Financial Aid and Scholarships
- One Stop
- Student Health Service
- Student Success Programs
- Registrar
- University Relations
- Mail Services
- University Relations
- Mail Services
- University Relations
- Mail Services
- University Relations

All other administrative and academic units should continue remote work, but supervisors may provide exceptions through their senior leader (VP, Provost, etc.) for some employees to return to campus if they meet the priority criteria noted above. Supervisors are asked to consider the Phase 1 strategies and tactics before requesting an exception.

**Staffing**

The Phase 1 priority is to return staff whose roles are essential to safety and preparing campus for fall as well as those who cannot effectively perform their roles from home and are critical to ongoing operations.

Those in vulnerable populations should consider remaining off campus. Supervisors need to be flexible to assist employees as needed.

**Hygiene**

- **Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces.
- **Handwashing.** Wash hands often for at least 20 seconds.
- **Face coverings.** Recommend wearing in public when social distancing is not possible. Departments will provide coverings for those areas where it is required in conjunction with their position. Facilities Management will have them in stock for purchasing. Individual face coverings will also be available for purchase at the NDSU Bookstore.
- **Cleaning.** Clean and disinfect frequently touched surfaces daily.

**Innovation**

- **Telework.** Telework should continue for most employees.
- **Scheduling.** Consider staggered days and hours to limit the number of people in work spaces.
- **Work spaces.** Consider changes in layout and design to create natural separation.
- **Processes.** Identify and digitize paper processes.
- **Meetings.** Use technology to facilitate meetings.
Monitoring

- **Temperature checks.** Employees will be asked to check before coming to work and stay home if they have a fever. Normal temperature should be less than 100.4 degrees Fahrenheit.
- **Screenings.** Employees will inform their supervisor before their scheduled work shift if they have been in close contact with anyone with COVID-19 and/or they have COVID-19 symptoms.
- **Self-isolation.** Those who are self-isolating will report this to their supervisor and utilize the appropriate leave.

Campus Resources for Phase 1

To support the strategies and tactics in Phase 1, departments will:

- Provide face coverings for employees in positions where wearing one is required.
- Provide additional PPE to employees whose jobs require it.
- Enhance cleaning.
- Provide additional cleaning supplies, i.e., sanitizer.
- Initiate contact tracing support to local health departments.
- Provide guidance through the COVID leadership team on how to improve work space design and signage to support social distancing and additional hygiene measures.
- Adjust schedules, shifts, and reporting requirements to help ensure flexibility and social distancing.
- Maintain transformational work practices as needed.

Phase 2

Bring back additional personnel to increase unit capacity and functionality as needed. Refine work space habits on social distancing and hygiene. Target date is June 29, 2020. Additional information to come.

Staffing

The Phase 2 priority is to bring back as necessary additional staff to increase capacity of the unit. Vulnerable populations should consider remaining off campus. Supervisors need to be flexible to assist employees as needed.

Hygiene

- **Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces.
- **Handwashing.** Wash hands often for at least 20 seconds.
- **Face coverings.** Recommend wearing in public when social distancing is not possible. Departments will provide coverings for those areas where it is required in conjunction with their position. Facilities Management will have them in stock for purchasing. Individual face coverings will also be available for purchase at the NDSU Bookstore.
- **Cleaning.** Clean and disinfect frequently touched surfaces daily.

Innovation

- **Telework.** Telework should continue for the majority of employees.
- **Scheduling.** Consider staggered days and hours to limit the number of people in work spaces.
- **Work spaces.** Continue changes in layout and design to create natural separation.
- **Processes.** Identify and digitize paper processes.
- **Gatherings.** Use technology to limit gatherings.

Monitoring

- **Temperature checks.** Employees will check before coming to work and stay home if they have a fever. Normal temperature should be less than 100.4 degrees Fahrenheit.
• **Screenings.** Employees will inform their supervisor before their scheduled work shift if they have been in close contact with anyone with COVID-19 and / or they have COVID-19 symptoms.

• **Self-isolation.** Those who are self-isolating will report this to their supervisor and utilize the appropriate leave.

**Campus Resources for Phase 2**
All efforts launched in Phase 1 will continue.

**Phase 3**
Return with full staff/faculty while continuing to make use of telework (with manager/supervisor approval utilizing the remote workplace agreement), scheduling, and other measures to maintain social distancing and flexibility. Target date is August 2020*. Additional information to come.

*Please check with your supervisor for your return to the workplace date.

**Staffing**
The Phase 3 priority is to return remaining staff to operate under the new normal, continuing to be flexible to encourage social distancing.

Supervisors need to be flexible to assist employees as needed.

**Hygiene**
- **Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces.
- **Hand-washing.** Wash hands often for at least 20 seconds.
- **Face coverings.** Wear when social distancing is not possible. Departments will provide coverings for those areas where it is required in conjunction with their position. Facilities Management will have them in stock for purchasing. Individual face coverings will also be available for purchase at the NDSU Bookstore.
- **Cleaning.** Clean and disinfect frequently touched surfaces daily.

**Innovation**
- **Telework.** Telework may continue for some employees as needed. Work with your supervisor to explore this possibility.
- **Scheduling.** Consider staggered days and hours as needed.
- **Work spaces.** Evaluate whether changes in layout and design to create natural separation should continue.
- **Processes.** Identify and digitize paper processes.
- **Gatherings.** Use technology to limit gatherings. Follow public health guidance for maximum capacities.

**Monitoring**
- **Temperature checks.** Employees will check before coming to work and stay home if they have a fever. Normal temperature should be less than 100.4 degrees Fahrenheit.
- **Screenings.** Employees will inform their supervisor before their scheduled work shift if they have been in close contact with anyone with COVID-19 and / or they have COVID-19 symptoms.
- **Self-isolation.** Those who are self-isolating will report this to their supervisor and utilize the appropriate leave.

**Campus Resources for Phase 3**
All efforts launched in Phase 1 and Phase 2 will continue.
Additional Resources

- Fargo Cass Public Health
- North Dakota Department of Health
- Centers for Disease Control and Prevention
- White House—Opening Up America Again

HISTORY

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Agricultural Affairs

Phase 1 Restart Guidance

05/14/2020

This guidance is part of a phased re-start plan and will become effective May 16, 2020.

Overarching Guidance

- Employees must follow applicable Centers for Disease Control and Prevention (CDC) and North Dakota Department of Health (NDDOH) guidelines.
- At this time, main campus buildings will remain closed to the public.
- Prior to re-opening or having public visitors, each location is required to complete the NDDOH Work Place Assessment tool. This applies to all county offices, REC’s and other off campus locations. The assessment tool can be found at this link: [https://www.health.nd.gov/sites/www/files/documents/Files/MSS/coronavirus/Workplace_self_assessment_ND.pdf](https://www.health.nd.gov/sites/www/files/documents/Files/MSS/coronavirus/Workplace_self_assessment_ND.pdf)
  - For county offices, your District Director will review the completed assessment and determine approval. For REC’s, the Experiment Station Director will review the completed assessment and determine approval.
- To the fullest extent possible, flexible hours and flexible work sites (remote work) are strongly encouraged. Specific questions and arrangements regarding remote work will be addressed by the employee’s immediate supervisor, as well as the appropriate REC Director, District Director, or Department Heads/Chairs/Director.
- County offices may resume normal work schedules congruent with guidance from the county.

The guidance below applies to all employees, volunteers, and visitors and guests.

- Workplace locations are permitted to implement more stringent guidance or requirements to ensure workplace and employee safety.
- Employees and constituents must adhere at least to applicable CDC and NDDoH guidelines:
  - [https://www.health.nd.gov/diseases-conditions/coronavirus](https://www.health.nd.gov/diseases-conditions/coronavirus)
- Prior to opening for public visitors, appropriate signage must be placed at the entrance to the building or office.
- Offices must provide hand sanitizer or access to soap and water.
- All high-touch surfaces must be regularly disinfected.
  - Meeting room surfaces (tables, chairs, door handles, etc.) must be disinfected prior to and following activities.
- Limited Face to Face (F2F) activities are allowed but must follow the guidance below:
  - Activities must be less than or equal to 10 people (including staff).
    - Any exemption requires review by the campus safety officer and authorization from the VP for Ag Affairs.
  - Proper social distancing must be implemented.
  - Use of face coverings for F2F interactions with a distance less than 6’ for 10 minutes or more between employees and members of the public is strongly encouraged.
  - F2F programming targeted for at risk and other vulnerable populations is not allowed (e.g. Target audience over age 65, Target audience with underlying health conditions).
• Employees must maintain a visitor log and attendance records for all activities in order to facilitate trace back in the event of a positive case.

• Requirements for quarantines of incoming seasonal workers remains in place.

• Travel and vehicles:
  o Vehicles must have hand sanitizer or soap and water available along with appropriate disposable hand towels and an appropriate trash receptacle.
  o Established NDSU work groups may travel together if the trip is less than 5 minutes in length and the occupants are wearing cloth face coverings.
  o For trips greater than 5 minutes in duration, only one person per vehicle allowed.
  o We continue to operate under the travel restrictions and guidance provided by central administration with one exception – essential travel within an employee’s county of residence or workplace can be conducted without prior approval.

• Previous travel guidance remains in place and includes:
  o For essential in-state travel for Extension or Ag Experiment Station purposes, please request travel from your department chair/head, REC director, or district director (dates, location, purpose, etc.). They will review this information and determine whether or not to grant you an authorization for the trip. For in-state travel, this is final approval.
  o All out-of-state travel, including travel in neighboring states (MN, SD, MT) now requires approval by the President. Please continue to fill out the online form as you have in the past to request approval. Approval will not be automatic.
  o There are no longer blanket out-of-state travel authorizations, and all previously approved blanket authorizations are no longer valid. Each out-of-state trip requires a separate authorization. When requesting authorization to travel, clearly indicate in the purpose section.

This guidance will be updated or modified as needed and in congruence with directives issued by the CDC, NDDOH, and other pertinent federal and state agencies.

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Phase II Restart Guidance
06/12/2020

Governor Burgum has moved the state to the Green Level (Low Risk) Category. However, multiple counties in the state still have widespread community spread of COVID-19. Therefore, Ag Affairs will be moving to a phased reopening approach which will allow more activities to occur in certain geographic areas while continuing with appropriate restrictions in areas.

Phase II Guidance will become effective on June 15, 2020.

Overarching Guidance (from Phase I Restart)

- Employees must follow applicable Centers for Disease Control and Prevention (CDC) and North Dakota Department of Health (NDDOH) guidelines
- At this time, main campus buildings will remain closed to the public.
- Prior to re-opening or having public visitors, each location is required to complete the NDDOH Work Place Assessment tool. This applies to all county offices, REC’s and other off campus locations. The assessment tool can be found at this link: https://www.health.nd.gov/sites/www/files/documents/Files/MSS/coronavirus/Workplace_self_assessment_ND.pdf
  - For county offices, your District Director will review the completed assessment and determine approval. For REC’s, the Experiment Station Director will review the completed assessment and determine approval.
- To the fullest extent possible, flexible hours and flexible work sites (remote work) are strongly encouraged. Specific questions and arrangements regarding remote work will be addressed by the employee’s immediate supervisor, as well as the appropriate REC Director, District Director, or Department Heads/Chairs/Director.
- County offices may resume normal work schedules congruent with guidance from the county.

Phase II Guidance for Meetings and Events

- This guidance applies to all counties in the state with the exception of Cass County which continues to have widespread community transmission of COVID-19.
- This guidance includes pesticide trainings and exams, 4-H activities, individual on-farm visits, programs taught by volunteers and all events sponsored by NDSU Extension or carried out by Extension staff as well as other outreach activities conducted by departments, REC’s, and other NDSU Ag Affairs entities.
- Local county extension offices and REC’s outside of Cass may engage in outdoor activities using the following guidelines and in compliance with the ND Smart Restart guidance for Large Group Gatherings (available at: https://www.ndresponse.gov/covid-19-resources/covid-19-business-and-employer-resources/nd-smart-restart/nd-smart-restart-protocols/large-gatherings):
  - For outdoor events:
    - Social distancing strictly adhered to, including transportation to plot tours.
    - Food and beverages may be served in congruence with the Yellow Category of the ND Smart Restart Guidelines for restaurants, bars, breweries, distilleries, and food trucks.
      - Food options such as boxed lunches are strongly encouraged.
    - Consider alternative formats for vulnerable populations.
    - Portable restrooms and/or frequent cleaning of restrooms in facilities at least every 2 hours.
    - Crowd size up to the 250 max per Governor’s guidelines and local health unit restrictions (whichever is more restrictive).
    - Suggested that sub-groups of 25 people or less be managed to maintain social distancing. Invite-only or RSVP’s could be an effective tool to manage group size and is suggested.
    - Strongly discourage the use of invited speakers and participants (including NDSU Employees) from areas with widespread community spread of COVID-19.
• For indoor events:
  o Social distancing strictly adhered to.
    ▪ Meeting rooms at no more than 50% of certified occupancy.
  o Food and beverages may be served in congruence with the Yellow Category of the ND Smart Restart Guidelines for restaurants, bars, breweries, distilleries, and food trucks.
    ▪ Food options such as boxed lunches are strongly encouraged.
  o Consider offering the program alternative formats for vulnerable populations.
  o Frequent cleaning of restrooms in facilities at least every 2 hours.

**For all events**

• All events must comply and operate within the confines of any applicable local health unit restrictions.
• Advertising for all events must strongly caution attendees in susceptible categories of the relative risk of attending.
• Events that involve more than 25 people must be reviewed and approved by your department head, REC Director, or District Director prior to the event. This review will include applicable safety protocols, advertising, and other applicable items.
• No events that specifically recruit participants from susceptible demographics.
• For NDSU Extension sponsored events such as 4-H activities which involve volunteers, transportation of non-household members is at the discretion of the driver. Consult CDC guidance related to COVID-19 and transportation, including use of personal vehicles, at: [https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html)
• Gatherings planned at the 4-H club/group level involving more than 25 participants (adults and youth) must submit a written "one time blanket request" to their local Extension Agent that they will resume in-person meetings following Phase II guidelines. This notification will cover all gatherings of this group for the remainder of the 4-H year, ending August 31, 2020. Documentation of this approval must be made available upon the request of the Extension Agent’s supervisor.
Athletic Department: Sanford Health Athletic Complex

Student Athletes
05/27/2020

Prior to Arriving at the SHAC
• Please fill out wellness questionnaire on TeamWorks App upon each entrance to the SHAC.
  o Information is sent through the App to Sports Medicine.

Parking
• All Student-Athletes must park in the Fargdome parking lot to the North of the SHAC.

Entrance
• Walk between the SHAC and Dacotah Field to the West Entrance/Student-Athlete Entrance of the SHAC.

Facility Operations
• A sequenced ingress / egress procedure will be used to control entry to and exit from the facility.
  o Entry will only take place at the West Entrance/Student Athlete Entrance of the SHAC.
  o Outside doors will be propped open when possible to allow entry and exit without the touching of door handles.
  o A daily wellness (temperature and symptoms) check must be performed by the Sports Medicine Staff.
    ▪ A health screening station will be set up inside the doors of the SHAC.
      • If temperature is >= 100.4 or symptoms are displayed the individual will not be allowed to enter the SHAC.
      • The individual will be referred to contact the Sports Medicine staff by phone to evaluate the individual and determine the appropriate action.
      • Student-Athletes who are symptomatic will be given the option to get tested at NDSU Student Health Services or at a Medical Facility in the Fargo/Moorhead area.
      • All Student-Athletes who test positive for COVID-19 and live on campus should work with Residence Life and Dining for quarantine and campus meal options. If you utilized the Student Health Service, they can assist with this process.
      • Other individuals within the group should be placed, at least, on heightened alertness for symptoms and removed from activities that place them in close contact with other groups.
      • Staff member working with that group should be placed on heightened alertness for symptoms and removed from activities that place them in close contact with other groups.
  o Everyone must wash or sanitize their hands upon entering the SHAC.
    ▪ A sanitizing station will be set up inside the doors and placed strategically around the SHAC.
    ▪ Once cleared to enter student-athletes must report directly to the Student-Athlete Lounge and wait for your strength coach to direct you to the weight room.
  o Lifting groups will be paired as best as possible based on living arrangements.

• Anyone entering the Weight Room/Sports Med must adhere to all of the following steps:
  o All group and individual workouts must be scheduled with NDSU staff.
  o Unauthorized personnel may not enter the SHAC weight room or Sports Medicine room at any time.

Scheduling Considerations:
  o Population density guidelines, as outlined by ND Smart Restart will be followed per stage of reopening.
    ▪ Stage 1: maximum size of each group will be 10 with 4 groups per hour.
    ▪ Stage 2: maximum size of each group will be 50 with 1 group per hour.
    • Advancing from Stage 1 to Stage 2 will depend on State guidelines for social distancing.
Stage 3: Group size determined by NDSU S&C staff to ensure safe operation of facility based on industry guidelines and standards.

- Advancing to Stage 3 will depend on state guidelines.
  - In times of population density restrictions, the NDSU S&C Staff will schedule teams and individuals with the following considerations:
    - In the order of teams next countable competition.
    - Fairness of accessibility.
  - Time will be scheduled between groups to maintain population density guidelines and to allow time to clean after each group is finished.
  - Groups/Teams will be scheduled to minimize crossover between groups and allow for cleaning.
  - Proposed staging of team training:
    - June 1 – Football
    - June 8 – Add Volleyball and Soccer
    - June 15 – Add Men’s & Women’s Basketball (summer access)
  - TBA – Wrestling, Track, Softball, Baseball – As schedule permits

Cleaning and Sanitizing:
- Strength and Conditioning staff will be performing thorough cleaning of all equipment between scheduled workouts.
  - NDSU Custodial Staff will maintain their same level of coverage.
    - Custodial presence during the day
    - Overnight crew
  - Inside the Weight Room any individual while working out must clean all surfaces they touch during that workout.
  - A spray bottle of germicidal disinfectant (sanitation station per ACHA guidelines) will be located at each of the 20 training stations and in designated areas throughout the weight room.
  - When Student-Athletes have finished their workout at the training station, they will be required to disinfect (spray down and not wipe off with rags, leave the disinfectant sit) the training station before moving onto the next piece of equipment, even if Student-Athletes intends to come back to this training station in the later stages of their workout.
  - After each group, staff cleaning duties will be especially geared towards commonly shared pieces of equipment that were utilized during that training session: Medicine balls, dumbbells, weight belts, straps, machine handles, glute hams, jammers, physio balls, resistive bands, and dip racks.
  - Flooring areas that were used by Student-Athletes, including the turf area, will be disinfected daily.
  - Person to person contact will be avoided during spotting with the use of bar catches and the two-spotter technique.
  - Partner resistive or assistive (spotting) exercises where there is close contact will be avoided or altered.
  - Everyone must wash or sanitize their hands when leaving the weight room.
  - Exiting from the Weight Room will take place through the North Entrance Hallway between Weight Room and Sports Medicine. Once you leave, the only entrance back in is through the West Entrance/Student-Athletes entrance.

Bathrooms:
- Restrooms will be available for both men and women on the north concourse ground level of the SHAC.

Loops:
- Loops will be provided in the equipment area of the SHAC.

Bins:
- Bins for loops that need to be laundered will be in the equipment room area of the SHAC.

Water Bottles:
- Every Student-Athlete should have or will be provided an individual water bottle for their use
- Refilling will occur at one designated PowerAde location.
  - At no time should anyone drink directly from the water fountain.
• **Fueling Station:**
  - The fueling station or any food items will not be provided during time in the weight room.
  - There should be no food brought in the weight room from the outside.

• **Meeting with Coaches and Staff:**
  - Meetings with any coaches or staff must continue to be done virtually (i.e. Zoom, FaceTime, Teams, etc.)
    - No meetings in person in the SHAC until further notice.

**Athletic Academic Area**

• **Returning Student-Athletes:**
  *Meetings by appointment only*
  - Must schedule appointment 24 hours ahead of the appointment day/time.
  - Door will be locked when you arrive - call the number posted on door - staff will let you in.
  - Cloth face covering must be worn to enter and stay in the area.
  - Upon entering the academic area - hands must be sanitized.
    - Wellness checks will be performed - See Facility Operations Section.
  - After appointment must leave academic area - no hanging out in facility.
  - Exit - down the stairs and exit the north doors of the SHAC.
  - No food allowed in Academic Area.
  - Water only if it is your personal water bottle - brought in from outside building.

• **If incoming freshmen are taking classes:**
  - The Student-Athlete would be assigned a time to come into the Athletic Academic Area.
  - The time would range from 30 minutes to 1 hour and 45 minutes (if student did not have a personal computer.)
  - Door will be locked when you arrive - call the number posted on door- staff will let you in.
  - Cloth face covering must be worn to enter and stay in the area.
  - Upon entering the academic area - hands must be sanitized.
  - A daily wellness (temperature and symptoms) check must be performed before entering the SHAC - See Facility Operations Section.
  - After appointment must leave academic area - no hanging out in facility.
  - Exit - down the stairs and exit the north doors of the SHAC.
  - No food allowed in Academic Area.
  - Water only if it is your personal water bottle - brought in from outside building.

*PLEASE NOTE:

AT THIS TIME THE ONLY ATHLETIC FACILITIES THAT ARE OPEN PER THESE GUIDELINES ARE: WEIGHT ROOM, SPORTS MEDICINE AND ACADEMICS.

ALL OTHER ATHLETIC FACILITIES (INCLUDING OUTDOOR) CONTINUE TO BE CLOSED UNTIL FURTHER NOTICE. WE WILL BE EVALUATING ALL OF OUR FACILITIES ON A REGULAR BASIS AND HOPE TO PHASE IN MORE OF OUR SPACES IN THE NEAR FUTURE.

**HISTORY**

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Addendum #1
Time Frame: June 15th-July 1st
06/08/2020

Opening of further NDSU Athletic Department facilities for voluntary use by Student-Athletes

- **Indoor Spaces**
  - Nodak Basketball Performance Center (SHAC), Scheels Center (SHAC), Bentson Bunker Field House, Fargodome Meeting Room Spaces
  - Time of Day Available: 6am-8pm Monday Through Friday- CLOSED Weekends
  - Scheduled Voluntary Workouts with Strength and Conditioning Staff and/or Coaches will be communicated to Sports Medicine Staff for screening upon arrival (see section 1C of Facility and Operations).
  - No more than 25 Student-Athletes and/or staff in any one group in the above spaces

- **Outdoor Spaces**
  - Dacotah Field, Gate City 1 Football Practice Field, Schlanser Outdoor Track, Tharaldson Park (Softball)
  - Time of Day Available: 6am-8pm Monday-Friday- CLOSED Weekends
  - Gates to Facilities will be unlocked by Staff during these times
  - Scheduled Voluntary Workouts with Strength and Conditioning Staff WILL BE SCREENED upon arrival before heading to facility (see section 1C of Facility and Operations).
  - No more than 50 Student-Athletes and/or staff in any one group in the above spaces
  - Non-Scheduled voluntary workouts (without staff) that are not entering the building will not be subject to screening.

- **Locker Room Access**
  - Locker Room access is available during scheduled voluntary workouts with assurances and monitoring from staff and coaches that social distancing guidelines are being adhered to.
  - We request that the locker room be used for bathroom use and showering use only. There can be no lounging or “hanging out” in the locker room at this time.
  - NDSU Custodial staff will be sure all bathroom areas and shower areas are cleaned and sanitized on a daily basis.

- **Weight Room Numbers**
  - Weight room numbers may now increase from 4 groups of 10 per hour to 3 groups of 15 per hour for a total of 45.
Athletic Department: Sanford Health Athletic Complex

Coaches and Staff

05/27/2020

Prior to Arriving at the SHAC

- Employees will be asked to check before coming to work and stay home if they have a fever or any other COVID-19 symptoms listed on the Teamworks App. Normal temperature should be less than 100.4 degrees Fahrenheit.
  - Employees will inform their supervisor before their scheduled work shift if they have been in close contact with anyone with COVID-19 and/or they have COVID-19 symptoms.
  - Those who are self-isolating will report to their supervisor and utilize the appropriate leave.

Parking

- Staff may park in their designated assigned Lots.

Entrance

- NDSU Athletics employees that self-monitor at home and choose NOT be screened should enter through the North or South lobbies (note that there are screening stations at the West entrance should they choose to be screened) and proceed directly to their work areas.

Facility Operations

- All employees who do not wish to be screened will enter the SHAC via the North or South Entrance (swipe access). Proceed directly to your work station area without entering the following:
  - Weight Room
  - Academics
  - Sports Medicine
  - Student Athlete Commons

- A sanitizing station will be set up inside the doors and placed strategically around the SHAC to allow for sanitizing your hands upon entry to the SHAC.

- If you use the West Entrance and get screened, Staff should use the basketball hallway and enter into the south lobby to the ticket office or up to the administration/coaches’ suite, Athletic Communications/Video/Bison Sports Properties.

- Any access to the weight room or Sports Medicine should be avoided unless communicated to the Strength and Conditioning or Sports Medicine Staff.

- Any access to the academic area should be avoided unless communicated to the Academic Staff. (Cloth Face Covering is required in the Academic Area).

- Staff may exit the building through any designated exit. (Please avoid the west entry where people are entering).

- **Access During Off Hours:**
  - Staff will have swipe access through All Entrances to the SHAC during off hours. You are encouraged to enter the building and proceed to your office as needed only.

- **Visitors:**
  - At this time, the SHAC is closed to all outside visitors and guests. If there is a need to have others enter the building, please coordinate with Scott Woken so all proper precautions can be made.

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Dining

Summer 2020
05/27/2020

Union Dining Center (UDC)
Closed for the summer for residential dining

- **Catering orders**
  - Pick up orders by customers, served events requests to be evaluated based on current University and ND Department of Health (NDDoH) recommendation guidelines
  - At this time, there are no catering events scheduled until August, 2020.

- **Daycare Meals**
  - Meals produced in the UDC kitchen and menus will be adjusted as necessary to meet USDA guidelines.
  - Wellness Center Daycare: open for student childcare needs
  - Center for Child Development Daycare (CCDD): open for faculty and staff childcare needs

- **Meals on Wheels**
  - Judy Navarro, Assistant Director of Culinary Operations, will take the lead on communication and planning.
    - Frequent communication and evaluation with Valley Senior Services
    - All pack outs only
    - Utilize available inventory and make menu adjustments to meet USDA guidelines

Bakery at West Dining Center (WDC)

- Producing product for RDC, Meals on Wheels, catering and daycare at the CCDD and Wellness Center

Residential Dining – RDC, WDC

RDC, UDC and WDC will be closed May 15 (after lunch at RDC) through May 31.

- **Residence Dining Center (RDC): Monday, June 1, 2020 through mid-July 2020**
  - Date may be adjusted by the start of the Phase 3 renovation
- **West Dining Center (WDC): Transition mid-July until opened under Fall 2020 operational plans**
  - Athletic pre-season begins on Aug. 6, 2020

Protocols:

- Open for limited take out service with monitored guest counts to meet University and NDDoH recommendations.
  - Under the ND Smart Restart protocols for Large Gatherings, NDSU is currently considered a Yellow/Moderate Risk. Under this Risk, gatherings in facilities can be up to 50% occupancy but no more than 250 persons.
  - The square footage of the server and entrance area is 5,870 SF. Providing 36 SF (6X6) per person would allow 163 individuals in the area.
    - At this time, capacity will be limited to 100 individuals in the RDC, which allows for 56 SF (7.5 X 7.5) per person.
    - WDC capacity will be evaluated when moving there in July.
- Service offered to current meal plan holders (block) and walk-in customers.
- To go options will be limited quantities based on packaging. For instance, one each of the following:
  - 9x9 disposable to-go box, disposable beverage/straw, disposable small soup/salad container, disposable dessert container/package, prepackaged disposable silverware set, pc’s for condiments as needed.
  - Roxanne and Judy have discussed the menu options with Jim Kramer, and we will determine acceptable quantities with Jim to ensure athletes’ dietary needs are being met.
- Dining will post signage on safe handling/storage of potentially hazardous food.
- Thorough cleaning and disinfecting will be done on a regular and frequent basis throughout service and between service hours following NDDoH and CDC guidelines, utilizing EPA approved cleaning, sanitizers and disinfectants.
• Hours will be posted to applicable sites:
  o Dining website, social media, digital signage, Dining App, etc.; subject to change
• RDC will continue to be an allergen friendly facility, free of tree-nuts and peanuts.
• Menus will be run out of Global and Homestyle that will meet the needs of our athletes.
  o Students with food allergies to contact Hannah Prigge for specific meals/needs.
• Clean Eats at WDC will be free of top 8 allergens.
• Salad/Deli will be open but will not be self-serve.
• Menus will utilize current inventory on hand to ensure utilization and reduce waste, as well as to work with vendors on available items.
• Menus may be subject to change due to item availability.
• Crowd size will be limited to University and NDDoH restrictions.
• Diners will be counted/managed by Dining staff to ensure restrictions are adhered to.

Hours:
Monday-Friday
Breakfast: 7:00 am to 9:00 am  Take-out
Lunch: 11:00 am to 1:00 pm  Take-out
Dinner: 5:00 pm to 7:00 pm  Take-out (no dinner on Friday)
Saturday-Sunday  Closed

Quarantine Meals
• To-go Meals/Disposables will be provided to students in quarantine.
  o Meals based on items currently served in the RDC including meeting dietary needs/restrictions, etc. of student
• Meals will be delivered via Dining staff drivers.
  o Dining will package meals to do one or two drops per day vs every meal
  o Will drop meals for weekend on Fridays if required/necessary. (Students in MLLC have fridges to store food)
• Rian Nostrum, Director of Residence Life, will let Dining staff know student’s hall/room # and Res Life contact for meal delivery. Included in the communication from Rian will be any dietary concerns
• Dining staff will deliver to the hall the student is residing in
• Residence Life staff will deliver to the student’s room
• Custodial staff will remove waste and clean
• Non-perishable items to eat in between meals will be included in each delivery
• Mary Sinner will coordinate obtaining supplies such as disposables and bottled water

Retail
Barry Hall, Minard and NDSCS Fargo campus closed for the summer

• Caribou (To-go’s only):
  o Mon-Fri: 7:00 am to 3:00 pm
  o Additional grab-n-go’s will be added to the display case, as needed
• Hoagie Hut (weekly hours):
  o Mon-Fri: 9:00 am to 3:00 pm
• Burgers and Pizza Express:
  o Alternate weeks to provide customers variety and change in menus/options
  o Burgers: 10:30 am to 2:00 pm
  o Pizza Express: 10:30 am to 2:00 pm
• Retail food court concepts open:
  o Apple Pay/Credit/Debit only, or campus card
  o Signage posted for customers
  o Frequent cleaning/disinfecting of card machines
If cash is used, Dining staff will use gloves and practice personal/hygiene/handwashing after transaction.

- Meal Equivalents (ME’s) available during all operating hours for concepts: Hoagie Hut, Burgers and Pizza Express
- Continue to evaluate need to have all food court units open dependent upon business and customer counts
- Signage to encourage “social distancing” in lines
- Seating area in MU lower level to meet NDDoH criteria
- Hours/locations posted on Dining website, etc.

Menus/Purchasing/Inventory
- Mary Sinner, Associate Director of Retail and Culinary, will lead the efforts with Culinary team in inventory/purchasing_menus and vendor communication.
  - Emphasis to focus on utilizing perishable inventory (from concessions, catering, retail and other dining operations)
  - Coordinate utilizing inventory on hand to minimize purchases with vendors/suppliers
  - Create FoodPro menu management list of items to use during a disaster scenario, such as an infectious disease outbreak, flood, etc.
  - Menus will be evaluated frequently and adjustments will be coordinated by Mary Sinner

Marketing
- Tara Ferkinhoff, Assistant Director of Marketing Res Life/Dining, and David Teeples, Graphic Design and Marketing Specialist, are updating the dining website and social media with information and updates as requested.
- Tim Schulz, Dining IT Coordinator, will be updating the menu boards and dining app with information.

Sanitation & Preventative Measures
- Use EPA approved chemicals that are effective against viruses
- Thorough cleaning and disinfecting before opening, between meal periods, after closing
- Implement and enforce strict sanitation measures to keep customers from coming in contact with items
  - All self-service areas will be removed and dining staff will provide served items to students/customers
  - Beverage areas will be monitored closely to ensure drink refills are prohibited and for frequent disinfection
- Finger scanners were removed after March 13, 2020 and customers are scanning their own ID upon entrance; signage has been created for customer communication
- Disinfectant wipes and hand sanitizers provided to drivers and catering staff
- All Dining staff will be re-trained and reminded frequently on all sanitation/food safety practices with particular emphasis on personal hygiene and monitoring health/well-being
- All Dining staff will follow HR recommendations regarding their wellness and monitoring any symptoms that would require them to stay home from work

PPE (Personal Protective Equipment)
- We are not requiring masks for everyone. However, if there is a need to require masks in particular areas or duties because the 6’ distance cannot be maintained (like MOW), we will consider requiring masks in those areas. There is also a possibility of requiring masks because of the increased staffing needed to serve students as students return. Any masks supplied by Dining would be Dining’s expense and would not come from another funding source.
- Providing Plexiglas shields in all customer transactional areas: Cashiers, checker stands, etc. where a sneeze guard is not present; assess the necessity of Plexiglas shields in all customer transactional areas: serving lines, catering buffet lines, etc.

Custodial
- Mary Sinner to meet with Pete Zimmerman, Associate Director of Facilities, to determine a plan of action for summer needs with following items to be updated/addressed:
Memorial Union custodial needs will be adjusted as necessary with Custodial being flexible in regards to tasks and duties

Residence Dining Center custodial needed for entire facility

West Dining Center custodial needs will be adjusted as necessary with Custodial being flexible in regards to tasks and duties

WDC Bakery can be self-sufficient

### Staffing

**Full Time**
- Full-time staff will be prioritized for hours to cover the essential/critical duties of Dining operations
- Hours and duties will vary to accommodate the changing business needs for summer as well as fall planning
- NDSU Human Resources to provide guidance on leave, benefits, etc.

**Student**
- Student Employment – Student Managers, Student Coordinators, IT Students, Internships
- Student staff will most likely not be needed for summer operations
- Student Coordinator, HR Assistant, Student Coordinator in Training, IT students, Student Managers will be utilized to continue student employment planning, recruiting, etc. for fall
- Communication plan will be enacted, once confirmed
- Student internships currently in place will continue to ensure academic needs are met and achieved; current Internships Summer 2020 – MIS and EM(?)

**Part Time**
- Obtained list of staff available if needed, but we are currently not anticipating needing part time staff
- PT staff are primarily sourced through the following agencies, which provide employment for individuals with special needs: Productive Alternatives, CLS, CHI, and CREATE. Dining has approximately 55-58 of these staff.
- Other part time staff will be contacted by direct supervisor – Dining has approximately 2 of these staff

**Open Positions**
- To post June/July anticipating filling before school starts

**Remote/Telecommuting**
- To be evaluated and determined on a case by case basis. We will be open for business, and Dining employees will report to work as usual. IT-priority work tbd.

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<td>Dining (Summer 2020)</td>
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<td>Food Court &amp; Caribou Seating (Summer 2020)</td>
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Entrance and Serving Area: 5,870 SF
Food Court and Caribou Seating  
(through Summer 2020)  
05/08/2020

This protocol is being established to be implemented mid-May through the summer.

- Food Court seating has been re-arranged in a small section to accommodate the required 6’ distance between tables. The remainder of the Food Court will remain inaccessible. Seven tables have four chairs at them and there are five individual spots at a counter for seating. More seats could be added in increments if there is enough customer demand for the seats.
- Caribou will have five small tables with two chairs each set up on the carpeted area in front of Caribou. The back section will remain closed.
- We will print/laminate some 4x6” cards that were green on one side (indicating the table was clean and ready to go) and red on the other (indicating the table needs to be cleaned), which will be placed on any usable tables in the MU. The card will have instructions to flip the card to red when they are done using the table. This will help MU staff to identify when tables need to be cleaned. The card will also be cleaned since it is laminated.
- Cleaning and disinfecting of dirty tables in the Food Court will be completed on an intermittent basis by student building managers and available custodial staff. All tables and chairs will be cleaned prior to opening and at approximately 11:00 am and 2:00 pm.
- Cleaning and disinfecting of dirty tables in the Caribou area will be completed by Caribou staff when customers leave their table. All tables and chairs will be cleaned prior to opening and at approximately 11:00 am and 2:00 pm by building managers and available custodial staff.

Note: The protocol for Fall semester implementation will be reviewed separately.
Facilities Management

05/27/2020

Custodial cleaning and disinfecting have been enhanced for spaces like restrooms, public spaces and classrooms, and for surfaces that are high-touch. These daily activities include:

- Door knobs, handles, push plates and crash bars
- Handrails
- Light switches
- Power door operators
- Vending machine controls
- Drinking fountains and water bottle filling stations
- Elevator controls
- Restroom surfaces, faucets and fixtures
- Classroom hard surfaces like tables, counters and hard surface seating

When time allows, the high-touch areas will be disinfected more than once per day.

Spaces historically not cleaned by Facilities Management will remain the responsibility of the department assigned the space. These include research labs, specialty labs and offices to name a few. Surfaces inside these spaces needing disinfecting like telephones, keyboards, work stations and other surfaces are included. Equipment that is shared like printers and copiers will be the responsibility of the user to clean, if needed.

Across campus hand sanitizer stations will be located in high traffic public areas in every building. In some buildings, this includes stations on multiple floors. For Registrar scheduled classrooms, a disinfecting solution with disposable towels will be available to/for students or faculty that want to clean the desk, chair or other surfaces between classes. In the event a hand sanitizing station is empty, please call Facilities Management at 231-7911 to report the location.

Facilities Management will help coordinate the proper furniture arrangement for classrooms to meet the spacing requirements when and where needed. In some cases, seating will be marked for use or not to be used that will help students understand the distancing needs. Custodial will disinfect Registrar scheduled classroom hard surfaces each day before classes start.

Buildings’ HVAC systems and controls will be evaluated for improved air quality options. Some classrooms might be rendered closed for classes due to lack of available seating or unacceptable HVAC needs. Facilities Management will continue to pursue equipment that helps reduce air borne virus particles.

Facilities Management may adjust waste containers in bathrooms to be closer to exit doors, where applicable, so occupants can easily dispose of paper towels. Non-touch door opening devices will be added to various locations around campus.

Facilities Management is stocking various supplies in Central Stores to include different styles face coverings, desk top hand sanitizer bottles, bottles of cleaner, protective gloves and disposable towels. In addition, the carpenters are custom building Plexiglas shields that have been cheaper than many on-line places.

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Residence Life

Opening for In-person Instruction
06/10/2020

Residence Life (RL) will move forward with planning for students to reside on campus for Fall 2020, following normal occupancy guidelines. Students have selected room preferences ranging in single, double and suite style rooms. Students have also in many instances made roommate selections. The following plan was developed in review of various recommendations from CDC, ND Department of Health, ACUHO-I, and ACHA.

Although most students are not currently living with each other, they could be viewed as a “household” once the risk diminishes after arriving to campus and having close contact for more than 14 days. Therefore, our biggest risk within each living space will be the initial 14 day period, when we may assume we have asymptomatic students moving to campus and living in the same rooms with non-positive students. Fortunately, the risk to this age group, if positive for COVID-19 is narrow.

Living on Campus Requirement

Residence Life has a policy that requires incoming first-year students to live on campus unless they wish to continue living at home within a 35-mile radius. RL will continue to have this policy but will provide guidance to students to contact RL if they have concerns about the requirement. RL will allow further flexibility on an individual basis (those with medical conditions such as asthma, diabetes, immunosuppressive drug therapy, etc.):

- **Consideration 1:** If available, we allow first year students to be eligible for on-campus apartments or the Living Learning Center, if that living environment provides additional assurances to families. These environments would allow students to remain in an on-campus environment but provide for less community interaction and kitchens for eating in.
- **Consideration 2:** If on-campus alternative housing is not available, we may provide a waiver to live off campus.

Process to Complete Move-in

We have to accept that we will not have a traditional move-in day with lots of traffic, move-in volunteers, and general planned crowds. The burden of moving in belongings will need to be handled by the individual students and their families. Below are steps we will take to assist with move-in while maintaining social distancing:

- Prepackage all room keys and ID cards for easy retrieval.
- Move room condition forms to an online format so students do not need to return completed forms to hall staff.
- Allow students to move in over multiple days so as to control the amount of people entering a single building at one time. Currently we believe we can accomplish this with a Thursday through Sunday check in schedule, but may extend it longer. We plan to work with Student Success Programs and Dining to coordinate an exact timeline and will later provide a plan for “Move-In Week”.
  - **Consideration 1:** Meal plans would need to start sooner for those students with earlier check in dates.
  - **Consideration 2:** Implement a sign-up process to control hour by hour arrival.
  - **Consideration 3:** Prior to arrivals, we provide guidelines requesting families self-screen and to delay their move in process if they exhibit symptoms.
  - **Consideration 4:** Coordinate activities for students who move in earlier to ensure successful integration into NDSU.
  - **Consideration 5:** Since move-in volunteers may not be available, consider renting moving carts to be available for students to utilize when moving in.
  - **Consideration 6:** Still have some move-in volunteers with providing directions and assisting moving on an as-needed basis.
- Plan for lofts to be delivered and set up prior to move in days.
General Operation of Residence Hall
For day to day operation of each hall, a number of changes will be necessary. Beyond what is identified prior to fall, Residence Life will need to be adaptive to make changes as opportunities arise.

- Add hand sanitizer stations at all entries of each building, managed as a custodial supply item.
- Recommend use of masks in all common areas.
- Provide clear occupancy limitations for lounges. Residence Life will evaluate each space to determine limitations, furniture reconfiguration, and locking off any that are too small.
- Provide PPE for hall staff for rounds, office hours, and general work requirements.
- Utilize video conferencing for hall gatherings, hall government meetings, RHA, etc.
- Working with Facilities Management, ensure extra sanitation of touchable surfaces, bathrooms, etc.
- In bathrooms, have Residence Assistants (RAs) monitor for any soap dispensers that run empty while custodial staff are gone, and provide training to replenish as needed.
- Provide disinfectant wipes or spray in public areas so RAs can wipe down areas they have come into contact with during normal use.
- Where it isn’t already occurring, create laundry sign-up so students have scheduled times for use of equipment.
- Working with University Relations, place and monitor all safety signage that reminds students to wash hands, maintain social distance, monitor symptoms, etc.
- Using Movie Channel and Cable TV system, create public service announcements related to CDC guidelines for personal protection.
- Offer training on public health measures and signs/symptoms of virus for all live-in staff.
- Best practice guidelines for outside guests in each building will be provided to students.
- Evaluate access to cleaning supplies for residents and how to ensure proper sanitation between uses.
- Evaluate access to hall supplies for checkout for residents and how to ensure proper sanitation between uses.

General Operation of Apartments
Apartment living provides a defined living space that is separate from other students. This spring, we have continued to operate apartments while encouraging move-out from the residence halls. Here are some basic changes that will need to be considered going forward:

- Conducting check-ins while maintaining social distancing.
- Safety checks will be scheduled and will be conducted without coming into direct close contact with apartment residents by asking the residents to wait outside. Complex Managers will be provided appropriate PPE to conduct the safety check.
- Continue check-out process where staff do inspections after students have left the unit.
- Many of the community development activities include close interactions with each other, so staff will need to adapt to virtual programming similar to RHA late spring programs.

Quarantine Spaces
We have to assume some students will exhibit symptoms and need to be tested for the virus. Working with Student Health, Residence Life will need to be notified any time a student is tested. While waiting on test results, students will remain in their units. In addition, some students may need to be in quarantine status due to close contact with another individual who has tested positive. These students and their roommates/suitemates will be in quarantine status. When in quarantine status:

- Contactless meal delivery will be arranged through Dining.
- The private Accessible bathrooms located on every floor of the low-rise residence halls will be locked and available only to students in quarantine.
- Residence Life will do daily virtual wellness checks for students in quarantine.
Isolation Spaces
In cases where the test result is positive, alternative housing will be provided in North Weible for students who live in a Residence Hall. Females will be housed on the 3rd floor and males will be housed on the 2nd floor. In addition, three additional floors (1st N Weible, 3rd Johnson, 3rd Stockbridge) will be available if capacity concerns arise. Following are further details that will need to be in place:

- Rooms will be set with a basic conference linen package, so a student doesn’t need to bring personal belongings.
- Thermometer, sanitizing wipes, tissues, soap, hand sanitizer, and toiletries will be provided.
- Contactless meal delivery will be arranged through Dining.
- Custodial, maintenance, dining, and live-in staff will be provided with necessary training and PPE (as per CDC guidelines) when cleaning and entering these spaces.
- Residence Life will be prepared to assist students with their personal needs (medication pick up, delivery of hygiene supplies, etc.) while students are in isolation.
- Residence Life will do daily virtual wellness checks for students in isolation.
- Students will be released from isolation when 10 days have passed since symptoms began AND the student is fever free (<100.4F) for 72 hours without the use of fever-reducing medications AND respiratory symptoms are improving.

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Student Affairs and Enrollment Management

Re-opening Plan
06/10/2020

Departments Included
Administrative Systems, Admission, Counseling Center, Dean of Students, Student Activities, Student Health Service, Student Success Programs (Athletic Academics, ACE Tutoring, Family Programs, Orientation/Welcome Week, TRIO, Veterans Educational Training)

Principles
Do our part to preserve the on-campus student experience while incorporating risk reduction measures to:

- Mitigate the spread of the virus
- Mitigate risk of exposure to employees, students and visitors to campus.
- Align with up to date public health recommendations as possible
- Protect vulnerable populations (See page 13 of ND Smart Restart Guide)
- Remain committed to our agree upon SAEM Values
  - Collaboration and Teamwork
  - Community and Inclusion
  - Growth
  - Integrity
  - Service

Plans
Overall timing of the plans will sync with the NDSU Human Resources Return to Work Plan (soon to be finalized). Timing of employee return will be dependent on the responsibilities and business practices of the various department with the goal of full staff in place by August 1 (while allowing flexibility for telework where appropriate).

All units will complete the Workplace Assessment for COVID-19 (with appropriate boxes pre-completed for them based on university stances). Units will follow ND Smart Restart Plans consistent with current risk level.

Specific Strategies
The following strategies, among others will be used by SAEM departments:

- Employees will be reminded to disclose if they have symptoms of Covid-19 and be required to stay home.
- Social distance of at least 6 feet should be the goal for in person interactions.
- Where social distancing cannot be achieved encourage face coverings for employees and students. Masks may be purchased through facilities management if required for their work and distancing is not possible. Employees may also wear their own face coverings.
- Plexiglass barriers should be added to reception areas or other areas where high volume interactions must occur. Purchase through facilities management.
- Floor decals should be placed to space out lines/waiting areas.
- Departments who exchange cash should slide cash across counter, rather than directly into hand and counter and hands should be disinfected after each transaction.
- Departments that need to swipe ID cards should allow students to swipe the card whenever possible and disinfect surfaces of card readers frequently.
- Large gatherings events should follow Dept. of Health guidelines for size and safety precautions appropriate for the current risk level of the state. If you are unsure about whether or not an event should occur, please consult with Vice Provost.
• Shared equipment (laptops) should be avoided where possible. If not possible to avoid sharing, sanitize keyboards and mice between uses.
• Follow ND travel guidelines and CDC travel guidelines for staff who need to travel as part of their work (i.e. admission counselors). Determination for when counselors can resume travel will depend on what happens with High Schools (whether or not they will accept visitors) and college fairs (whether or not they will happen). Travel authorizations for essential travel should use the out of state travel authorization form with sign off from the director and the Vice Provost.
• Stagger appointments times to accommodate fewer visitors in waiting area/lobbies.
• Rearrange furniture in waiting area to accommodate distancing.
• Continuing zoom/teams meetings where distancing or face coverings not possible.

Sub-plans to be submitted to Executive Team for approval:

• Career Fair (Appendix A)
• Campus Visits/Tours (Appendix B)
• Student Organizations Guidance (Appendix C)
• Welcome Week (plan submitted by July 1)
• Homecoming (plan submitted by August 1)

HISTORY

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<th>Type</th>
<th>Date</th>
<th>Revision</th>
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<tr>
<td>New</td>
<td>06.10.2020</td>
<td>With Appendices A, B, and C</td>
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<tr>
<td>Revised</td>
<td>06.18.2020</td>
<td>Appendix C</td>
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**Career Fair Evaluation and Proposal (May 2020)**

**Background:**

In the last few years NDSU has hosted 4 major Fall Career Fairs:

- 2 at the Memorial Union, and
- A 2-day event (2 unique fairs) at the Fargodome

These events bring in on average:

- 45 to 270 companies
- 2 reps per company
- 200 - 1500 students.

Needless to say this model has relied on bringing people in spaces where **close human interaction** happened by both, design and default. Physical/social distancing was not even a figment of anyone’s imagination. In the age of COVID-19, the partial and gradual shift that we had planned for virtual engagement has now accelerated to become a more immediate behavior change.

**Shifts due to COVID-19:**

From an employer engagement perspective the effects of what is happening in the labor market and economy include:

- Cessation of some spring internships
- Limited summer internships
- A 50% reduction of job postings on our job board from March to this writing in May
- Reduced on-campus employment opportunities
- Layoffs and/or furloughs in some sectors
- Temporary freeze on hiring in many organizations
- Opportunities in some sectors (example: IT, Hospitality, Health)
- Travel restrictions for employees (both budgetary and health concerns)
- Hygiene requirements – of people and products (masks, surface sanitization, etc.)
- Protection of vulnerable groups

On the bright side, we are experiencing many employers willing and able to engage with students virtually. Presentations by employers have included topics such as tips on a successful virtual job hunt, how to stay proactive in this job market, and evaluating offers to name a few.

**Current Context:**

The **planning of our Fall events and fairs begins 4-5 months in advance** with a myriad of activities such as setting up registration for employers, communicating with them, setting up On-campus Interview rounds, liaising and planning with venue staff, arranging for catering, working with publication services to design and produce marketing materials, signage, and many more other such tasks. It is becoming apparent that given the current circumstances and our employee band-width, it is necessary to concentrate on one or the other: **in-person or virtual**.

Taking into consideration recommendations put forth in publications such as ACHA Guidelines *Considerations for Reopening Institutions of Higher Education in the COVID-19 Era* and the Global Center for Health Recovery’s *Higher Education COVID-19 Pandemic Recovery Guide*, and keeping in mind the resources available to us we will have to modify our normal in-person fairs to virtual fairs. This necessitates the exploration of new and different opportunities to conduct our business, such that we will have the least negative impact on the basic act of connecting students to employers.
We have been exploring and assessing various platforms for virtual engagement, specifically virtual fairs. A realization from this research is that to make this transition successful, it will require a lot of communication, training, tips and preparation for both students and employers, not to mention staff. It is a mind shift in not just the technology, but also purpose, scope, and the how of this mode of engagement.

This will require a massive amount of poignant and consistent communication to all stakeholders. For example, in a virtual fair an employer is expecting to meet with students who have already researched the organization and are coming with specific inquiries, v/s a traditional fair where a student can just walk up to the employer and ask questions. From a student perspective as well, where in the past registration was not required and they could just walk-in to the event, to attend a virtual fair they will now have to register to get the link to the event.

A couple of weeks ago, we surveyed employers in our system and received 212 responses:

- 61% anticipate recruiting at NDSU this Fall
- 28% are unsure if they will be recruiting
- 11% are not recruiting this Fall
- 5% will attend in-person fairs only
- 14% will attend virtual fairs only
- 70% will attend either in-person or virtual

It is thus evident that employers are embracing virtual fairs as a viable recruiting option. Focusing on virtual fairs this semester will allow us to properly learn the ins and outs of this new format, better preparing us to serve both employers and students.

Besides other vendors, we also connected with our existing Career Management System vendor – 12twenty - to see how we can leverage existing technology so that we don’t have to spend additional dollars on a new platform. The financial impact on the cost side is hence minimal. They have proposed a couple of solutions that we would like to concentrate on and ensure that we as staff are prepared to the best of our abilities to offer this to students and employers, keeping customer service front and central. NDSU has a legacy of hosting excellent fairs and we are determined to uphold that tradition and reputation.

Next Steps:

We would like to immediately move forward with a plan of the fall fairs being virtual, while still allowing some flexibility for individual employers to host in-person sessions on campus or virtual formats, especially for the career exploration aspects. Any in-person interaction will depend on conditions then, and of course, whilst adhering to State and CDC guidelines at the time. We are not planning on making any public announcements yet and will open up registrations for employers early July 2020.

Taking this course of action will allow us to not only better prepare for these unique times, but also afford us the opportunity to evaluate the pros and cons post-pandemic. It will allow us to better pivot in the future where a combination of in-person and virtual will perhaps be the new normal.

Addendum:

Universities comparable to NDSU:

<table>
<thead>
<tr>
<th>University</th>
<th>Virtual or In-person</th>
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<tbody>
<tr>
<td>Iowa State</td>
<td>Virtual</td>
</tr>
<tr>
<td>Montana State</td>
<td>Undecided</td>
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<tr>
<td>Univ of Nebraska</td>
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<td>Univ of MN</td>
<td>Undecided</td>
</tr>
<tr>
<td>Clemson, SC</td>
<td>Virtual</td>
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</table>
First-Year Student Plan

- All guests MUST pre-register and parties will be limited to three total people.
- Transition campus visits temporarily to the Memorial Union to promote social distancing.
- Staff who check-in guests will wear a mask and stand behind the plexiglass barrier.
- Visits will be offered at 10:00 a.m. and 1:00 p.m., daily.
- All guests will check-in in the Legacy Lounge on the second floor of the Memorial Union and will be asked to sanitize their hands upon arrival. Guests who do not have a face covering will be offered a disposable face covering.
- Use touchless check-in process to confirm and update prospect information and interests. Gather information in informal introductions.
- Guests will also receive an admission presentation prior to the campus tour. The room will be set up to space groups 6 feet apart from one another.
- Two tour groups of no more than 10 each will depart at a time for a max capacity of 20 guests per tour time.
- Tour guides will be required to wear a mask for the full tour. Tour guides will wear a voice projector to assist with volume.
- All materials (campus visit folder, tshirt, water) will be prepared at least three days in advance to limit handling.
- Three staff and two tour guides will be needed for each visit time

Visit Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:45 – 10:00</td>
<td>Check-in</td>
<td>Legacy Lounge</td>
</tr>
<tr>
<td>10:00 – 10:45</td>
<td>Admission Presentation, Q&amp;A</td>
<td>Prairie Rose Room</td>
</tr>
<tr>
<td>10:45 – 12:00</td>
<td>Campus Tour</td>
<td></td>
</tr>
<tr>
<td>12:45 – 1:00</td>
<td>Check-in</td>
<td>Legacy Lounge</td>
</tr>
<tr>
<td>1:00 – 1:45</td>
<td>Admission Presentation, Q&amp;A</td>
<td>Prairie Rose Room</td>
</tr>
<tr>
<td>1:45 – 3:00</td>
<td>Campus Tour</td>
<td></td>
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</tbody>
</table>

Transfer Student Plan

- All guests MUST pre-register and parties will be limited to three total people.
- Because transfer students require a higher level of individualization but produce fewer appointments, the Office of Admission will continue to conduct individual appointments.
- Transfer students will check-in at Ceres 114 at the main reception area for the Office of Admission. The front desk has been equipped with plexiglass barriers for reception staff.
- Guests who do not have a face covering will be offered a disposable face covering.
- **The reception area will be rearranged to ensure the small groups of visitors are adequately spaced.**
- Use touchless check-in process to confirm and update prospect information and interests. Gather information in introductions.
- Individual appointments will take place in Ceres 116, which is a conference room. Using the conference room allows for 6 feet of distance between the guests and the admission counselor.
- Staff and tour guides will wear masks when social distancing is not possible.
- Transfer student admission appointments will be offered 11:15 a.m. and 1:15 p.m., daily.
- All materials (campus visit folder, tshirt, water) will be prepared at least three days in advance to limit handling.
- An optional tour will be offered at noon.
Visit Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
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<tbody>
<tr>
<td>11:15 – 12:00</td>
<td>Check-in and Admission Appointment</td>
</tr>
<tr>
<td>12:00 – 1:15</td>
<td>Campus Tour</td>
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<tr>
<td>12:00 – 1:15</td>
<td>Check-in and Campus Tour</td>
</tr>
<tr>
<td>1:15 – 2:00</td>
<td>Admission Appointment</td>
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</table>

Visit guidelines for guest to acknowledge as they register for their visit (built into their registration form and sent as a link in a visit reminder email):

The safety and health of our team and guests is our top priority. The Office of Admission will follow the guidelines of the ND Smart Restart as well as additional precautions.

The Office of Admission asks guests to be familiar with the guidelines and practices below to prioritize the health and safety of our team and campus visitors. While we are taking precautions to prioritize your safety, we cannot eliminate all risks.

- Please bring your own face covering and wear it when on-campus.
- All visits are by appointment only.
- If you are experiencing any fever, cough, sore throat, have been exposed to anyone with COVID-19, or have traveled internationally in the 14 days before your visit – please reschedule.
- We ask guests to arrive on-time to their scheduled visit to ensure proper distancing during check-in. If you will be late for your appointment, your visit may be limited to a self-guided tour. Please call 800 – 488 - NDSU or 701-231-8643 for instructions if you are unable to check-in at your designated time.
- Maintain social distance and stay six feet apart from staff and other visitors when possible.
- Guests will be limited to promote social distancing. Please limit your party to three total people.
- Please sanitize your hands upon arrival and throughout your visit at one of our sanitizer stations.
- Your visit will include a presentation or appointment with a small group in a large venue employing ample social distancing and walking tour with no more than 10 people.
- Individual academic departments are available through virtual means and can be scheduled at ndsu.edu/visit.
- We recommend those who are at higher risk due to health concerns avoid participating in campus visits until the disease risk is reduced.

Our staff will also implement the following practices:

- All visit materials that you receive as part of your visit will be prepared in advance to minimize handling.
- All tour guides and check-in staff will wear face coverings.
- Staff will be asked to stay home if they are not feeling well.
- Additional cleaning and sanitizing practices have been implemented across campus.
- We will provide a warm welcome but will limit close contact and handshaking.

We are excited about your visit to NDSU, and we appreciate your patience and cooperation as we work to implement new practices and achieve social distancing in our visits. Go Bison!
Student Organizations Guidance

NDSU Guidelines for Fall Event/Activity Planning

This document is a supplement to the State of North Dakota’s guidance on events and group gatherings. The State of North Dakota’s guidance should be consulted by all student organizations and departments when planning an event or meeting. Risk levels are color-coded, with Red, Orange and Yellow having the most restrictions, Green with eased restrictions, and Blue with most restrictions removed.

- Current Risk Level: [Link]
- State guidelines for gatherings by risk level: [Link]

Overarching Guidance

- Events and activities should follow state guidelines.
- Inclusion is important. Every attempt should be made to provide virtual alternatives for students to attend who are at a distance or are members of groups at increased health risk.
- In Yellow and Green Levels, event attendance should be tracked when requested to assist in contact tracing if needed.

Interpretation of Guidelines

- **Group** – Refers to any pre-assigned set of students who will be required to attend multiple events together.
  - Examples include Welcome Week groups, athletic teams, etc.
  - Social distancing may be reduced within these groups when necessary in the Green Level.
- **Physical Distancing** – Maintaining a 6’ distance is the recommended standard for physical distancing. In the Blue Level, physical distancing disappears from all state language, but will still be encouraged wherever possible. In the Green Level, language indicates a middle ground between strict Yellow Level (6’ distancing) direction and the very open Blue Level.
- **Larger Gatherings** – In the Green Level, larger indoor and outdoor gatherings “are permitted if approved by community leaders and the local health authority. While events exceeding this size are actively discouraged, requests for gatherings larger than 500 people will be vetted by the Student Engagement Committee and forwarded to the NDSU executive team and Fargo Cass Public Health for review and approval. Requests may be sent to the Dean of Students Office.

Event Planning Steps

- Review State of North Dakota Guidelines
  - What level are we at? (Yellow/Moderate Risk, Green/Low Risk or Blue/New Normal)
  - Based on the level, review safety measures, physical distancing, venue activity, and hygiene/cleaning
- Complete a Facility Use Agreement (FUA) for the Event Location
  - Consider the number of individuals expected to attend. Based on that, determine how much additional room you need to maintain social distancing and request a room with state guidelines for occupancy in mind
  - Student Organizations complete the FUA on myNDSU [Link]
  - Campus Departments/Organizations complete the FUA on the Facilities website [Link]
  - For classroom reservations, complete the form on the Registrar’s website in addition to the FUA [Link]
- Identify what steps will be taken to ensure health and safety of attendees:
  - Maintaining social distancing
  - Use of face coverings (masks)
  - Separate entrance/exit doors or routes
  - Encourage good hand hygiene
- Review the food guidelines
  - NDSU Dining provides a variety of options. Please contact them if you have questions.
• Establish a plan on how to educate attendees at event and prior on health and safety plan.
  o Create signage so expectations are clear

• Plan for remote attendees (even at Green and Blue risk levels, attendees may need to attend from home)
  o Information on technology options to include remote attendees is forthcoming.

Contact Information

• NDSU Catering: ndsu.catering@ndsu.edu
• NDSU Memorial Union Operations: ndsu.mu.eventservices@ndsu.edu
• Design & Sign (signage assistance): ndsu.designandsign@ndsu.edu

Questions?

• Please contact the Dean of Students Office at 701.231.7701
Wellness Center

Reopening Operational Plan (5/18/20 – 8/16/20)
05/15/2020

The Wellness Center will adhere to all of the fitness center guidelines provided by the Governor and the State of North Dakota. The Wellness Center will implement additional guidelines to maintain the safest environment possible. This operational plan is specific to the Wellness Center and provides guidelines for each space that will be open, and available for use, during Phase I.

PHASE 1:
Adjusted Hours
In order to comply with the State of North Dakota guidelines and Phase I planning, the Wellness Center proposes a midday closure on weekdays to allow for clearing, cleaning and additional sanitizing of the equipment and facility.

**Monday-Friday**
- 5:30 a.m. – 1:30 p.m.  Open
- 1:30 p.m. – 2:30 p.m.  Closed for cleaning
- 2:30 p.m. – 8:00 p.m.  Open

**Saturday**
- 8:00 a.m. – 2:00 p.m.  Open

**Sunday**
- 2:00 p.m. – 8:00 p.m.  Open

**Wellness Center Entrances**
- We would inform members to keep a 6-foot distance while waiting to enter the facility.
- Signs regarding all guidelines, policies, and procedures would be posted at each entrance and throughout the facility.

**Customer Service Desk**
- We would place markings on the tile in 6-foot increments leading to the customer service desk.
- Members will self-scan their NDSU ID Card or Wellness Center Membership Cards upon check-in at the Customer Service Desk.
- We will encourage new members to sign the waiver on the Wellness Center portal. If they have not signed it online, we will use the tablet and disinfect or use paper waivers.
- Cash will be discouraged and will only be accepted when it is the only form of payment available.
- We will install plexiglass at the customer service desk; staff are able to wear face covering if they choose.
- Individuals will insert and remove their own credit card from the credit card terminal.
- All members will be provided a hard copy of the new guidelines, policies, and procedures during Phase I.
- Membership sales and associated paperwork will continue for new memberships.
- A hand sanitizing station will be located near the Customer Service Desk. Members will be asked to use it each time they arrive to the Wellness Center.

**Recreation Desk**
- We will install plexiglass at the recreation desk; staff are able to wear face covering if they choose.
- Members will only be permitted to check-out a sweat towel. Shower and aquatic towels will not be available for use.
- Members will continue to place their own soiled sweat towels in the bin provided at the Recreation Desk.
- Staff will be required to use gloves when handling and washing soiled sweat towels.
• Members will self-scan their NDSU ID or Wellness Center Membership Card when checking-out items from the Recreation Desk.
• There will be limited equipment available for check-out. Equipment returned will be cleaned and sanitized after each use. Members will be encouraged to bring their own equipment for use such as: weight belts, wraps, boxing gloves, etc. We will only provide equipment that can be used when social distancing such as table tennis paddles, badminton racquets, pickleball, and basketballs.
• There will be only one staff on duty at the Recreation Desk to maintain proper social distancing.

The following areas of the Wellness Center will remain CLOSED during Phase I:
• All locker rooms
  o Individuals will be directed to use the 5 public restrooms in the facility.
  o The 3 gender-neutral locker rooms will only be available if facility usage warrants additional restrooms.
• Atrium and other lounge areas that promote groups gathering.
• The bleachers on the courts will be removed during Phase I.
• Climbing Wall
• Racquetball courts
• Aquatics
• Cycle Studio
• Some strength and fitness equipment will be blocked or removed to maintain proper social distancing

1st Floor Strength Area
• A staff member will be assigned in this area to observe and enforce social distancing policies as well as make certain members are using the appropriate wipes to clean and sanitize each piece of equipment after each use. This individual will also be actively sanitizing equipment of commonly touched areas such as dumbbells, medicine balls, etc.
• All fitness and strength equipment will be spaced or blocked off to maintain a six-foot distance.
• If a person needs a WC employee as a spotter when lifting, both the person exercising, and the person spotting must wear a face covering. Face coverings for members are not provided by the Wellness Center. Face coverings will be provided for WC employees working in the Strength area to utilize when spotting.
• Communal ab mats will be removed from use during Phase I, but members will be able to check-out an individual mat.
• Items that are difficult to properly sanitize will not be used during Phase I. Exercise bands are one example.
• All chairs and tables in the racquetball areas will be removed or blocked to prevent use.
• Storage cubbies will be available for use.

1st Floor Studio B—Group Fitness
• There will be a maximum capacity of 19 group fitness class participants during each class. This is based on the State of North Dakota gathering size guidelines of limiting classes to 1 participant per 144 square feet. Studio B is 2,923 square feet. The instructor will be trained to make certain all class participants are spaced at least 6 feet from each other.
• Class participants will be asked to not bring personal items to the studio as it could create social distancing issues.
• Class participants will be asked to arrive no more than 10 minutes early for the class and practice social distancing.
• Equipment used during each class will be sanitized by participants and then placed in one area to be re-sanitized by the group fitness instructor.
• Studio B floor will be properly sanitized by custodial staff after each use. The Fitness Coordinator will provide a schedule of class times to the Wellness Center Custodial Supervisor.
• We will discontinue participant self-check-in and will require the instructor to count participants for recording and tracking participant numbers.
2nd Floor Fitness Area

- Cardio equipment will be blocked or removed to maintain 6 feet of distance between each piece of equipment.
- A staff member will be assigned in this area to observe and enforce social distancing policies as well as make certain members are using the appropriate wipes to clean and sanitize each piece of equipment after each use. This individual will also be actively sanitizing equipment of commonly touched areas such as dumbbells, strength, and fitness equipment.
- The walking track will be available for use as long as members are practicing social distancing, the only exception may be household members who wish to walk together.
- The walking track will be cleaned daily.
- 2nd floor fitness area will be auto-scrubbed daily before opening.

2nd Floor Courts

- Even though the current guidelines from the State of North Dakota indicate the following: “Discontinue group sports such as basketball, soccer, hockey, etc. where more than 10 participants are playing at the same time, including participants on the bench or on shifts until such time social distancing recommendations are suspended.”, the Wellness Center will not allow members to play group sports where social distancing can’t be maintained. However, individuals will be able to shoot baskets on the courts together.
- All courts will be available for individualized activity or permitted group activities that allow for proper social distancing. Examples of these activities include: badminton and individuals shooting baskets.
- All bleachers will be removed from this area to promote social distancing and to avoid individuals from gathering.
- The gym floors will be cleaned daily when custodial staff are available to clean the floors. The use of the courts can be alternated while closed for cleaning.

Martial Arts Studio

- The floor will be cleaned once daily. Custodial staff will be able to close the studio for cleaning when time permits to clean the floor.

Cycle Studio

- Cycle studio will remain closed during phase 1.

MAC Gym

- Team sports will not be allowed.
- Social distancing will be enforced.

Studio A-Personal Training Studio

- This space is reserved for personal training clients only. Personal trainers will be responsible for cleaning and sanitizing equipment in this space after each use.
- The floors of the personal training studio will be cleaned when possible and when necessary. Personal Trainers will be able to clean the floor after each client and they will report to Lorie when the floor needs a more significant cleaning.

3rd Floor

- The walking/running track will be available for use as long as members are practicing social distancing with the exception of individuals who want to walk/run together who live in the same household.
- Only 1 individual will be permitted to use the cardio equipment located in each corner of 3rd floor.
- A staff member will observe and enforce social distancing policies as well as make certain members are using the appropriate wipes to clean and sanitize each piece of equipment after each use. This individual will also be actively sanitizing equipment of commonly touched areas on 3rd floor.
- Communal ab mats will be removed from use on 3rd Floor and all areas of the Wellness Center during Phase I. Individual mats will be available for use in racquetball court #4.
General Policies

- Personal training (1-on-1 or 2-on-1) will be permitted while maintaining social distancing. Households will be permitted to continue with partner training. Most sessions will take place in Studio A which is exclusively used for personal training. Trainers using other areas will be wearing a “personal trainer” shirt so they are identified.
- The following will be available for use:
  - Men’s and Women’s Restrooms on 1st Floor
  - Men’s and Women’s Restrooms on 2nd Floor
  - Gender-Neutral Restroom on 3rd Floor
- Additional signage will be added and placed throughout the facility to address multiple requirements related to facility use, sanitizing, social distancing, staying home when sick, etc.
- Water fountains will be used for filling water bottles only.
- Hand sanitizing and fitness wipes will continue to be available and members will be required to wipe off machines prior to and after each use.

Staffing

- The Wellness Center will contact student employees to determine who has an interest in returning to work during this time.
- All staff (full-time and student) working in all areas of the Wellness Center can wear face coverings if the staff member chooses.
- All staff will wear gloves when completing tasks that require sanitizing or handling soiled items.
- Staff will be asked to stay at home if they have symptoms of COVID-19 and must report this immediately to their supervisor. We will have staff sign off when they work their first shift stating that they will stay at home when sick and notify their supervisor.
- Staff will be immediately sent home if they report not feeling well.
- Staff will adhere to all social distancing policies.
- All full-time staff will be asked return to the Wellness Center.
- We will have signs posted in the break rooms reminding staff to practice social distancing.
- Student and full-time staff will follow cleaning and sanitizing protocols provided by the Wellness Center Custodial Supervisor.
- Staff will continuously clean and sanitize their work areas and, most importantly, clean and sanitize during shift changes.

Child Care

- Child Care will continue regular operations as they have throughout this pandemic.
- Children will no longer be permitted to use other rooms within the Wellness Center for daily movement activity, unless the weather does not permit going outside. Child Care will use the MAC gym if the weather does not permit outside activity.
- Child Care will need to be cleaned prior to their 7:15 a.m. opening.

Facilities Management Custodial Staff

**Monday-Friday**

Custodial Staff will complete the following duties prior to our 5:30 a.m. opening:
- Clean the 3rd Floor Gender-Neutral Bathroom.
- Clean the 2nd Floor Men’s and Women’s Bathroom.
- Auto-scrub the 1st floor strength floor area.
- Auto-scrub the 2nd floor fitness floor area.
- Child Care will need to be cleaned prior to their 7:15 a.m. opening.
Gender-Neutral Locker Rooms
• We will not be opening the Gender-Neutral Locker Rooms until the need arises or our capacity calls for additional restrooms. If needed, they will be opened, and Greg McCarty will be responsible for cleaning these spaces during the week.

At this time, the biggest change for custodial staff will be additional cleaning of floors.

To be done prior to or after opening depending on custodial staff:
• Clean the 1st Floor Men’s and Women’s Bathroom. (These can be closed, and members can use other bathrooms in the facility until they are able to be cleaned)
• Clean Administration Offices and Bathroom. (These can be done before or after staff arrive. Staff can use another bathroom in the facility if the staff bathroom is closed for cleaning)
• Studio B or the Group Fitness Studio: We only have 3-5 GroupFit Classes scheduled weekly. The floors of Studio B will be scrubbed after each class and then each morning. The Studio will remain closed until custodial staff are able to clean the floor from the previous night’s class.
• Martial Arts Studio Floor: This will be cleaned once daily. Custodial staff will be able to close the studio for cleaning when time permits to clean the floor.
• Basketball Courts: The gym floors will be cleaned daily when custodial staff are available to clean the floors. The court use can be alternated while closed for cleaning.
• Personal Training Studio: The floors of the personal training studio will be cleaned when possible and when necessary. Personal Trainers will be able to clean the floor after each client and will report to Lorie when the floor needs a more significant cleaning.
• 2nd Floor Track: The floor will be cleaned daily.
• 3rd Floor Track: The floor will be cleaned daily.
• MAC Gym Floors will be cleaned when necessary and when heavy usage has occurred.

Custodial staff have also been asked to help with additional cleaning of high-touch areas such as:
• Railings
• Door Handles
• Cubbies

1:30 p.m. – 2:30 p.m. Closure (Monday-Friday)
Custodial staff, Greg McCarty, and student employees will work together to clean and disinfect high touch areas. Custodial staff and Greg McCarty will be responsible for straightening and disinfecting bathrooms and student staff will be responsible for equipment disinfecting.

Saturday and Sunday
Custodial Staff will complete the following duties prior to our 8:00 a.m. opening:
• Clean the 3rd Floor Gender Neutral Bathroom.
• Clean the 2nd Floor Men’s and Women’s Bathroom.
• Auto-scrub the 1st floor strength floors.
• Auto-scrub the 2nd floor fitness floors.
• Clean the 1st Floor Men’s and Women’s Bathroom. (These can be closed, and members can use other bathrooms in the facility until they are able to be cleaned)

Other duties will depend on the custodial schedule.

Student staff will be responsible for cleaning all fitness equipment, high-touch areas, and their work areas. All student staff will need to remain on shift after closing to make certain all strength and fitness equipment have been wiped or sprayed with
disinfectant before they leave the facility each night. We have developed a separate list of duties specifically for our student employees.

This Wellness Center Reopening Operational Plan accomplishes and, in some cases, exceeds all guidelines required by the State of North Dakota. The State of North Dakota guidelines are attached to this document.

The State of North Dakota also required facilities opening to complete a Workplace Assessment for COVID-19. The portions of the assessment we were able complete are also attached to this document.

**PHASE 2: starting 6/1 or 6/15**

Additional protocol will be reviewed to open the:

- Aquatics center for sauna, whirlpool, lap swimming, and swim classes.
- Racquetball courts
- Climbing wall

Phase 2 will be developed shortly after phase 1 becomes operational. Our experience, observations, and feedback with phase 1 will help develop a more detailed plan for phase 2. Once we know if locker rooms and showers will be available, we will be able to implement the opening of aquatics which includes sauna, hot tub, lap swimming, and swim lessons. Social distancing guidelines will be developed for aquatics. Racquetball courts will be available during phase 2. The Climbing Wall will be available once proper cleaning and sanitizing protocols have been developed for ropes and holds.

### HISTORY

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<thead>
<tr>
<th>Type</th>
<th>Date</th>
<th>Revision</th>
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<tr>
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<td>05.15.2020</td>
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<tr>
<td>Added</td>
<td>06.10.2020</td>
<td>Phase 2 Operational Plan</td>
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PHASE 2:
06/10/2020

The State of North Dakota COVID-19 risk level has been moved to low risk or green as of May 29th, 2020. Guidance related to
the how and what spaces we can safely reopen to members and guests has been updated and those documents have been
attached to the e-mail sent with this plan.

The Wellness Center will adhere to all of the fitness center, recreational pools, and large gathering guidelines provided by the
Governor and the State of North Dakota. The Wellness Center will implement additional guidelines to maintain the safest
environment possible. This Phase Two Operational Plan is specific to the Wellness Center and includes all previous phase 1
guidelines and guidelines for each new space that will be open and available for use during Phase 2.

Areas opening in Phase 2
• Racquetball Courts Lap Pool
• Leisure pool
• Hot Tub
• Sauna
• Gender Neutral Locker rooms
• Main Locker Rooms
• Aquatic Locker Rooms

Racquetball Courts
• Only 2 people per court reservation.
• Racquetball courts will be available by reservation only.
• Tables and chairs have been removed from racquetball court area to promote social distancing.
• Only courts two and three will be available.
• It will be strongly encouraged that members bring their own equipment. We will have equipment available to check-
  out and all equipment will be sanitized and disinfected before and after each use.

Aquatics
Regular summer hours will be followed for Wellness Center Aquatics:

**Monday – Thursday**
6:00 a.m. to 8:00 a.m.
12:00 p.m. to 1:30 p.m.
4:00 p.m. to 7:30 p.m.

**Friday**
6:00 a.m. to 8:00 a.m.
12:00 p.m. to 1:30 p.m.
4:00 p.m. to 6:00 p.m.

**Saturday**
8:00 a.m. to 11:00 a.m.

**Sunday**
4:00 p.m. to 7:00 p.m.

Lap pool
• Lap swim will be limited to one person per lane to maintain required social distancing.
• Only select and easy to clean pool equipment will be available to users. All equipment will be sanitized after each use.
  Equipment difficult to sanitize will not be available. Swim equipment available:
Kickboards
- Bleachers and benches will be removed to promote social distancing
- Cubbies will be available on the lap pool deck and will be regularly disinfected and sanitized.

Leisure pool
- Water basketball and volleyball will not be available as required by the State of North Dakota Recreational Pools, Water and Playground Features requirements.
- In-water lounge chairs will be removed from the leisure pool.
- Bleachers, benches, tables, and chairs will be removed to promote required social distancing.
  - This includes all furniture around the “fire pit”
- Social distancing within the leisure pool will be strictly enforced by lifeguards.
- Cubbies will be available on the leisure pool deck and will be regularly disinfected and sanitized.
- Equipment difficult to sanitize will not be available.

Sauna
- Sauna will be limited to one person at a time following State of North Dakota Fitness Center Guidelines of 1 person per 100 square feet. The sauna is 91 square feet.
- Sauna will be cleaned and sanitized on a regular basis.
- There will be a 10 minute limit per person in the sauna.
- Social distancing decals will be placed on the floor near the sauna for members to follow in the event that a line begins to form.

Hot Tub
- Aquatics will follow a 50% reduction in capacity for occupancy as directed by Fargo Cass Public Health.
- Following the current pool guidance, we will limit the hot tub capacity to 9 people to allow for proper social distancing.
- 6 feet will be enforced between each hot tub user.
- We will add visual ques by the hot tub to assist in helping users understand the 6 feet distance requirement.

Aquatic Staff Protocols
- Lifeguards will use the same lifeguard rescue tube for their entire shift. Tubes will be disinfected and sanitized before and after their shift.
- Lifeguards will use the same hip packs and breathing barriers. These items will be disinfected and sanitized before and after their shift.
- Any rescue equipment used will be disinfected and sanitized before returned to service.
- Lifeguard will not share whistles.
- Lifeguard stations will be disinfected and sanitized between each lifeguard rotation.

General Aquatics
- Day use lockers will be available in the aquatics hallway and will be regularly disinfected and sanitized.
- Shower towels will be provided to aquatic users only through check-out at the rec desk.
- Additional hand sanitizer stations will be available in Aquatics.
- The pool deck and hallway will be cleaned multiple times per day.
- High touchpoints will be disinfected and sanitized continuously while pools are open.
- 50% occupancy will be followed in the lap and leisure pools.
- Staff will wear gloves and goggles anytime they are using cleaning solutions.
• Pool water sanitation will follow Fargo Cass Public Health licensing requirements, which is the CDC’s Model Aquatic Health Code.
• Each pool enclosure will have a designated entrance and exit.

Locker Rooms
The attached North Dakota Fitness Centers Guidance Sheet provides the following information related to reopening locker rooms.

“Consider opening locker room and shower facilities under heightened hygiene and cleaning standards if social distancing can be maintained under supervision by staff.”

• Main and Aquatic locker rooms will be available ONLY Monday-Friday. Custodial staff are working summer hours and weekends have reduced numbers in the facility so there is currently not a need to have all locker rooms open on weekends. Therefore, the gender-neutral locker rooms will be the only locker rooms available on weekends.
  o Main men’s and women’s locker rooms: Monday-Friday Only
  o Aquatic men’s and women’s locker rooms: Monday-Friday Only
  o Gender neutral locker rooms – will be sanitized and disinfected weekdays and weekends.
• All showers in the locker rooms will be sanitized and disinfected daily prior to opening.
• All lockers rooms will be sanitized and disinfected daily before opening and will have additional cleaning and sanitizing throughout the day and on an as-needed basis.
• Every other shower will be available to allow for social distancing requirements.
• Signs and floor markings will be posted requiring individuals to practice social distancing.
• Signs will require individuals to wait until somebody is finished in the locker bay if they have lockers next to each other.
• Staff will periodically walk-through the main and aquatic locker rooms to make certain all individuals are practicing social distancing.