



Operations Plan – COVID 19

2020-21 ACADEMIC YEAR

The university followed a three-phase plan to gradually return to working on campus beginning in June 2020. The plan's goals were to protect the health of employees, help ensure the well-being of the community, and carefully and deliberately prepare for fall semester.

This Operations Plan continues these goals for the 2020-21 academic year and will be updated as needed.

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.
 - 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

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.** ~~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.
 - **EFFECTIVE 08-03-2020:** See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- **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.

Addendum: Updated Face Covering Guideline

EFFECTIVE 08/03/2020

08.03.2020; revised 8/31/2020

Updated General Face Covering Guideline:

Students, faculty, staff and visitors must, when around others, wear face coverings over their mouth and nose, both indoors and outdoors, while on the NDSU campus. "Indoors" includes all common areas and public spaces (classrooms, lounges, shared, public office spaces, etc.) when even in passing. When outdoors, if 6 feet distancing can be maintained, you are encouraged but not required to wear a face covering.

Students and employees should plan to supply their own face coverings and may wish to have more than one on hand to allow for adequate laundering. Students will receive one cloth face covering in a welcome package at the start of the year. Please do not buy or wear N95 masks as these are in short supply and are needed to protect health care workers.

Students whose unique and individual circumstances require an exception to the face covering requirement, as indicated by a medical professional, should contact the office of Disability Services at 701-231-8463 or email ndsu.disability.services@ndsu.edu . It is strongly recommended that students make contact prior to arriving on campus in order to provide adequate time for their request to be evaluated.

Students in internships, labs, clinical or other experiential learning settings may be required to take additional precautions based on the specific setting, practice, and host-site expectations.

We fully anticipate that our community members will comply with the requirement to wear face coverings in classrooms and spaces where appropriate distancing is not possible. Faculty should set clear expectations about the face covering requirement in their course syllabus. Faculty may use the following statement: *NDSU requires students and faculty to wear face coverings in classrooms. Wearing face coverings helps reduce the risk to others in case you are infected but do not have symptoms. Students who need accommodation due to disability or who have accessibility considerations should contact Disability Services at 701-231-8463.*

If an individual chooses not to wear a face covering in a space where it is required, the following process should be followed:

1. Inform the individual of the face-covering policy. Explain how face coverings protect others by reducing the possibility of infection. Ask the individual to comply with the policy.
2. If the individual continues to violate the face covering policy, refer to Human Resources (for staff), College Dean (for faculty) and to the Dean of Students Office (for students).

Face Coverings FAQs

Contains additional information regarding face covering use when in areas, such as:

- Campus food service areas
- Campus shuttles, buses, or vans
- Private rooms
- Off campus
- Visiting campus
- When not needed *AND*
- Others

Additional Resources

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

APPENDIX

Approval DateRevision Date

AGRICULTURAL AFFAIRS			
	Phase 2 Restart Guidance	6/12/2020	10/22/2020 8/25/2020 6/24/2020
ATHLETICS			
	Sanford Health Athletic Complex – Student Athletes	5/27/2020	8/17/2020
	Addendum #2	7/02/2020	
	Addendum #1	6/08/2020	
	Sanford Health Athletic Complex – Coaches & Staff	5/27/2020	8/17/2020
BOOKSTORE			
		8/14/2020	10/22/2020
CENTER FOR CHILD DEVELOPMENT			
		7/31/2020	8/17/2020
DINING			
	Dining Plan (<i>Fall 2020</i>)	7/02/2020	10/22/2020 8/20/2020 8/17/2020
FACILITIES MANAGEMENT			
	Motor Pool/Garage	5/27/2020	
		6/25/2020	8/17/2020
LIBRARIES			
		07/27/2020	8/17/2020
MEMORIAL UNION OPERATIONS			
	Phased ReOpen Plan	7/21/2020	1/08/2021 10/22/2020 8/17/2020
	MU Room Capacity Information	7/21/2020	10/22/2020
RESEARCH AND CREATIVE ACTIVITIES			
		6/19/2020	1/08/2021 10/22/2020 8/17/2020
RESIDENCE LIFE			
		6/10/2020	8/10/2020
STUDENT AFFAIRS & ENROLLMENT MANAGEMENT			
	Re-opening Plan	6/10/2020	8/17/2020
	Career Fair (Appendix A)	6/10/2020	8/17/2020
	NDSU Office of Admission Campus Visits (Appendix B)	6/10/2020	1/8/2021 10/22/2020 8/17 & 20/2020 7/28/2020 7/16/2020
	Student Organizations Guidance (Appendix C)	6/10/2020	8/17/2020 8/10/2020 6/18/2020
WELLNESS CENTER			
	Reopening Operational Plan – Phase 1	5/15/2020	8/17/2020
	Phase 2 Operational Plan	6/10/2020	8/17/2020
	Fall/Spring 2020-2021 Operational Plan	8/13/2020	1/08 & 11/2021 10/22/2020 8/20/2020

ARCHIVED PLAN INFORMATION

Area	Item	Archived
Ag Affairs	Phase I Restart Guidelines	10.22.2020
Dining	Dining Plan (Summer 2020); Food Court/Caribou Seating (through Summer 2020)	10.22.2020
SAEM	Appendix B: Campus Visit Restart Plan – <i>Summer 2020</i> ; Appendix D: Welcome Week	10.22.2020

Agricultural Affairs

Phase II Restart Guidance

06/12/2020; revised 8/25/2020; 10/22/2020

Governor Burgum has the state in the Green Level (Low Risk) Category. 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

- For meetings and events, personnel should follow the color-coded classification system provided by the ND Department of Health and available here: <https://www.health.nd.gov/healthmetrics>
- 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 and tribal extension offices and REC's may engage in outdoor activities using the following guidelines and in compliance with the ND Smart Restart guidance for Large Group Gatherings and congruent with the attendance and occupancy limits for the color coded designation in the county where the event is held (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 color-coded designation for the county where the event is held.
 - <https://ndresponse.gov/sites/www/files/documents/covid-19/ND%20Smart%20Restart/Restaurants/Restaurants%20Standards.pdf>
 - 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.
 - Strongly discourage the use of invited speakers and participants (including NDSU Employees) from areas with widespread community spread of COVID-19.
- For indoor events:
 - Social distancing must be strictly adhered to.
 - Food and beverages may be served congruent with the color-coded designation for the county where the event is the county where the meeting is held.
 - <https://ndresponse.gov/sites/www/files/documents/covid-19/ND%20Smart%20Restart/Restaurants/Restaurants%20Standards.pdf>
 - Food options such as boxed lunches are strongly encouraged.

- Consider offering the program alternative formats for vulnerable populations.
- 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>
- 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 2020-2021 4-H year, ending August 31, 2021. Documentation of this approval must be made available upon the request of the Extension Agent's supervisor.

Phase II Guidance for Employee Travel for All Locations Except for Campus-based Personnel

- At the onset of the pandemic Ag Affairs personnel were instructed that only one person per vehicle was allowed to reduce the risk of spreading COVID.
- Given the updated guidance related to risk level from the state of North Dakota, we will be moving to a new phase of travel guidance. This guidance will become effective June 15, 2020.
- Unit leaders (REC directors and district directors) are authorized to allow multiple people to travel in the same vehicle. This is not a unilateral guidance and unit leaders will evaluate each situation on its' own merits. Factors to consider in this decision include but are not limited to the following:
 - The relative risk of COVID transmission vs the relative risk of miles driven, multiple drivers traveling to a worksite, and the resulting risk of a motor vehicle accident.
 - The relative risk of multiple members of the same work crews being potentially exposed to COVID and potentially requiring isolation and/or quarantine.
 - The overall health and safety of your workforce and any underlying health conditions that may potentially contribute to increased risk for employees under your supervision.
 - The need for additional safety measures including precautions such as requiring masks while traveling.
 - Other factors related to the COVID risk including whether or not your locale continues to have 'widespread community spread' of COVID-19.

Phase II Guidance for Employee Travel for Campus-based Departments and Units

- Due to the continuing widespread community spread of COVID-19 current travel restrictions continue for campus-based work crews and include:
 - Vehicles must have hand sanitizer or soap and water available along with appropriate disposable hand towels and an appropriate trash receptacle
 - 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
 - For trips greater than 5 minutes in duration, only one person per vehicle allowed

Phase II Guidance Related to Employee Health and Safety

- The health and safety of our employees is of utmost importance.
- Employees who are in demographic categories that have increased susceptibility to COVID-19 may opt out of face to face activities if proper safety measures cannot be implemented that will reasonably reduce their risk of exposure to COVID-19.

- Examples of susceptible categories include but are not limited include: age, underlying health conditions such as diabetes or heart disease, and living with or caring for another individual with these conditions.
- Your direct supervisor will review your particular situation and work with you to help plan activities and workplace features which can help reduce the risk of COVID-19.
- These measures may include remote participation, partnering with neighboring units or counties, split work shifts, or other reasonable accommodations.

Please be advised that the pandemic has and will continue to result in rapidly changing conditions. This guidance is subject to change and, if necessary, a return to heightened restrictions with little advanced notice.

Face Coverings

NDSU Ag Affairs units and the programs and events sponsored by our units will comply with the face covering guidelines issued by NDSU on July 31. Those guidelines can be found here: https://www.ndsu.edu/covid19/face_covering_guidelines

Updated Guidance for Color/Risk Level Classifications

(10/19/2020)

For all color/risk level classifications, we are aligning Ag Affairs guidance as closely as possible with the Governor's guidelines. These changes are effective beginning Monday, October 19, 2020.

You can find the most up-to-date color coded risk level map for the state at this link: <https://www.health.nd.gov/healthmetrics>.

Updated Guidance for Counties in the Green Color/Risk Level Classification

All Events (Indoors and Outdoors)

- Maximum of 200 people or 75% room occupancy (whichever is less and with appropriate social distancing)
- For events larger than 25 people, plans must be reviewed and approved by your District Director, REC Director, or Department Head or Chair
- For indoor events, face coverings are required if participants cannot maintain social distance

Updated Guidance for Counties in the Yellow Color/Risk Level Classification

All Events (Indoors and Outdoors)

- Maximum of 100 people or 50% room occupancy (whichever is less and with appropriate social distancing)
- For events larger than 25 people, plans must be reviewed and approved by your District Director, REC Director, or Department Head or Chair
- For indoor events, face coverings are required if participants cannot maintain social distance

Updated Guidance for Counties in the Orange Color/Risk Level Classification

All Events (Indoors and Outdoors)

- Maximum of 50 people or 25% room occupancy (whichever is less and with appropriate social distancing)
- Plans for any event in these counties involving non-employees (e.g. Extension meetings, field days, etc.) must be reviewed and approved by your District Director, REC Director, or Department Head or Chair
 - Plan must include
 - A description of the critical nature of the event and why it must be held in person rather than being conducted virtually
 - A description of the steps being taken to reduce the risk of COVID transmission
- For indoor events, face coverings are required
- Consider not serving meals at events. If meals are necessary to conduct the event using only boxed lunches for food options.
- Personnel are strongly encouraged to consider virtual options for meetings and events

North Dakota 4-H Guidance for 4-H Shows and Exhibit Experiences

Phase 2 guidance for summer 2020

https://www.ndsu.edu/fileadmin/vpag/Policies/ND_4-H_Event_Guide_2020_Phase_2.pdf

COVID19 Response Letter to 4-H Families and Volunteers

Communication about Phase 2 for sharing with 4-H families and adult volunteers

https://www.ndsu.edu/fileadmin/vpag/Policies/COVID19_response_Letter_to_4-H_Families_and_Volunteers_Phase_2.pdf

HISTORY

Type	Date	Revision
New	05.14.2020	
Added	06.12.2020	Phase II Restart Guidance
Revised	06.24.2020	Added links to Phase II for: 4-H Guidance on Show and Exhibit Experiences, Communication to 4-H Families and Volunteers
Revised	08.17.2020	Relined information/link added for Addendum: Updated Face Covering Guideline
Revised/Added	08.25.2020	Phase II Employee Travel Guidance; Guidance related to Employee Health & Safety; Face Coverings
Revised	10.22.2020	Updated <i>Guidance for Color/Risk Level Classification</i> ; archived Phase I Restart Guidance Plan

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.
 - Information is sent through the App to Sports Medicine.
 - Sports Medicine logs the temperature reading and stores information in Sports Medicine file within the App.

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

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- A sequenced ingress / egress procedure will be used to control entry to and exit from the facility.
 - Entry will only take place at the West Entrance/Student Athlete Entrance of the SHAC.
 - Outside doors will be propped open when possible to allow entry and exit without the touching of door handles.
 - 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.
 - 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.
 - 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:
 - All group and individual workouts must be scheduled with NDSU staff.
 - Unauthorized personnel may not enter the SHAC weight room or Sports Medicine room at any time.
- Scheduling Considerations:
 - 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.
 - See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
 - 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.
 - See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
 - 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.

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.

Addendum #2

Time Frame: July 6th – July 20th

07/02/2020

Opening of further NDSU Athletic Department Facilities for Voluntary Use by Student-Athletes

- Proposed staging of Team Training (Section 3E of page 2)
 - Wrestling voluntary team workouts in the Weight Room ONLY with Strength and Conditioning Staff will begin July 6th.
- Fueling Station
 - Post work out pre-wrapped (select fruits that must be peeled) grab and go items only.
 - Mandatory hand sanitizing prior to taking
- Weight Room Numbers
 - Weight room numbers may now increase from 3 groups of 15 per hour for a total of 45 with the option of to 2 groups of 30 for a total of 60 people.

HISTORY

Type	Date	Revision
New	05.27.2020	
Added	06.08.2020	Addendum #1
Added	07.02.2020	Addendum #2
Revised	08.17.2020	Added reference/link to Addendum: Updated Face Covering Guidelines

Athletic Department: Sanford Health Athletic Complex

Coaches and Staff

05/27/2020; revised 08/17/2020

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

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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.

HISTORY

Type	Date	Revision
New	05.27.2020	
Revised	08.17.2020	Added reference/link to Addendum: Updated Face Covering Guidelines

Bookstore

Fall 2020 Plan

08/14/2020; revised 10/22/2020

AREA	Measures in place	Fall w/social distancing measures	Fall w/relaxed guidelines
Main Store, Customer Service/Cashiers	Shopping baskets removed. Plexiglas shields in place for select areas, credit card & bison card readers have been moved so customers can access them and cashiers don't have to touch them. Cash is still accepted and gloves are provided to cashiers. Additional cleaning protocols in place for pens, stylists, other items touched by customers. Signature requirements for most tenders have been eliminated/raised.	Dedicating staff to ensure customers wait in line at an appropriate distance (or no more than 10 minutes) until they're called to the register. Additional registers/cashiers will be used. We reduced the amount of registers last fall but will bring them back in order to keep the wait time to under 10 minutes.	Continue 'measures in place.'
Herd Shop	Plexiglas shields are in place for customers, credit card & bison card readers have been moved so customers can access them and cashiers don't have to touch them. Cash is still accepted and gloves are provided to cashiers. Additional cleaning protocols in place for pens, stylists, other items touched by customers such as cooler doors. Signature requirements for most tenders have been eliminated/raised.	Directional signage in place to create 'one-way' traffic and where to customers should stand. Product assortment will be maximized to allow social distancing, racks were removed from area to accommodate this.	Continue 'measures in place.'
Main Floor General Merchandise Teams	Tensa-barriers and/or Plexiglas around floor desks. Shipping, campus delivery & pickup in store options are available. Extended returns and exchange policies. Fitting room open with additional cleaning protocols. Increased online offerings in tech and supply areas.	Continue 'measures in place' plus monitoring of capacity limits (see below).	Continue 'measures in place.'
Textbooks -in-store shopping and online order pickup (TTG- Textbooks To Go)	Increase speed of service with instructions on how to print book lists, moved flow of order pickup customers away from the 'shopping area' of our department to allow for social distancing. We are working with campus partners to offer/promote: residence hall delivery, in store pickup and online order shipping, and early in-store shopping.	Our work on this includes decreasing traffic during the back to school rush and safety protocols. Decreasing traffic efforts include: offering residence hall delivery, outreach to groups/campus returning to campus early, extended hours in the course materials department for TTG and increased digital offerings which do not require students to come to the store. Our safety protocols include signage on the stairs to direct traffic, traffic counter personnel to follow capacity guidelines (as disclosed below).	Directional signage in place.
Package Pickup (PP)	Managed by bookstore and purchasing staff inside the bookstore.	We will move PP to the lower level with course materials and TTG pickup. We have created a floor plan to help guide traffic away from the heavy congestion areas. Hours in the lower level will be extended to 8:00 pm and we will use the back door as the 'after hours' walk in entrance. Marketing will be done for this and we will partner with RL to educate.	Continue 'measures in place.'
Admin Office	Customers are asked to wait outside the door for assistance. Face Covering policy in place.	No additional protocols needed.	No additional protocols needed.

Cash handling area	Staff wear latex gloves when handling daily deposits which include checks, gift cards and checks along with cash register receipts touched by cashiers.	No additional protocols needed.	No additional protocols needed.																								
Other Details	We don't have any employees that fall under the vulnerable conditions criteria. Staggered lunch/breaks to avoid overcrowding of break room. Cross training of employees.																										
Capacity limits will be monitored and employees will be assigned to assist customers with waiting to enter or moving to another area of the store to accommodate social distancing. Staff can guide customers inside the store and keep things moving quickly and conveniently. Basic announcements regarding social distancing and basic store information will be played over our intercom system.																											
<table border="1"> <thead> <tr> <th>SPACE</th> <th>Sq. Ft.</th> <th>Max Capacity (Blue)</th> <th>ND Smart Restart: Green (75%)</th> <th>ND Smart Restart: Yellow (50%)</th> <th>ND Smart Restart: Orange (25%)</th> </tr> </thead> <tbody> <tr> <td>Bookstore - Retail Floor</td> <td>8723</td> <td>291</td> <td>200 (max)</td> <td>100 (max)</td> <td>50 (max)</td> </tr> <tr> <td>Herd Shop</td> <td>1019</td> <td>34</td> <td>25</td> <td>17</td> <td>8</td> </tr> <tr> <td>Bookstore - Textbook Area</td> <td>3127</td> <td>104</td> <td>78</td> <td>52</td> <td>26</td> </tr> </tbody> </table>				SPACE	Sq. Ft.	Max Capacity (Blue)	ND Smart Restart: Green (75%)	ND Smart Restart: Yellow (50%)	ND Smart Restart: Orange (25%)	Bookstore - Retail Floor	8723	291	200 (max)	100 (max)	50 (max)	Herd Shop	1019	34	25	17	8	Bookstore - Textbook Area	3127	104	78	52	26
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Employee training on social distancing guidelines and expectations, how to monitor personal health, how to properly wear, remove and dispose of PPE, cleaning protocols, including how to safely and effectively use cleaning supplies. Staff was coached on how to approach customers not following face covering or social distancing policies. See ADDENDUM: UPDATED FACE COVERING GUIDELINES for important information.																											
https://nrf.com/blog/retail-design-post-pandemic-world																											

HISTORY

Type	Date	Revision
New	08.20.2020	Added reference/link to Addendum: Updated Face Covering Guidelines
Revised	10.22.2020	Updated capacity limits table to include Orange Risk Level

Center for Child Development

Face Coverings Procedures

07/31/2020; revised 08/17/2020

Children Under Two (2) Years of Age:

Masks should NOT be worn due to the danger of suffocation or strangulation.

Children 2-5 Years of Age:

Optional to wear a cloth face covering. If a child does wear a face covering, it is important to remove the mask to eat/drink, for tooth brushing, using a tissue, playing on the playground/climbing equipment and for rest/sleep. Parent will be required to help educate their child on the use of the face covering, to clean and properly store the covering. The Center for Disease Control states that young children (preschool or early elementary aged) may not be able to wear a cloth face covering properly, particularly for extended periods of time.

Center Staff and University Students:

According to the ND Department of Human Services (May 1, 2020), masks/face coverings are not required in child care setting for children or staff. However, Center staff and university students will use face coverings in the classrooms. Some parents have requested this action and after speaking with local public health officials it is the safest procedure moving forward for the Center. In addition, all Center Staff are within 6 feet of students and each other for extended periods of time which would require a face covering per NDSU current procedures.

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.

Masking with a cloth face covering is best practice to provide a barrier and prevent respiratory droplets from traveling into the air and onto other individuals. Research indicates that cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings (CDC June 28, 2020). The CDC also recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Ex. people, who are deaf or hard of hearing, people with trouble breathing etc. These exception requests will be considered using the NDSU accommodation policy.

Parents:

A staff member will continue to be in the entryway checking your child in per ND Department of Health Modified Operating Practices. At pick-up time, parents may enter your child's classroom to pick-up and sign out your child. Hand sanitizer, for adults, will remain in the main entryway for your use.

The above practices may change at any time per Child Care Modified Operating Practices from the ND Department of Health.

HISTORY

Type	Date	Revision
New	07.31.2020	
Revised	08.17.2020	Added reference/link for Addendum: Updated Face Covering Guideline

Dining Plan Fall 2020

07/02/2020; revised 9/25/2020; 10/22/2020

Dining Operations: Orange Risk Level Status Guidelines

Effective 10.16.2020

The following are the new state guidelines under the orange risk level: [ND SMART RESTART Protocols – Restaurants and Bars](#)

Under the occupancy guidelines, we can operate at 25% seating capacity but a max of 50. We are viewing this as 50 people per area of a dining center. Following are changes which will be implemented effective at dinner on Friday, October 16th.

Dining Center Occupancy Changes:

UDC	<ul style="list-style-type: none"> • Seating Capacity is calculated at 70: <ul style="list-style-type: none"> ○ Main room seating allows for 50 people ○ The west addition allows for 20 people • Close off the glassed room on east end to put extra chairs and tables • Once capacity of 70 is reached only to-go meals are allowed. No to-go meals are allowed over 84 until people exit.
WDC	<ul style="list-style-type: none"> • Seating Capacity is calculated at 100: <ul style="list-style-type: none"> ○ New seating addition would allow for 50 people ○ Middle section would allow for 50 people ○ Every other booth should be blocked off ○ Pull more tables and chairs to limit seating • Once capacity of 100 is reached only to-go meals are allowed. No to-go meals are allowed over 120 until people exit.
RDC	<ul style="list-style-type: none"> • Capacity is calculated at 140: <ul style="list-style-type: none"> ○ West end at 25% would allow for 40 people ○ East end would cap at 50 people ○ Center area is capped at 50 people ○ Small dining room on east end would be closed for storage of excess tables and chairs ○ Every other booth should be blocked off • Once capacity at 140 is reached, we only allow for take-out. No to-go meals are allowed over 168 until people exit.

To-go meals will be expanded for students on unlimited plans. Currently, students are allowed one to-go meal for each meal period. Now students will be allowed seven to-go meals: 2-meals breakfast, 2-meals lunch, 2 meals supper and 1 meal late night.

In addition to the above changes, students will no longer be allowed to self-serve on drinks and condiments.

Updated Hours of Operation

MONDAY - THURSDAY	7:00 AM – 6:00 PM	OPTIONS AVAILABLE
<i>Breakfast</i>	7:00 am – 9:30 am	Dine-In; To-Go
Closed for Cleaning	9:30 am – 10:30 am	
<i>Lunch</i>	10:30 am – 2:30 pm	Dine-In; To-Go
Closed for Cleaning*	2:30 pm – 3:00 pm	
<i>Dinner</i>	3:00 pm – 6:00 pm	To-Go <u>ONLY</u>
FRIDAY	7:00 am – 2:30 pm	Dine-In; To-Go
	CLOSED at 2:30 pm	NO DINNER SERVICE

* **Note:** Only 30 minutes for cleaning due to ability for staff to clean the tables/dish room after we reopen

Dining Operations: **Yellow Risk Level Status** Guidelines

Effective 9.25.2020

Dining operations at 50% capacity at the yellow guidelines:

- Capacity of the dining centers will be monitored by the door count hardware/software. Tables will not be removed to allow for transition of students and empty tables for cleaning purposes.
 - WDC = 390; at 90% capacity of 350 only allow take-out
 - Occupancy is 739 for the eating area and 80 for the Servery for a total of 819 total occupancy. 50% capacity is 410.
 - Allowing for 20 employees, student capacity will be 390.
 - All areas are less than the 250 maximum.

	50% capacity	Allocate employees
WDC:		
West	185	182
Middle	185	178
Servery	40	30
Less employees	-20	
	390	390

- RDC = 433; at 90% capacity of 390 only allow take-out
 - Occupancy is 956 and 50% capacity is 478.
 - Allowing for 20 employees, student capacity will be 458.
 - Due to the limitation of the 250 capacity by area, the overall capacity is being reduced to 433.

	50% capacity	Adjusted for 250 max	Allocate employees
RDC:			
West	79	79	79
Middle	275	250	230
East	103	103	103
Small Room	21	21	21
less employees	-20	-20	
	458	433	433

- UDC = 217; at 90% capacity of 195 only allow take-out
 - Occupancy is 453 and 50% capacity is 227.
 - Allowing for 10 employees, student capacity will be 217.
 - Overall capacity is less than the maximum limitation of 250.
- Chairs have been removed to limit the number of students sitting at a table.
- Signs are posted on each table with the maximum capacity for the table.
- Take-out meals are provided at all three dining centers.

Goals to Consider

- Meet all criteria as identified by North Dakota Department of Health (NDDoH):
 - Based on phase we're in
 - And planning for additional/all phases
- Ensure safety of all staff and customers
- Provide college experience and also communicate plans to reassure students/family of safe practices implemented
- Ensure quality, variety, nutrition, services
- Speed of service
- Customer satisfaction and value to customer

- Maintain revenues
- Meal plan affordability and value
- Cost controls, reduce costs/wastes
- Manage inventory and supply chain availability of goods
- Provide meals for those in Isolation/Quarantine
- Early move in and meal plan start up

Face Covering Protocol

Effective 8/3/2020 for Academic Year 2020-2021

Effective Monday, August 3, NDSU updated their [face covering guidelines](#) with a requirement for all students, faculty, staff and visitors to wear face coverings both indoors and outdoors, while on the NDSU campus. Indoors includes all common areas and public spaces (classrooms, lounges, shared, public office spaces, etc.) when even in passing, 6ft physical distancing cannot be maintained. When outdoors, if 6ft distancing can be maintained, you are encouraged but not required to wear a face covering. In conjunction with this guideline, NDSU Dining will require face coverings for all employees who are working in the dining centers, retail operations, concessions and catering.

DINING FULL TIME STAFF:

Eight cloth face coverings will be provided to each Dining employee, and there are two styles to choose from. If employees choose not to wear the provided face coverings, it will be the employee's responsibility to provide their own. NDSU Dining will not reimburse employees if they choose to purchase their own face covering. All cloth face coverings must be black.

DINING PART-TIME & STUDENT STAFF:

Disposable face coverings will be provided. If an employee chooses not to wear the provided face covering, it will be the employee's responsibility to provide their own. NDSU Dining will not reimburse employees if they choose to purchase their own face covering. All cloth face coverings must be black. You may wear your own "Bison Pride" face covering on Fridays.

PROPER USE & HANDLING:

- Reusable cloth coverings should be laundered (washed) every time you take the face covering off. Staff will need to bring several face coverings to work each shift and change whenever they take the face covering off.
- Disposable masks should be discarded in a trashcan when removed.
- Staff will need to properly store their contaminated face coverings and remove them daily (in a plastic bag or other bag to keep contained) to launder at home. Be cautious when handling your face coverings and touching other items that may cause contamination.
- Staff will practice proper handwashing when they change their face coverings and store their contaminated face coverings away from other staff members, common areas and service areas. Used face coverings should not be kept in your apron pockets.
- Staff will need to wash their hands and change their gloves if they touch their face covering when working.
- Staff should follow guidelines as provided by the CDC. Please view [guidelines here](#).

If an individual chooses not to wear a face covering in a space where it is required, the following process should be followed:

- Inform the individual of the face-covering policy. Explain how face coverings protect others by reducing the possibility of infection. Ask the individual to comply with the policy.
- If the individual continues to violate the face covering policy, refer to Human Resources (for staff), College Dean (for faculty), and to the Dean of Students Office (for students).

Meal Plans-Residential Dining

- RDC, WDC and UDC required hall/meal plans
 - 5-day (Mon-Fri) and 7-day (Mon-Sun) unlimited plans available to purchase
 - 170 block plan per semester available to upper classmen in residence halls
- Optional Block plans will be used in Residential Dining locations and Retail Meal Equivalents (ME's) in Retail:
 - 25-50-75-100 optional block plans
 - 170 block plan
 - All optional meal plans are purchased through the GET Dining App

Residential Dining Planning

WEST DINING CENTER (WDC):

- See [DINING FACE COVERING PROTOCOL](#) and [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- The WDC will be available for both dine-in options and take-out options.
- Seating layout to meet NDDoH Restaurants, Bars, etc. protocols
- Current capacity of the seating area 739. At 75%, the capacity would be 555. However, we currently have 550 seats, which we will retain. Door count hardware/software will be purchased for monitoring capacity.
- Dine in, signage to encourage/educate 30-minute stay to dine in
- To-Go meals will be provided:
 - Student will need to choose when entering WDC between To-Go or Dine-In. If To-Go, the student will receive a disposable box when entering to obtain food To-Go.
 - Students will only be allowed one To-Go meal per meal-time of breakfast, lunch and supper.
 - A To-Go meal may not be obtained until at least 30 minutes after swiping for a dine-in meal.
 - To-Go options will be limited quantities based on packaging, for instance, 1 9x9 disposable to-go box, 1 disposable individually wrapped beverage/straw, 1 disposable small soup/salad container, 1 disposable dessert container/package, 1 set of prepackaged disposable silverware, and packaged condiments as needed.
 - Dining will post signage on safe handling/storage of potentially hazardous food.
- The WDC will be closed between meal periods to ensure [cleaning/disinfecting](#) of all spaces, seating, etc. The closures between meals will be staggered between centers to ensure there is always a dining center open.
 - Frequent [cleaning/disinfecting](#) throughout service hours also
- Lines to enter WDC: queuing using 6' Social Distancing.
- Speed of service, particularly at high volume-peak times: WDC lunch and dinner (breakfast lower volume of customers)
 - Mon-Thurs: 1,300 lunch; 1,300 dinner; 400+ late night
 - Friday: 1,300 lunch; 1,300 dinner
 - Saturday: 600 lunch; 600 dinner
 - Sunday: 600 lunch; 900 dinner
- Student grills will not be available for student self-service.
- The WDC will remain NDSU's allergen-friendly dining center.
 - The Clean Eats food station will continue to provide menu items free from the top eight allergens
- No self-service in any dining centers – all food will be served to eliminate high contact situations
- Signage will be provided on beverage areas prohibiting refills and that new glasses should be utilized.
- Based on current capacity guidelines, the WDC will remain the only dining center open on weekends.
 - If capacity guidelines decrease, the UDC will become available on weekends.
- Menu rotation will be decreased slightly to allow for better utilization of inventory along with addressing potential supply chain issues.
- Menu-offerings will be streamlined to provide for additional speed of service in stations – no custom items initially
- Plexiglas screens between customer and dining employees in all appropriate locations

RESIDENCE DINING CENTER (RDC):

- See [DINING FACE COVERING PROTOCOL](#) and [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- The RDC will be available only for dine-in options.
- Seating layout to meet NDDoH Restaurants, Bars, etc. criteria
- Current capacity is 956, which includes employees. At 75% the capacity would be 717. However, we currently operate the facility at a seating capacity of 610, which will remain for fall. Door count hardware/software will be purchased for monitoring capacity.
- Dine in only, signage to encourage/educate 30-minute stay to dine in
- The RDC will be closed between meal periods to ensure [cleaning/disinfecting](#) of all spaces, seating, etc. The closures between meals will be staggered between centers to ensure there is always a dining center open.
 - Frequent [cleaning/disinfecting](#) throughout service hours also

- Lines to enter RDC: queuing using 6' Social Distancing.
- Speed of service, particularly at high volume-peak times: RDC breakfast, lunch and dinner
 - M-F: 600 breakfast
 - M-F: 900 lunch; 900 dinner
- Student grills will not be available for student self-service.
- Allergen – RDC: Creations
- No self-service in any dining centers – all food will be served to eliminate high contact situations
- Signage will be provided on beverage areas prohibiting refills and that new glasses should be utilized.
- Menu rotation will be decreased slightly (6 week to 4 week) to allow for better utilization of inventory along with addressing potential supply chain issues.
- Menu-offerings will be streamlined to provide for additional speed of service in stations – no custom items initially
- Plexiglas screens between customer and dining employees in all appropriate locations

UNION DINING CENTER (UDC):

- See [DINING FACE COVERING PROTOCOL](#) and [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- The UDC will be available only for dine-in options.
- Seating layout to meet NDDoH Restaurants, Bars, etc. criteria
- Signage to encourage/educate social distancing, directional signage for flow through spaces
- Current capacity is 453, which includes employees and is for the entire kitchen and dining area. 75% capacity would be 340. However, we have currently allowed for 335 seats in a congested area and therefore, will instead use 75% of the current seating area. This will put the seating at 253. Door count hardware/software will be purchased for monitoring capacity.
- The UDC will be closed between meal periods to ensure [cleaning/disinfecting](#) of all spaces, seating, etc. The closures between meals will be staggered between centers to ensure there is always a dining center open.
 - Frequent [cleaning/disinfecting](#) throughout service hours also
- Lines to enter UDC: queuing using 6' Social Distancing.
- Speed of service, particularly at high volume-peak times: UDC breakfast, lunch and dinner
 - M-F: 350 breakfast
 - M-F: 900 lunch
 - M-F: 350 dinner
- Student grills will not be available for student self-service
- No self-service in any dining centers – all food will be served to eliminate high contact situations
- Signage will be provided on beverage areas prohibiting refills and that new glasses should be utilized.
- Menu rotation will be decreased slightly (6 week to 4 week) to allow for better utilization of inventory along with addressing potential supply chain issues.
- Menu-offerings will be streamlined to provide for additional speed of service in stations
- Plexiglas screens between customer and dining employees in all appropriate locations

Additional Considerations for Residential Dining Meal Operations

- Planning for staggered, early move in of students to Residence Halls, possibly Thursday, Aug. 20, 2020, with meal plans to start with move in
- Consider additional meal site locations to reduce congestion and address lack of capacity, if seating capacity is diminished due to regulations
- Purchase menu items now for fall due to anticipated high demand with low product availability: disposables, proteins-such as burgers, Brakebush chicken products, etc.

Retail

- See [DINING FACE COVERING PROTOCOL](#) and [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- Follow all NDDoH Restaurant, Bars, etc. guidelines
- Plexiglas screens between customer and dining employees

- All retail operations open for Fall
 - Coffee Shops: Minard, Caribou, Barry and NDSCS
 - Food Court: Twisted Taco, Panda, Hoagie Hut, Pizza Express and Burgers @ the U
- Currently updating software to make online ordering, mobile ordering, and payments through GET Food and pick up at operations, which is hoped to be available by Fall. In addition, proximity readers will be added to reduce cash transactions and increase touchless transactions.
- Meal Equivalent's (ME's) utilized by block plan holders (student, faculty/staff, affiliate): 25, 50, 75, 100, 170
- Meal Equivalent's (ME's) at: Minard, Barry, NDSCS, TT, HH, PE and Burgers
- Service items, such as straws and disposable silverware, will be individually wrapped.
- Condiments will be individually packaged and will not utilize bulk self-serve condiments.

Catering and Concessions

- See [DINING FACE COVERING PROTOCOL](#) and [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- Follow all NDDoH Large Gatherings protocols for seating and service
- Follow all NDDoH Banquets, Ballrooms, Wedding and Event Venues guidelines for seating and service
- Sneeze guards/Plexiglas screens between customer and buffet lines
- No self-service by customers of any items

PPE (Personal Protective Equipment)

- See [DINING FACE COVERING PROTOCOL](#) and [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- Considering purchasing face shields for Food Service Workers in the dish rooms.
- Staff trainings on proper usage of face coverings will take place and be included in uniform section of employee manuals.

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, except for beverage areas.
- Signage will be provided on beverage areas prohibiting refills and that new glasses should be utilized. The beverage areas will be monitored closely and frequently disinfected. Straws are not provided for dine-in customers.
- 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 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.

Dining Cleaning-Sanitizing-Disinfecting Practices

AY 2020-2021

Dining staff are responsible for completing and maintaining these practices, unless noted.

Dining Centers: All units- All areas sanitized at end of business day for next day opening.

Serveries- Self-Sanitizing stations for customer to use on beverage equipment (360 Pails)

- Between each use (Sanitizing buckets & fresh solution)
 - Carts
 - Contact Surfaces in stations
- Hourly Cleaning
 - Self-Serve beverage-dispensing units & counters (Sanitizing buckets & fresh solution) *
 - Self-Serve Condiment Dispensers (Sanitizing buckets & fresh solution) **
 - Hand Sinks (Peroxide Disinfecting Cleaner)
 - Hand Sani Dispensers (Peroxide Disinfecting Cleaner)
 - Napkin Dispensers (Sanitizing buckets & fresh solution)

*Per approval from Aaron Johnson, Environmental Health Practitioner for Fargo Cass Public Health (June 18, 2020)

**** Per approval from Aaron Johnson, Environmental Health Practitioner for Fargo Cass Public Health (August 4, 2020)**

- Between meal periods
 - Glass Sneeze Guards (Peroxide Disinfecting Cleaner)
 - Wellness Barriers (Plexiglas) (NO CHEMICALS) (See below for specific details)
 - Tray Slides (Peroxide Disinfecting Cleaner)
 - Equipment handles in Stations (Sanitizing buckets & fresh solution)
 - Customer side Contact Surfaces/Counters (Peroxide Disinfecting Cleaner)

Seating- Self-Sanitizing stations available for customer to use on tables (360 Pails)

- Between each use (Sanitizing buckets & fresh solution)
 - Tables
- Hourly Cleaning
 - Napkin Dispensers (Sanitizing buckets & fresh solution)
 - Hand Sani Dispensers (Peroxide Disinfecting Cleaner)
- Between meal periods
 - Chairs
 - Tables (Peroxide Disinfecting Cleaner)
 - Contact surfaces (Peroxide Disinfecting Cleaner)

Checker-Cashier Stands

- Hourly Cleaning (Sanitizing bottle & clean cloth)
 - Credit Card Machines
 - Proximity Readers
 - Registers (if change cashiers sanitize machine)
 - Countertops
 - Hand Sani Dispenser
- Between meal periods
 - Wellness Barriers (Plexiglas) (NO CHEMICALS) (See below for specific details)

Dish Rooms

- Between each use (Sanitizing buckets & fresh solution)
 - Carts
- Hourly Cleaning (Peroxide Disinfecting Cleaner)
 - Contact Surfaces
 - Accumulators/Customer Side
 - Hand Sinks and area around it
- Between meal periods (Peroxide Disinfecting Cleaner)
 - Accumulators/Employee Side

Production Areas

- Between each use (Sanitizing buckets & fresh solution)
 - Carts
 - Prep Tables
- Hourly Cleaning
 - Hand sinks & area around it (Peroxide Disinfecting Cleaner)
- Between meal periods (Sanitizing buckets & fresh solution)
 - Equipment (handles, knobs and switches)
 - Contact Surfaces/Prep Counters (drawer handles)
 - Cooler/freezer handles
- End of day (Sanitizing buckets & fresh solution)
 - Speed Racks

General Areas: All areas sanitized at end of business day for next day opening.

Offices

- Between each use (Sanitizing bottles & clean cloth)
 - Community Computers

- Community Phones
- Between meal periods & end of day (Sanitizing bottle & clean cloth)
 - Wellness Barriers (Plexiglas) (NO CHEMICALS) (See below for specific details)
 - Copiers
 - Door Handles
 - Time clocks
 - Counters

Retail & Concessions: All areas sanitized at end of business day for next day opening.

- Between each use (Sanitizing buckets & fresh solution)
 - Carts
 - Tables in Food Court and Caribou- use card system currently in place. **FM Custodians FC & Caribou Staff**
- Hourly Cleaning
 - Customer side Contact Surfaces/Counters (Peroxide Disinfecting Cleaner)
 - Proximity Readers (Sanitizing bottles & clean cloth)
 - Credit Card Machines (Sanitizing bottles & clean cloth)
 - Napkin Dispensers (Sanitizing buckets & fresh solution)
 - Hand Sink Areas (Peroxide Disinfecting Cleaner)
- Between meal periods (Sanitizing buckets & fresh solution)
 - Equipment (handles & switches)
 - Contact Surfaces/Prep Counters
 - Wellness Barriers (Plexiglas) (NO CHEMICALS) (See below for specific details)
 - Register (if change cashiers sanitize machine) (Sanitizing bottles & clean cloth)
 - Replace utensils every 4 hours
 - Door Handles

Catering: All areas sanitized at end of business day for next day opening.

- Between each use (Sanitizing buckets & fresh solution)
 - Carts
 - Phone (Sanitizing bottles & clean cloth)
 - Returning equipment from catering events
 - Prep Counters
 - Portable Sneeze Guards (NO CHEMICALS) (See below for specific details)
- Hourly Cleaning (Sanitizing buckets & fresh solution)
 - Hand Sink Areas
- Between meal periods (Sanitizing buckets & fresh solution)
 - Contact Surfaces/Prep Counters
 - Equipment (handles & switches)
 - Door handles

Delivery Vehicles: Vehicles sanitized at end of business day for next day beginning of shift

- As needed between stops (Sanitizing bottles & clean cloth)
 - Door handles
 - Steering wheel
- As need for personal hand sanitation/sanitizing Gel Sanitizers (ind. bottles)

Products Available

- ✓ Hands Free Hand Sanitizer Dispenser
- ✓ Foam Sanitizer Dispensers
- ✓ Foam Hand Soap Dispensers
- ✓ Peroxide Disinfecting Cleaner (new)
- ✓ Sani & Alcohol Wipes
- ✓ Quat 146

- ✓ 360 Wipes (currently using)
- ✓ Gel Sanitizers (ind. bottles)
- ✓ Disposable Aprons & Gloves

General Practices: Dining Staff training on proper use, proper PPE, and SDS books in each area.

- Use clean towels
- Keep sanitizer solutions to the right level of concentration (use test strips)
- Change out potholders when soiled
- Serving utensils replaced during meal periods
- All dining centers will have ample hand sanitizing dispensing units placed throughout facilities.
- Drivers will have sanitizing wipes and hand gel in trucks for deliveries.
- Proper PPE will be provided to staff in specific areas of operation/job duties.

Proper way to clean Wellness Barriers (Plexiglas): Plexiglas Cleaning Tips

- Use warm water, mild soap and a microfiber cloth to clean.
- Brush off any dirt or debris before wiping, it will prevent scratching.
- Never use Windex or 409 (or similar cleaning products), these products can damage the plastic.

- Public Restrooms: FM Custodians to maintain every 2 hours
- Breakrooms: FM Custodians to maintain daily
- Locker Rooms; FM Custodians to maintain daily
- Laundry areas: FM Custodians to maintain daily
- Custodial areas: FM Custodians to maintain daily
 - Handles to mops, brooms, floor care equipment, & dust pans

Quarantine Meals for Fall

- Meals will continue to be provided to students in quarantine or isolation in the Residence Halls
- Students who do not have a meal or block plan will be assessed a 50-block plan for the meal delivery
- Meals are coordinated by communication between Student Health Service, Residence Life and Dining
- Consider additional delivery staff, if needed, based on demand

Additional Items to Consider for Purchase

- Technology and software for online and mobile ordering
- Additional Plexiglas barriers for retail operations and dining centers
- Sanitizer, disinfectant wipes, etc. (locations TBD)
- Touchless POS-touchless card readers, client facing card reader, Apple Pay, etc.

Orientation

Expectations with the meal plan sign up/more communication with Tara/David

Customers-Visitors

- See [DINING FACE COVERING PROTOCOL](#) and [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- Communicate to new/returning students and families - for new style of service and expectations - safety, et.al
- Educate students/customers on safety procedures while in dining spaces
- Tour groups, Discover NDSU, etc. in Dining Centers - to eat
- Campus visitors: Band competitions, etc.

Additional Training Topics

- Roxanne to reach out to HR for online resources through The Village – Staff stress/anxiety, etc.
- COVID 19 trainings for all dining staff: safe practices at work, etc.

Staffing

- Plan to post vital positions in June/July for August
- Student employee staffing in fall - TBD
- Part time staff - primarily work in dish and clean/sanitize tables and will have additional sanitization duties.
 - Will need to coordinate with the agencies serving adults with disabilities to determine if the part-time workers would like to continue to work in this possible high-risk environment, since many have underlying health conditions.
- If there is a COVID-19 breakout in dining staff, services may need to be consolidated between Centers with a center closed.
 - As a further option, the dine-in option may be eliminated with To-Go meals only offered.
 - Temporary staffing through an agency or outsourced catering may be pursued if additional options are needed.
- All Dining staff will follow HR recommendations regarding their wellness and monitor any symptoms that would require them to stay home from work.
- Training development and implementation on all new procedures throughout the summer
- Student employee training for fall
- Staff cross-training to allow for continuity of operations and alternative coverage, if needed

Dining Center Schedules (may be subject to change)

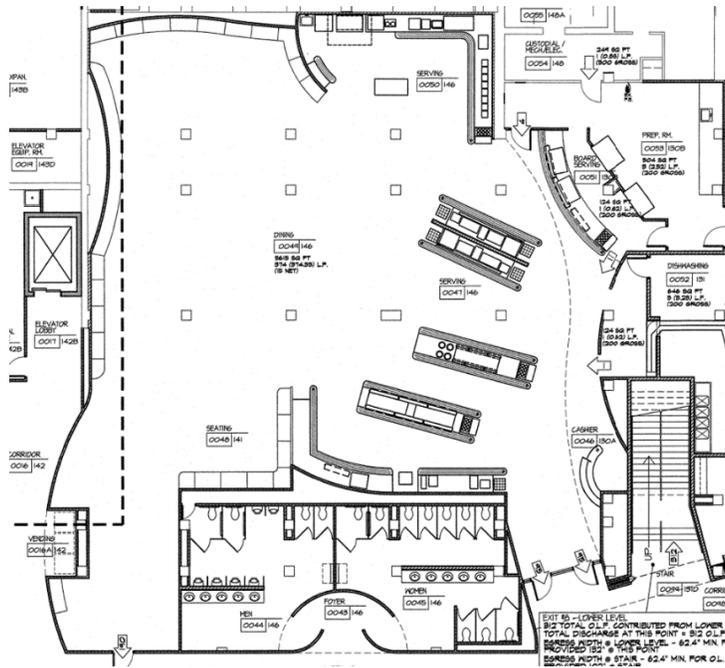
		Monday through Friday			Saturday/Sunday	
		UDC	RDC	WDC		WDC
Open		7:00	7:00	8:00		8:00
Break Closure		9:30-10:30	9:00-10:00	10:00-11:00		10:00-11:00
Break Closure		2:30-3:30	2:00-3:00	3:00-4:00		3:00-4:00
Break Closure				7:00-8:00 (M-Th)		
Close M-Th		7:30	8:00	11:00		8:00 (Sat)
Close Friday		6:30	7:00	8:00		9:00 (Sun)

Additional Resources

- NDDoH Standards and Workplace Assessment for COVID-19
- Center for Disease Control (CDC) website
- OSHA "Guidance on Preparing Workplaces for COVID-19"
- The Event Safety Alliance Reopening Guide
- CDC: Interim Guidance for Administrators of U.S. Institutions of Higher Education (05.08.2020 email from Mike Borr)
- American College of Health Association (ACHA) Guidelines (05.08.2020 email from Mike Borr)
- NACUFS COVID 19 website: Town Hall recordings, industry/institutional polls, list serve topics, etc.
 - 5-1-20 Town Hall: Fall semester Planning recording and notes (attached in email)
 - 5-8-20 Town Hall: Fall planning-global campus perspective recording and meeting notes (attached in email)
 - 5-15-20 Town Hall: Fall Planning-Industry Perspective
- NACUFS Polls: Answers/information was collected from both universities and from industries-website
- ACUHO-I
- FoodPro Town Hall

UNION DINING CENTER

There isn't a code plan for the addition, but it works out to 79 people for a total of 453. The max occupancy for the original seating/servery area is labeled as '374 LF' on the plan below:



HISTORY

Type	Date	Revision
New	05.27.2020	Dining (Summer 2020)
New	05.08.2020	Food Court & Caribou Seating (Summer 2020)
Added	07.02.2020	Dining Planning for Fall 2020
Revised	07.07.2020	Amended Residential Dining (Summer 2020) breakfast hours to coincide with current practices
Revised	08.17.2020	Redlined information/added link for Addendum: Updated Face Covering Guideline
Added	08.20.2020	Face Covering Protocol; Dining Cleaning-Sanitizing-Disinfecting Practices
Revised	09.25.2020	Revised occupancy guidelines to Yellow Risk Level Classification
Revised	10.22.2020	Revised occupancy guidelines to Orange Risk Level Classification; Archived Dining (Summer 2020) plan and Food Court & Caribou Seating (Summer 2020)

Facilities Management

05/27/2020; revised 06/25/2020; 08/17/2020

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.

MOTOR POOL / GARAGE:

See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.

Before dispatch of a Motor Pool vehicle, the following steps are taken during the COVID-19 pandemic:

- Hard surfaces are sanitized with a disinfectant spray (ex: steering wheel and levers, front console, gear shift, seat levers, inside and outside door handles).
- A packet of single use gel hand sanitizers is included in each vehicle packet for driver/passenger convenience.
- Vehicle packets are sanitized with disinfectant wipe/spray on return.

Hand sanitizer is offered at the Motor Pool front desk for use when picking up or dropping off vehicle packet.

HISTORY

Type	Date	Revision
New	05.27.2020	
Added	06.25.2020	Motor Pool / Garage information
Revised	08.17.2020	Added reference/link for Addendum: Updated Face Covering Guideline

NDSU Libraries

Public Areas

07/27/2020; revised 08/17/2020

During the COVID-19 pandemic, the NDSU Libraries are committed to protecting the health of our users and staff while continuing our mission to energize and advance research, teaching, and learning in an evolving information environment. We plan to reopen the Main Library, the branch libraries, and the Special Collections for Fall Semester 2020, based on guidance and best practices from [NDSU](#), the [North Dakota Department of Health](#), the [American Library Association](#), the [North Dakota Library Association](#), and the [North Dakota State Library](#). Pending further guidance from the university, our plans for reopening our public areas are listed below.

[Main Library](#) | [Branch Libraries](#) | [Special Collections](#)

MAIN LIBRARY

Building access and open hours

- The Main Library will resume regular semester open hours when Fall Semester begins or as instructed by NDSU administration.
- Access to the building will be limited to NDSU students, faculty, and staff. An NDSU Card will be needed to enter the building; signs will be posted on the lobby doors indicating keycard access only.
- Doors will be designated entrance or exit to encourage social distancing.

Sanitation and preventative measures

- The custodial staff will clean and sanitize the building daily prior to opening.
- Student employees from Access Services will disinfect computers, desks, tables, and other high-touch areas throughout the day. These students will be provided with PPE (face coverings, gloves, etc.) as necessary.
 - Flip cards will be placed at each computer, desk, and table for users to indicate that they are done using that space; this will help student employees identify which areas need to be cleaned.
- Doors to staff areas and offices will be kept closed.
- One-way directional signs will be installed in the main hallway to encourage social distancing (one aisle leading into the Reference Room, one aisle leading out).
- The coffee kiosk in the main hallway will be removed.
- Food and chewing tobacco:
 - Snacks are OK, meals are not.
 - External food or food deliveries will not be allowed.
 - No chewing tobacco is allowed.
- Hand sanitizer will be available at the front entrance, on the second floor, and at service points throughout the building.
- Users will be expected to wear face coverings in the building.
 - See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- Users will be encouraged to wash their hands frequently or use hand sanitizer.
- Signs will be posted throughout the building reminding users to wear face coverings, wash their hands or use hand sanitizer, and not to enter the building if they are sick.

Seating capacity

To help maintain social distance between users:

- The number of seats in public areas throughout the building will be reduced.
- The number of computers in the Reference Room will be reduced.
- Users will be asked to use the available seating rather than sitting on the floor, stairs, or window ledges.
- Group study rooms will be available for checkout with the number of seats per room reduced as necessary to ensure social distancing.

Public Services

See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.

Research and Instruction

- Reference services will be available virtually via chat, phone, Blackboard Collaborate, or email.
- The computer at the Reference Desk will be equipped with a microphone to allow users on site to interact with a librarian.
- Instruction sessions will be conducted virtually; subject liaisons will collaborate with faculty to determine how best to deliver instruction to their classes.

Printing

- Printers in the Reference Room will be available for users.
- Signs will be posted with instructions on how to print, connect to Wi-Fi, and troubleshoot common printing problems.

Access Services

- NDSU students, faculty, and staff will be able to borrow, renew, and request information per the [NDSU Libraries' Circulation Policy](#).
 - A self-checkout station will be available near the Circulation Desk.
- Plexiglas shields will be installed at the Circulation Desk.
- Marks will be placed on the floor at 6' intervals in front of the Circulation Desk to encourage social distancing.

Digital Fabrication Lab

- Access to the Digital Fabrication Lab will be by appointment only.
- A limited number of users will be allowed in the lab at any given time.
- Users will be expected to wear face coverings in the lab.
 - See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- Equipment and computers will be disinfected after each use.
- The doors and large roll-up window will be kept closed.

Presentation Studio

- The Presentation Studio will be available by appointment only.

Virtual Reality Labs

- The Virtual Reality Labs will be closed until further notice.

BRANCH LIBRARIES

Klai Juba Wald Architectural Studies Library (Klai Hall)

- The Architectural Studies Library will resume regular semester hours when Fall Semester begins.
- Plexiglas shields will be installed at the Circulation Desk.
- Tables and chairs will be cleaned and disinfected by ASL staff after every use.
- High-touch surfaces will be cleaned and disinfected at least daily.
- Users will be expected to wear face coverings in the building.
 - See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- Users will be encouraged to wash their hands frequently or use hand sanitizer.

Business Learning Center (Barry Hall)

- Room 22
 - Open hours and services: 12PM-4PM M-F.
 - The number of seats will be reduced to encourage social distancing.
 - The number of computers will be reduced to encourage social distancing.
 - Tables and chairs will be cleaned and disinfected by BLC staff after every use.
 - High-touch surfaces will be cleaned and disinfected at least daily.

- Room 14
 - Open during Barry Hall's open hours.
 - Printers will be available for student use.
 - The number of seats will be reduced to encourage social distancing.
 - The number of computers will be reduced to encourage social distancing.
 - The group study room and virtual reality lab will not be available for checkout until further notice.
- Users will be expected to wear face coverings while they are in the Room 22 or Room 14.
 - See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- Users will be encouraged to wash their hands frequently or use hand sanitizer.

NDSU Nursing at Sanford Health Library (Bismarck)

- The NDSU Nursing at Sanford Health Library will resume regular semester hours when Fall Semester begins.
- Plexiglas shields will be installed at the Reference Desk.
- Flip cards will be placed at each computer, desk, and table for users to indicate that they are done using that space; this will help identify which areas need to be cleaned.
- High-touch surfaces will be cleaned and disinfected at least daily.
- Group study rooms will be available for checkout with the number of seats per room reduced as necessary to ensure social distancing.
- Users will be expected to wear face coverings in the building.
 - See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- Users will be encouraged to wash their hands frequently or use hand sanitizer.

SPECIAL COLLECTIONS (NDSU Archives and Germans from Russia Heritage Collection (GRHC))

See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.

Open hours

- NDSU Archives will resume regular open hours when the Main Library reopens; however, appointments will be required.
 - The NDSU Archives will be open to NDSU students, faculty, and staff as well as non-affiliated users. The NDSU community will be given priority when making appointments.
 - The NDSU Archives will continue to offer reference services by phone or email.
 - Signs will be posted on the front door of the West Building indicating access to the NDSU Archives is by appointment only.
- The GRHC will continue to offer reference services by phone or email; access to their book collection will be by appointment only.

Access to collections

- Access to all archival collections will be in the NDSU Archives at the West Building only.
 - GRHC staff members will be notified of any requests to view their archival collections so they can be onsite to assist researchers.
- Access to the GRHC's book collection will be available at their Main Library location by appointment only.

Appointments

- Appointments will be required to use either the NDSU Archives or the GRHC collections.
- Appointments must be made at least 24 hours in advance.
- All appointments will be made with the NDSU Archives staff. GRHC staff will be notified when an appointment is made to use their collections so they can be onsite to assist researchers.
- Appointments will be scheduled so there are no more than 5 researchers in the Reading Room at a time, with 3 being the preferred maximum number.
- When making appointments for researchers, NDSU Archives staff will ask:
 - When the researcher wants to come in,
 - How long they expect to conduct research on site, and

- Which collections they would like to use.
- Once the appointment is made, NDSU Archives staff will tell the researcher that they will be expected to wear a face covering while they are in the West Building.
 - See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- Researchers will need to call the NDSU Archives reference desk when their appointment begins to be let into the building. The phone number for the Archives will be posted on the front door of the West Building.

Using the collections

- Researchers will be assigned tables in the Reading Room to ensure social distancing.
- Researchers will be expected to wear a face covering while they are in the West Building.
 - See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- Researchers will be expected to wash their hands prior to handling the collections (alcohol-based hand sanitizer will damage archival materials).
- NDSU Archives staff will wear face coverings and nitrile gloves when retrieving materials for researchers.
 - See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.

Reshelving collections

- Researchers will be asked to put all materials used on a book truck when they have finished their work.
- NDSU Archives staff wearing face coverings and nitrile gloves will move the book trucks into the Vault and put all materials used on shelves designated as a quarantine area. The date the materials were put in quarantine will be noted.
 - See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- Book trucks will be cleaned and disinfected after each use.

Cleaning and disinfecting public spaces

- Tables and chairs will be cleaned and disinfected by NDSU Archives staff after every use.
- High-touch surfaces will be cleaned and disinfected at least daily.

HISTORY

Type	Date	Revision
New	07.27.2020	
Revised	08.17.2020	Redlined information/added link for Addendum: Updated Face Covering Guideline

Memorial Union Operations

Phased ReOpen

07/21/2020; revised 10/22/2020; 01/08/2021

AREA	YELLOW / MODERATE RISK
Face Coverings	See ADDENDUM: UPDATED FACE COVERING GUIDELINES for important information. This policy will be applied in the Memorial Union. It is particularly important to consider this policy when utilizing Memorial Union conference rooms, lounges, and other seating areas.
Conference & Event Services	Conference & Event services will work with event planners to encourage compliance with ND Smart Restart Guidelines for Event Venues : https://ndresponse.gov/sites/www/files/documents/covid-19/ND%20Smart%20Restart/Wedding%20Event%20Venue/SmartRestart_Banquets.pdf Event set-ups will be modified to meet recommended capacity guidelines (see MU capacity info sheet) and face coverings will be required for all event attendees. See ADDENDUM: UPDATED FACE COVERING GUIDELINES for important information. Event planners are responsible for ensuring their event follows the guidelines. Repeated violations of MU event policies, room capacity guidelines, or face covering expectations may result in loss of reservation privileges.
Contact Tracing / Attendance Tracking	All event planners utilizing MU conference rooms will be asked to maintain a list of attendees for all events in order to assist with contact tracing if necessary. Memorial Union will not collect these but will refer authorities to an event planner, should contact tracing need to take place
Conference Room: Cleaning Procedures	All high-touch surfaces will be wiped down with approved cleaning products prior to the start of every event.
Conference Room: Signage	Signage regarding the mandatory face coverings policy and COVID preventative measures along with hand sanitizer stations will be placed at or near the entrance to each room.
Work Area Signage	Signage will be placed in each work area reminding staff to follow all COVID-19 safety guidelines .
Professional Staff	All staff will be allowed to return to the office unless identified as a vulnerable individual. Staff will be asked to check their temperature before coming to work and stay home if they have a temp above 100.3. Employees are required to use face coverings. See ADDENDUM: UPDATED FACE COVERING GUIDELINES for important information.
Student Employees	Student employees will return to work in their department, as scheduled by their supervisor. Student staff will be asked to check their temperature before coming to work and stay home if they have a temp above 100.3. Student employees are required to use face coverings. See ADDENDUM: UPDATED FACE COVERING GUIDELINES for important information.
Building Signage: Bathroom	Signage will be placed on the bathroom mirrors to encourage appropriate hand washing and other COVID prevention measures.
Building Signage: Entrances	Window cling signage will be placed on doors indicating guests should not enter if they are symptomatic, encourage common practices to reduce virus spread, and inform of face covering requirements.
Building Signage: Various	Signage promoting 6' social distancing, preventative measures, and face covering requirements will be placed around the facility as needed
Hand Sanitizing Stations	Hand sanitizing station will be placed at each of the buildings main entrances (West, South, East) and throughout other areas of the facility
Building Hours	Memorial Union will return to normal building hours
Building Occupancy Count	Memorial Union will monitor daily building traffic patterns to ensure the facility does not exceed overall occupancy guidelines
Building Staff	MU will have at least 1 staff member in the building at all times to ensure safe operation of the facility and respond to customer needs. This staff may be a professional staff or student building manager.

AREA	YELLOW / MODERATE RISK
Corridor: Coffee Shop	Contact Tables will be removed to decrease traffic congestion in corridor. Small tables may be placed along North side to reduce the impact of lost seating in other areas of the facility. Signage will be placed on the tables to indicate if the table has been cleaned/sanitized since last used.
Corridor: South Atrium	Contact Tables will be removed to decrease traffic congestion in corridor. Small tables may be placed along East side to reduce the impact of lost seating in other areas of the building. Signage will be placed on the tables to indicate if the table has been cleaned/sanitized since last used.
Computer Kiosks	Memorial Union will follow all guidance from IT on the cleaning procedures for this area. Due to the difficulty of cleaning this area between customers, hand sanitizer stations will be located near each computer bank and signage encouraging using the sanitizer before and after computer use will be placed in the area.
Food Court Seating / Caribou Seating	To comply with ND Smart Restart guidelines, MU will reduce seating by approximately 25% throughout these areas. Signage will be placed on the tables to indicate if the table has been cleaned/sanitized since last used. Face coverings will be required in seating areas (when not eating/drinking). See ADDENDUM: UPDATED FACE COVERING GUIDELINES for important information.
Lounge Seating Areas	To comply with ND Smart Restart guidelines, MU will reduce seating by approximately 25% throughout facility. Signage will be placed on the tables to indicate if the table has been cleaned/sanitized since last used. Face coverings will be required in lounge seating areas throughout the building. See ADDENDUM: UPDATED FACE COVERING GUIDELINES for important information.
Admin Office	Memorial Union Admin will be covered during normal business hours but may not be staffed at all times during holiday / break times (April-Aug. 15). If staff assigned to cover Admin needs to accomplish tasks elsewhere in the Union, signage will be placed on the door with a phone number to call for assistance. Additionally, the Admin phone line offers callers the opportunity to be transferred to another number which will be monitored when office is not staffed.
Art Gallery	Gallery will be open for the current exhibit and capacity will be limited to comply with ND Smart Restart guidelines. Public receptions and events may take place so long as capacity & food service guidelines are followed. Face coverings will be required during events. See ADDENDUM: UPDATED FACE COVERING GUIDELINES for important information.
Cash Handling Areas	In order to decrease the person-to-person contact and the transmission of the virus, Design & Sign and Rec & Outing will post signage requesting that customers pay with Apple Pay/Credit/Debit only. If campus card or cash is the only available option for the customer, MU staff will use gloves and practice personal hygiene / handwashing as well as wipe down the card reader after transactions.
Design & Sign	Design & Sign will open their main counter gate with a Plexiglas barrier between customer and staff at the main window. Customers will still be encouraged to submit projects electronically when possible to reduce direct contact between customer & staff. Hours of operation will return to regular schedule.
Design & Sign: Lost & Found	Lost & Found will bag all items as they come in and hold items for 24 hours before disposal (excluding items of value: computers, phones, wallets, etc.). High risk items such as water bottles & food containers will be disposed of at end of day. Gloves / hand sanitizer will be provided for staff when handling these items.
Rec & Outing Center: Front Counter	Rec & Outing Center will be open regular hours. A Plexiglas barrier will be installed covering a portion of the front desk, while allowing for equipment to be handed over the counter. Face coverings will be required. See ADDENDUM: UPDATED FACE COVERING GUIDELINES for important information.
Rec & Outing Center: Billiards & Gaming Area	Rec & Outing billiards & gaming area will re-open with measures in place to meet ND Smart Restart guidelines and cleaning requirements. For regular daily use, groups will not be placed at adjacent tables unless they identify as the same group. All game equipment & tables will be wiped down between customers. Hand sanitizer will be available for the customer at the front desk. Face coverings will be required. See ADDENDUM: UPDATED FACE COVERING GUIDELINES for important information.

AREA	YELLOW / MODERATE RISK
Rec & Outing Center: Bowling Area	Rec & Outing bowling alley will re-open with measures in place to meet ND Smart Restart guidelines and cleaning requirements. For regular daily use, groups will not be placed at adjacent lanes unless they identify as the same group and total occupancy of the space will be reduced. Face coverings will be required. Hand sanitizer will be available to customers near each bowling lane. Customers will be asked to leave bowling equipment out to be sanitized before put away. All equipment will be wiped down with approved cleaner at the beginning of the shift and between uses. See ADDENDUM: UPDATED FACE COVERING GUIDELINES for important information.
Rec & Outing Center: eSports Lab	Rec & Outing eSports lab will re-open with measures in place to meet ND Smart Restart guidelines and cleaning requirements. For general use, occupancy will be reduced so as not to exceed occupancy guidelines. Hand sanitizer will be available in the room. Staff will wipe down all components prior to opening and after each use, and the use of face coverings will be required. See ADDENDUM: UPDATED FACE COVERING GUIDELINES for important information.

Memorial Union Room Details					
MEETING SPACE	SET-UP STYLE	Max Seated Capacity (Blue)	ND Smart Restart: Green	ND Smart Restart: Yellow	ND Smart Restart: Orange
Dinwoodie-Bjornson	Pre-Set Conference	10	7	5	2
Rec Center Conf.	Pre-Set Conference	10	7	5	2
Peace Garden	Pre-Set Conference	30	22	15	7
Meinecke	Pre-Set Conference	60	40	30	15
Lark	Small Multi-Purpose	32	24	16	8
Meadow	Small Multi-Purpose	32	24	16	8
Meadow Lark	Multi-Purpose	70	52	35	17
Mandan	Multi-Purpose	49	36	24	12
Room of Nations	Multi-Purpose	60	45	30	15
Badlands	Multi-Purpose	90	67	45	22
Arikara	Multi-Purpose	100	75	50	25
Hidatsa	Multi-Purpose	80	60	40	20
Prairie	Multi-Purpose	60	45	30	15
Rose	Multi-Purpose	60	45	30	15
Prairie Rose	Multi-Purpose	130	97	65	32
Century Theatre*	Theater	299	193	100 (max)	50 (max)
Great Room	Ballroom - Multi-Purpose	500	200 (max)	100 (max)	50 (max)
Plains Room	Ballroom - Multi-Purpose	480	200 (max)	100 (max)	50 (max)
Great Plains Ballroom	Ballroom - Multi-Purpose	1,000	200 (max)	100 (max)	50 (max)
Green level limited to 75% of capacity (Max 200)					
Yellow level limited to 50% capacity (Max 100)					
Orange level limited to 25% capacity (Max 50)					
Seating maximum based on percentage of room capacity as described by the ND Smart Restart guidelines. All attendees will be required to wear masks in the Memorial Union.					

MEMORIAL UNION ROOM
CAPACITY INFORMATION

HISTORY

Type	Date	Revision
New	07.21.2020	
Revised	08.17.2020	Redlined information/added link for Addendum: Updated Face Covering Guideline
Revised	10.22.2020	Revised occupancy information to Orange/High Risk Level category
Revised	01.08.2021	Revised occupancy information to Yellow/Moderate Risk Level category

Research and Creative Activity

NDSU Smart Restart

06/19/2020; revised 08/17/2020; 10/22/2020; 01/08/2021

Our goal during NDSU's return to campus in the fall is to permit an increase in research activities while maximizing the safety of our faculty, staff, and students. Consistent with the state's plan, NDSU plans to help control virus spread, assure worker and consumer safety, and inspire confidence. Therefore, the overall approach is based on establishing physical or temporal distancing for our various research spaces and, when appropriate, requiring use of Personal Protective Equipment (PPE).

NOTE: See [ND Department of Health - Health Metrics](#) for current state and/or county-by-county risk level classification. Risk levels as of:

- 6/19/2020: GREEN – Low
- 9/25/2020: YELLOW - Moderate
- 10/22/2020: ORANGE – High
- 1/08/2021: YELLOW – Moderate

Under ND Governor's Risk Level of **GREEN – LOW**, all research and creative activities may continue or resume at NDSU, subject to the following restrictions:

1. See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
2. NDSU employees are required to self-screen each day for fever, cough, and shortness of breath. It is important that you **DO NOT COME TO CAMPUS IF YOU FEEL UNWELL** or have a temperature of 100.4°F (38°C) or greater (no fever-reducing medications in past 24 hours).
3. Outside visitors/collaborators/contractors/vendors should be limited to essential activity and these individuals must follow the on-site work requirements (daily self-screening for symptoms, universal face coverings, and physical distancing).
4. Only people with a formal NDSU affiliation (i.e., students and employees) should enter NDSU research laboratory spaces.
5. When working in a laboratory on campus, ensure appropriate social distancing according to public health guidelines. Wear a face covering and eye protection in accordance with laboratory safety requirements while working in shared spaces. Practice good hand hygiene, cleaning hands upon entry to the building and frequently washing or using sanitizer.
6. The Principal Investigator/Lab Director/Faculty Mentor is responsible for ensuring a working environment that reduces risk.
 - Maximum occupancy of labs will depend on the size and complexity of the space needed to ensure appropriate social distancing between occupants. The PI or lab director is responsible for calculating and communicating maximum occupancy and for posting it at the entrance to the lab.
 - Computer-based work such as analysis of data, manuscript and grant-writing, budget work, background literature reviews, etc. should continue to be done remotely in order to minimize the number of personnel in the research laboratories at any time.
 - If necessary, personnel rotations may be used to restrict the number of people in the lab or work space to ensure social distancing. Rotation schedules should allow for equitable access to shared equipment and tools.
 - All principal investigators should adopt a daily laboratory sanitation schedule which includes decluttering of lab spaces and decontamination of shared tools, equipment, and furniture (e.g., door handles, keypads, computer keyboards and mice, telephones, printers, cameras, microscopes, and control panels). Facilities Management will provide disinfectant spray and disposable wipes in labs. Custodial services does not clean and disinfect equipment and furniture in labs. Users are responsible for cleaning and disinfecting work stations and equipment.
 - Continue to utilize teleconference technologies for group meetings as a best practice.
7. Follow travel restrictions if in place, and public health guidelines on travel. Any requests for exceptions should be discussed with the supervising dean, director, or vice president.
8. Researchers wishing to resume face-to-face human subjects research under an approved IRB protocol should contact IRB Manager Kristy Shirley Kristy.Shirley@ndsu.edu before resuming human subjects research. Any such research will require both researcher and subject to wear personal protective equipment (minimally face coverings, but also as appropriate, gloves, safety goggles or glasses, and gowns) to reduce the risk of COVID-19 transmission.

9. Researchers wishing to resume animal research under an approved IACUC protocol that was paused due to pandemic precautions should contact IACUC Manager Josie Hayden josie.hayden@ndsu.edu or Attending Veterinarian Neil Dyer neil.dyer@ndsu.edu
10. Guidance for Extension field operations, animal units, and Research Extension Centers will be distributed separately from Agricultural Affairs.
11. Research costs incurred due to the pandemic response should be tracked and shared with unit budget personnel.

Resources:

- Office 365 allows lab time scheduling
- Zoom and Teams will remain available for meetings
- Downloadable signage re: safety practices is available through [University Relations](#).
- Facilities Management has information on ordering or access to PPE.

Questions: Please contact Dr. Jane Schuh, Vice President for Research and Creative Activity, jane.schuh@ndsu.edu

HISTORY

Type	Date	Revision
New	06.19.2020	
Revised	08.17.2020	Added reference/link for Addendum: Updated Face Covering Guideline
Revised	10.22.2020	Revised Cass County Risk Level to Orange - High; updated Resources information
Revised	01.08.2021	Revised State Risk Level to Yellow - Moderate

Residence Life

Opening for In-person Instruction

06/10/2020; revised 8/10/2020; 8/17/2020

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:

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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.
 - See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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:

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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:

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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:

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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 24 hours without the use of fever-reducing medications AND respiratory symptoms are improving.

Process for Students in Quarantine or Isolation

General guidelines for quarantine or isolation:

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- Students who have proactively taken a test for COVID-19 but were not required to take the test due to having symptoms, are not required to quarantine while waiting for test results.
- Students who have taken a test for COVID-19 due to being symptomatic and are awaiting results of a COVID-19 test will need to remain quarantined in their room or apartment until test results are known. If they have roommate(s) or suite mates, those individuals would also need to quarantine in their room/apartment until test results are known. If the result is positive, the roommate or suite mate's quarantine would continue and the student who tested positive would move to isolation (see below). If the test is negative, the student and roommates will no longer need to quarantine.
- Students who have been identified by a public health official as having been in close contact with another person who has tested positive will need to remain quarantined in their room or apartment for 14 days from last exposure. Roommate(s) or suite mates of those individuals will not need to be quarantined. Students will need to monitor for symptoms based on guidance from a public health official.
 - Individuals who are using the Care19 Alert App promoted by the ND Smart Restart, may receive a notification from the app that they have been in close contact with an individual who has tested positive. This notification may not require quarantine. Instead, individuals receiving this notification should contact the NDDoH for further instructions.
- Students who test positive:
 - Students who live in a Residence Hall will be moved into a separate isolation space on the NDSU campus. Their roommates(s) or suite mates will need to quarantine in their room for 14 days, as they would now be considered a close contact.
 - Students who live in an MLLC studio may isolate in their own space.
 - Students who live in an NDSU apartment or off-campus housing will isolate in their own apartment.
- Students may choose to instead quarantine or isolate at their permanent home residence. Students who live in a Residence Hall are required to notify Residence Life if they choose this option.
- Any student, whether living on the NDSU campus or off campus, should self-report at **Student Reporting Procedures** https://www.ndsu.edu/covid19/student_reporting_procedures if 1) they have tested positive at a facility other than through SHS or 2) been notified by a public health official that they have been identified as a close contact.

Abbreviations and Definitions:

- SHS – Student Health Service
- RL – Residence Life
- Quarantine – is used to keep someone who might have been exposed to COVID-19 away from others. People in quarantine should stay in their home/room, separate themselves from others, monitor their health, and follow directions from a public health official.
- Isolation – is used to separate people who have tested positive with COVID-19 from people who are not infected. People who are in isolation should stay in their isolation space until released by a public health official or met the criteria for release as dictated by a public health official. CDC recommendations for release from isolation include:
 - At least 10 days since symptoms first appeared (or 10 days since date tested if no symptoms present) and
 - At least 24 hours with no fever without the use of fever-reducing medication and
 - Symptoms have improved
- Close contact – occurs when a person spends 15 minutes or more within six feet of a positive COVID-19 individual within 2 days prior to the positive COVID-19 individual's illness onset.

Quarantine Protocol in a Residence Hall:

- Quarantined students living in a low-rise residence hall with ADA, gender neutral bathrooms, will be given their own key so that they are not using the common area bathrooms.
- Residence Life will have thermometers available to provide to students in quarantine if the student does not have access to one.
- Dining will deliver meals to students in quarantine:
 - Students with a meal plan will receive delivered meals.
 - Upper class students with the 170-block plan who are living in a residence hall that requires a meal plan will receive delivered meals.
 - Students with a block plan (including the 170-block plan), who live in a residence hall which does not require a meal plan, may opt out of receiving delivered meals.
 - Students who have not purchased a meal plan or block plan will not receive delivered meals unless they purchase a block plan to cover the meals delivered.
- Meal delivery:
 - Dining will deliver once daily at a non-peak time, likely in the late afternoon, to include, dinner, continental breakfast and lunch for next day. The time frame for delivery will be communicated to the quarantined student.
 - Special dietary requests will be submitted via the electronic form by student. A Dining dietician will plan menus to meet these needs.
 - Students who have access to a refrigerator and microwave would receive an assortment of reheatable meal items (protein, vegetable, starch, sides), fresh produce, bakery items, beverages and snack items.
 - If the student does not have refrigeration/microwave, Dining will deliver shelf stable meals and include fresh produce, bakery items, beverages and snack items.
 - Students who will be in quarantine for 14-days due to close contact will be provided a microwave if they already have a refrigerator so the student may receive reheatable meal items.
 - Pre-assembled meals (dinner/breakfast) will be available at each Residence Hall for Residence Life staff to provide to students who become quarantined after normal business hours.
- During quarantine, students will receive a daily wellness check from RL staff to determine how the student is doing and if the student has additional needs.

Isolation Protocol in a Residence Hall:

- Students living in a Residence Hall who have tested positive will be re-assigned to a single isolation room in North Weible, unless they currently live in a studio in Mathew Living Learning Center.
 - Males will be assigned to one floor and females assigned to the other two floors.
 - Overflow will move to third floor Johnson and to third floor Stockbridge. Males will be housed on half the floor assigned to one of the bathrooms while females will be assigned to the other half of the floor with the other bathroom.

- While living in isolation units in North Weible, Johnson, or Stockbridge, students will be provided a single room with bedding and basic toiletries.
- Students will be allowed to retrieve from their room personal items including their computer and clothing prior to moving into isolation.
- Students will be provided an isolation guide with helpful tips for mental and physical health, contact information, dining protocol, etc.
- Dining will stock a common area kitchen with a variety of meals, snacks, and drinks. The kitchen will have the ability to store both cold and frozen food along with dry goods. Students will be able to eat on their own schedule. This area will be treated like a “pantry”.
 - In North Weible the basement kitchen will be utilized.
 - On third floors Johnson and Stockbridge, a temporary kitchen will be set up with a refrigerator, freezer and microwave.
- For students with specific allergy concerns, Dining will work directly with them to ensure they have needed meals.
- If a student is having more severe symptoms and is having difficulty getting food from the pantry, then the Assistant Hall Director would work in conjunction with Dining to provide the individual student an alternative contactless delivery.
 - For after hour needs, Dining will have pre-assembled meals available for the Assistant Hall Director to provide.
- Residence Life staff will attempt a virtual daily contact with each student in isolation to check up on their well-being and problem solve any issues they may be having.
 - The Residence Life daily virtual contact will serve also as stage 1 checking to ensure the student does not need outside assistance.
 - If it becomes apparent the student needs stage 2 checking, Residence Life will put student in contact with SHS for a virtual visit.
 - The student will be provided information to contact SHS during business hours if the student’s symptoms worsen or change, or to contact 911 in the event of a medical emergency.

Quarantine and Isolation Protocol in an NDSU Apartment:

- Meals:
 - Students on a 5/7 day meal plan will receive delivered meals.
 - All other students will not receive a delivered meal.
- Meal delivery:
 - Dining will deliver once daily at a non-peak time, likely in the late afternoon, to include dinner, continental breakfast and lunch for next day. The time frame for delivery will be communicated to the quarantined student.
 - Special dietary requests will be submitted via the electronic form by student. A Dining dietician will plan menus to meet these needs.
 - Students will receive an assortment of reheatable meal items (protein, vegetable, starch, sides), fresh produce, bakery items, beverages and snack items.
- During quarantine, students will receive a periodic wellness check from RL apartment staff.

Quarantine and Isolation Protocol in Off-Campus Housing:

- Meals:
 - Students on a 5/7 day meal plan will receive delivered meals.
 - All other students will not receive a delivered meal.
- Meal delivery:
 - Dining will deliver a 3-day meal supply to them until their quarantine or isolation time is complete. The time frame for delivery will be communicated to the quarantined student.
 - Special dietary requests will be submitted via the electronic form by student. A Dining dietician will plan menus to meet these needs.
 - Students will receive an assortment of reheatable meal items (protein, vegetable, starch, sides), fresh produce, bakery items, beverages and snack items.

Additional Procedures:

- An online notification process is being developed for SHS to report students who are being tested and should be placed in quarantine and students whose test results are positive and should be in isolation. This online notification process will be utilized by NDSU for providing services.
 - Information collected:
 - SHS will report student name, ID, telephone #, address and testing status.
 - If a meal is required, the student will add information for type of meal or block plan and dietary restrictions.
 - RL will monitor the list to:
 - Inform Hall Directors of student status.
 - Monitor the rooms for maintenance needs: Work orders for rooms within quarantine and isolation areas will first be reviewed by RL to determine if the work is critical or can wait until a safer time period. If the work is determined to be critical, RL would notify FM of the situation.
 - Provide a list of rooms to Facilities for custodial needs.
 - Dining will monitor the list for meal delivery.
 - Police & Safety will utilize the database for reporting non-identifiable information and for police call response to addresses.
 - The Dean of Students Office will monitor and be available to assist students who may need class absence notifications or other support.
- An online form will be developed for students who did not test through SHS to report the student's status of quarantine or isolation. This form is being monitored by SHS. SHS will reach out to each student to determine their needs and communicate with the Dean of Students Office for students who may need class absence notifications or other support.
- Card access to the north door of North Weible will be removed for the South Weible residents. In addition, a barrier will be placed in the hallway of the south entryway into North Weible in order to limit access.
- A RL Assistant HD is being added for monitoring students in isolation/quarantine.

A Dining staff is being added to coordinate the meal delivery to students in quarantine and isolation.

HISTORY

Type	Date	Revision
New	06.10.2020	
Revised	08.10.2020	Revised <u>Isolation Spaces</u> : Being fever free (<100.4F) changed from 72 hrs. to 24 hrs. per CDC/NDDoH guidelines;
Added		Added: <i>Process for Students in Quarantine or Isolation</i>
Revised	08.17.2020	Added reference/link for Addendum: Updated Face Covering Guidelines

Student Affairs and Enrollment Management

Re-opening Plan

06/10/2020; revised 08/17/2020

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.~~
 - See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.

Face coverings may be purchased through Facilities Management ~~if required for their work and distancing is not possible.~~
Employees may also wear their own face coverings.
- Plexiglas 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 car 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 Fall 2020 (plan submitted by July 1)
- Homecoming (plan submitted by August 1)

Archived: Summer 2020 Plan 10/22/2020

Archived: 10/22/2020

Career Fair

Evaluation and Proposal (May 2020)

Appendix A

6/10/2020

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. (See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.)

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:

University	Virtual or In-person
Iowa State	Virtual
Montana State	Undecided
Univ of Nebraska	Undecided
Univ of MN	Undecided
Clemson, SC	Virtual

NDSU Office of Admission Campus Visit Plan - Fall Semester 2020

Appendix B

7/16/2020; Revised 07/28/2020; 08/17/2020; 8/20/2020; 10/1/2020; 01/08/2021

FOR VISITS OCCURRING AUGUST 26, 2020 AND LATER**LARGE EVENTS**

Effective January 8, 2021, capacity for large on-campus events will be 150 total guests. The previous capacity followed was 50 total guests. This includes, but is not limited to, Discover NDSU, Admitted Student Day, Weekend Academic Events, and Transfer Open House.

FIRST-YEAR STUDENT PLAN

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
 - Guests will be expected to wear a face covering for the duration of the visit. Those who do not have a face covering will be offered a disposable one.
- All guests MUST pre-register and parties will be limited to three total people.
- Staff who check-in guests will wear a face covering and stand behind a Plexiglas barrier.
- All guests will check-in at Ceres Hall, 114. Guests will wait in the lobby or the visit center with chairs spaced for social distancing.
- Up to three tour groups of no more than 10 each will depart at a time for a max capacity of 30 guests per tour time.
- Tours will end at the Memorial Union in the Hidatsa room, where they will have an admission presentation **or individual appointment (Tues-Fri only)** while sitting 6' apart.
- Tour guides will be required to wear a face covering for the full tour as per [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#). Tour guides will wear a voice projector to assist with volume.
- All materials (campus visit folder, t-shirt, water) will be prepared in advance to limit handling.

Visit Schedule - Monday – Friday

Time	Item	Location
8:45 - 9:00	Check-in	Ceres Hall
9:00 - 10:00	Campus Tour	Leave from Ceres Hall
10:00 - 10:30	Admission Presentation	Hidatsa (Memorial Union)
9:45 - 10:00	Check-in	Ceres Hall
10:00 - 11:00	Campus Tour	Leave from Ceres Hall
11:00 - 11:30	Admission Presentation	Hidatsa (Memorial Union)
10:45 - 11:00	Check-in	Ceres Hall
11:00 - 12:00	Campus Tour	Leave from Ceres Hall *one first year tour only at this time*
12:00 - 12:30	Admission Presentation	Hidatsa (Memorial Union)

11:45 - 12:00	Check-in	Ceres Hall
12:00 - 1:00	Campus Tour	Leave from Ceres Hall
1:00 - 1:30	Admission Presentation	Hidatsa (Memorial Union)
12:45 - 1:00	Check-in	Ceres Hall
1:00 - 2:00	Campus Tour	Leave from Ceres Hall
2:00 - 2:30	Admission Presentation	Hidatsa (Memorial Union)

TRANSFER STUDENT PLAN

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
 - Guests will be expected to wear a face covering for the duration of the visit. Those who do not have a face covering will be offered a disposable one.
- 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 Plexiglas barriers for reception staff.
- Guests will wait for the tour or appointment to begin in Ceres 116.
- 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 face coverings as per [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#).
- Transfer student admission appointments will be offered 10:15, 12:00, and 3:00, daily.
- All materials (campus visit folder, t-shirt, water) will be prepared in advance to limit handling.
- Optional tours will be offered at 11:00 and 2:00.

Visit Schedule:

Time	Item
10:15 - 10:45	Admission Appointment
11:00 - 12:15	Campus Tour
11:00 - 12:00	Campus Tour
12:00 - 12:30	Admission Appointment
2:00 - 3:00	Campus Tour
3:00 - 3:30	Admission Appointment

CAMPUS VISIT GUIDELINES

Visit guidelines for guest to acknowledge to 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.

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
 - **Please bring your own face covering and wear it when on-campus.**
- All visits are by appointment only.
- If you are experiencing any [symptoms](#), have a pending COVID-19 test, or have been in contact with anyone who has tested positive for COVID-19 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 ndsuhq.com/visit. In person appointments will be evaluated and scheduled on a case-by-case basis depending on the availability of the department.
- We recommend those who are at higher risk due to health concerns avoid coming to campus 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 as per [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#).
- 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!

GROUP EVENTS RESTART PLAN

8/6/2020

Group Events are our most popular visits and include an admission presentation, student panel, campus tour, and/or an academic session based on the students' area of interest. The events are held in various locations around campus and the size of the sessions depends on the interest of the registrants. Events are typically held on Saturdays with some occurring on Thursdays and Fridays. We would like to continue to offer these events in a modified format with limited capacity to help meet our visit demands and to provide an opportunity for students to learn more about NDSU.

General principles to be followed for group events/visits

- All guests will be asked to follow our campus visit guidelines (outlined below). Guests will agree to these guidelines during the visit registration process.
- Guests will park in the MU lot for Saturday events and at the FargoDome for Discover NDSU events.
- Check-in will occur in the Memorial Union for Saturday events and at the FargoDome for Discover NDSU.
- Staff who check-in guests will wear a face covering and stand behind a Plexiglas barrier.
- Guests, faculty, and staff will be expected to wear a face covering for the duration of the visit. Those who do not have a face-covering will be offered a disposable one.
 - See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- Group capacity will be capped at approximately 100 total people for each session or an appropriate number based on the Smart Restart guidelines and room capacities appropriate to the state risk level at the time.
- All guests will practice social distancing for the duration of the visit including during the admission presentation and academic sessions.
- Tours will be capped at no more than 10 people per tour.

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.

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
 - **Please bring your own face covering and wear it when on-campus.**
- All visits are by appointment only.
- If you are experiencing any **symptoms, have a pending COVID-19 test, or have been in contact with anyone who has tested positive for COVID-19 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 ndsuhq.ndsu.edu/visit.
- We recommend those who are at higher risk due to health concerns avoid coming to campus 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 as per [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#).
- 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 Organization Guidance

NDSU Guidelines for Fall Event/Activity Planning

Appendix C

06/10/2020; revised 06/18/2020; 08/10/2020; 08/17/2020

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

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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
 - Campus Departments/Organizations complete the FUA on the Facilities website
 - For classroom reservations, complete that form from the Registrar’s website in addition to the FUA
- Identify what steps will be taken to ensure health and safety of attendees:
 - Maintaining social distancing
 - Use of face coverings (masks)
 - See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
 - 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.
 - Create signage so expectations are clear
- Plan for remote attendees (even at Green and Blue risk levels, attendees may need to attend from home)
 - Information on technology options to include remote attendees is forthcoming.
 - For ideas and tips on planning a successful event or meeting, see [Encouraging Engagement](#).

OTHER LIMITATIONS

- For Club Sports and activities requiring physical exertion, the maximum number of students allowed to participate in indoor facilities is 10 and at outdoor facilities is 25. (“Participants” includes spectators, officials, team members, etc.)
- Club Sports are expected to maintain a list/log of all participants for each practice or game that may be used for contact tracing purposes if necessary.
- Activities that include hard or forced inhalation/exhalation (e.g. singing, dancing, cheering, etc.) are prohibited in our indoor spaces.

TRAVEL RECOMMENDATIONS

- At this time travel within the U.S. is not restricted by the state of North Dakota, but students should continue to check that guidance.
- Students should also check the guidance of the states they’ll be travelling to/through as many do not currently allow residents of North Dakota.
- NDSU still recommends that any unnecessary travel be reconsidered.
- If students still plan to travel, they should take every safety precaution possible in addition to the existing NDSU Congress of Student Organizations guidelines on travel. (Wear masks in vehicles, use hand sanitizer after stops, etc.)

FORMS

- Facility Use Agreement (Campus Departments/Organization): [LINK](#)
- Facility Use Agreement (Student Organization): [LINK](#) *Note: You must be logged in to myNDSU to access the form.*
- Classroom Reservation: [LINK](#)

CONTACT INFORMATION

- NDSU Catering: ndsucatering@nds.edu
- NDSU Memorial Union Operations: nds.mu.eventservices@nds.edu
- Design & Sign (signage assistance): nds.designandsign@nds.edu

QUESTIONS?

- Please contact the Dean of Students Office at 701.231.7701

HISTORY

Type	Date	Revision
New	06.10.2020	With Appendices A, B, and C
Revised	06.18.2020	Appendix C
Added	07.16.2020	Addendum added to Appendix B
Added	07.17.2020	Appendix D
Added	07.28.2020	Appendix B (Fall 2020 Plan)
Revised	08.10.2020	Appendix C: Added <i>Other Limitations, Travel Recommendations, and Forms</i> sections as addendum
Revised	08.17.2020	Redlined information/added link for Addendum: Updated Face Covering Guideline
Added	08.20.2020	Appendix B: Added <i>Group Events Restart Plan</i>
Revised	10.22.2020	Appendix B: Amended academic visit protocol for Fall 2020 Plan; archived Summer 2020 Plan; archived Welcome Week Plan - Fall 2020 (Appendix D)
Revised	01.08.2021	Appendix B: Amended capacity limits for large on-campus events; updated campus visit guidelines to reflect current version used

Wellness Center

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

05/15/2020; revised 08/17/2020

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
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Sunday

2:00 p.m. – 8:00 p.m.	Open
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Wellness Center Entrances

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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 Plexiglas 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

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- We will install Plexiglas 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
 - Individuals will be directed to use the 5 public restrooms in the facility.
 - 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

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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.~~
 - See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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

- See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.
- 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.

PHASE 2:

06/10/2020; revised 08/17/2020

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.

See [ADDENDUM: UPDATED FACE COVERING GUIDELINES](#) for important information.

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
 - Hand paddles
 - Fins
- 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 cues 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.
 - Main men's and women's locker rooms: Monday-Friday Only
 - Aquatic men's and women's locker rooms: Monday-Friday Only
 - 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.

Fall/Spring 2020-2021 Operational Plan (08/20/2020)

Revised 08/27/2020; 10/22/2020; 01/08/2021; 01/11/2021)

Attached is a detailed plan for all Wellness Center operations and programs for fall/spring 2020-2021 semester. We will be keeping all current protocols developed during Phase I and Phase II, including additional safety measures to accommodate a greater volume of students and members using the Wellness Center. The template attached to this document describes all operating procedures for all fall/spring 2020-2021 facilities, programs, and services. This will also serve as a guide and resource for our student employees who will be assisting with the education of these new protocols. The Wellness Center would be closed in the Red or Critical Level.

[NDSU Face Covering Protocol effective 8/3/20](#) (updated multiple times; current policy reads below.)

Students, faculty, staff and visitors must on a general basis when around others, wear face coverings over their mouth and nose, both indoors and outdoors, while on the NDSU campus. “Indoors” includes all common areas and public spaces (classrooms, lounges, shared, public office spaces, etc.) when even in passing, 6ft physical distancing cannot be maintained. When outdoors, if 6ft distancing can be maintained, you are encouraged but not required to wear a face covering. NDSU face covering protocols indicate that individuals do not need to wear a face covering while exercising. However, to create the safest environment possible, the NDSU Wellness Center will require face coverings in all areas of the facility with the exception of the following: When engaging in physical activity on 2nd and 3rd floor cardio/strength areas as well as the running track.

Note: If the Wellness Center Operational Plan has a discrepancy with the NDSU Face Covering protocol, the more strict protocol will be enforced.

Fall/Spring 2020-2021 Wellness Center Operational Plan

	Risk Level Orange	Risk Level Yellow	Risk Level Green	Risk Level Blue
STAFFING				
Wellness Center Full-Time Staff	All staff will work in the Wellness Center, unless other arrangements have been approved.	All staff will be working in the Wellness Center as the facility is operational	Same protocols as Yellow	Regular Wellness Center operations resume.
Part-Time Staff	All staff will work in the Wellness Center, unless other arrangements have been approved.	All part-time staff will be working in the Wellness Center as the facility is operational	Same protocols as Yellow	Regular Wellness Center operations resume.
Face Coverings	Face coverings will be required for all full-time, part-time, and student employees. Face coverings will be required in all areas of the Wellness Center with the exception of the following: When engaging in physical activity on 2nd and 3rd floor cardio/strength areas as well as the running track.	Same protocols as Orange	TBD	Regular Wellness Center operations resume.
Student Intramural Officials	Face coverings required at all times	Same protocols as Orange	TBD	Regular operations resume with enhanced cleaning protocols.
Full-Time Staff Meetings	Full-Time Staff Meetings will be conducted through Zoom.	Same protocols as Orange	Full-Time Staff Meetings will be conducted through Zoom when possible.	Regular operations resume with enhanced cleaning protocols.
Supervisor Meetings	Supervisor Meetings will be conducted through Zoom.	Same protocols as Orange	Supervisor Meetings will be conducted through Zoom when possible	Regular operations resume with enhanced cleaning protocols.
Director Meetings	Director meetings will take place in Conference Room 168 allowing for physical distancing of 6 feet. The conference room will be sanitized after each meeting.	Same protocols as Orange	Same protocols as Orange	Regular operations resume with enhanced cleaning protocols.
Individual or Group Meetings	Individuals must use a meeting space where 6 feet of physical distancing can be maintained and 50% capacity. All meeting spaces must be sanitized after each use and face coverings are required at all times.	Individuals must use a meeting space where 6 feet of physical distancing can be maintained and 65% capacity. All meeting spaces must be sanitized after each use and face coverings are required at all times.	Individuals must use a meeting space where 6 feet of physical distancing can be maintained and 80% capacity. All meeting spaces must be sanitized after each use and face coverings are required at all times.	Regular operations resume with enhanced cleaning protocols.
Meetings with Student Staff	All meetings will be conducted through Zoom. In-person meetings must be approved by the Director.	Same protocols as Orange	All meetings should be conducted through Zoom when possible.	Regular operations resume with enhanced cleaning protocols
GENERAL FACILITY				
Facility Hours	Regular academic hours. Mid-day closure from 2:00 pm - 3:00 pm for additional cleaning and sanitizing.	Same protocols as Orange	Same protocols as Orange	Regular Wellness Center operations resume.

Locker rooms	Locker rooms will be open following strict physical distancing, a capacity of 10 people will be enforced with enhanced cleaning procedures. Every other shower will be blocked. Members will have to wait to use their locker if someone is currently using a locker next to theirs. Staff will do walk-throughs to enforce physical distancing and capacity guidelines.	Locker rooms will be open following strict physical distancing as well as enhanced cleaning procedures. Every other shower will be blocked off. Members will also have to wait to use their locker if someone is currently using a locker next to theirs. Staff will do walk-throughs to enforce physical distancing.	Same protocols as Yellow	Regular operations resume with enhanced cleaning protocols.
Facility cleaning objectives	Cleaning includes a mid-day (2:00 pm - 3:00 pm) closure for cleaning high traffic areas including restrooms and fitness floors. GroupFit studios are cleaned between each class when possible. Fitness floors, equipment, restrooms and locker rooms are disinfected prior to opening as well as during the mid-day closure during weekdays. High touch points and all fitness equipment will be disinfected multiple times throughout the day. Members are required to wipe down equipment before and after each use.	Same protocols as Orange	Same protocols as Orange	Regular operations resume with enhanced cleaning protocols.
Reservations	Indoor reservations are only permitted if the group size is 10 or less.	Same protocols as Orange	Same protocols as Orange	Regular Wellness Center operations resume.
NDSU Athletic Reservations	Reservations from NDSU Athletics will be allowed as long as the NDSU athletic team reserving space is following all NDSU Athletic COVID-19 protocols prior to entering and while using the Wellness Center. Reservations will be limited to no more than 10 individuals.	Reservations from NDSU Athletics will be allowed as long as the NDSU athletic team reserving space is following all NDSU Athletic COVID-19 protocols prior to entering and while using the Wellness Center. There will be no limit on the number of participants because of current NDSU Athletic protocols.	Same protocols as Yellow	Regular Wellness Center operations resume.
Entrances	6 feet physical distancing floor markers will be placed on the floors. Signs will be hung in all areas promoting physical distancing and instructing members to not enter the facility if experiencing symptoms of COVID-19. Digital displays will display a variety of COVID-19 guidelines.	Same protocols as Orange	Same protocols as Orange	Regular operations resume with enhanced cleaning protocols.
Customer Service Desk	Plexiglas installed and members will self-scan NDSU, Membership or Digital ID's. Members are encouraged to pay by credit card or campus cash. Cleaning will take place after each shift and during the mid-day closure.	Same protocols as Orange	Same protocols as Orange	Regular operations resume with enhanced cleaning protocols.

Equipment Check-Out Desk	Plexiglas installed and members will self-scan NDSU, Membership or Digital ID's. Only equipment that can be disinfected easily will be available for checkout.	Same protocols as Orange	Same protocols as Orange	Regular operations resume with enhanced cleaning protocols.
Spectators	Spectators will be not be permitted	Same protocols as Orange	Same protocols as Orange	Regular operations resume with enhanced cleaning protocols.
Hand Sanitization Stands	Hand sanitization stands will be added in multiple locations and at high traffic areas throughout the facility.	Same protocols as Orange	Same protocols as Orange	Regular operations resume with enhanced cleaning protocols.
FACILITY CAPACITY				
Wellness Center Overall Capacity	Each space will be monitored for the required capacities listed below. Wellness Center capacity will be calculated and governed by the maximum number of individuals allowed in each space. Staff have been hired to monitor and enforce capacities. Please see details below. In most cases, the Wellness Center will follow the space capacity for activities with high inhalation/exhalation. These capacities are calculated by 1 person per 144 square feet. No more than 150 people in the entire facility. <i>(Aquatics and the climbing area do not count in this 150 total.)</i>	Each space will be monitored for the required capacities listed below. Wellness Center capacity will be calculated and governed by the maximum number of individuals allowed in each space. Staff have been hired to monitor and enforce capacities. Please see details below. In most cases, the Wellness Center will follow the space capacity for activities with high inhalation/exhalation. These capacities are calculated by 1 person per 144 square feet. No more than 200 people in the entire facility. <i>(Aquatics and the climbing area do not count in this 200 total.)</i>	Each space will be monitored for the required capacities listed below. Wellness Center capacity will be calculated and governed by the maximum number of individuals allowed in each space. Staff have been hired to monitor and enforce capacities. Please see details below. In most cases, the Wellness Center will follow the space capacity for activities with high inhalation/exhalation. These capacities are calculated by 1 person per 144 square feet. No more than 300 people in the entire facility. <i>(Aquatics and the climbing area do not count in this 300 total.)</i>	Regular Wellness Center operations resume.
Fitness Center Guidelines (FCG)	The Wellness Center will follow the State of North Dakota Fitness Center Guidelines with reduced occupancy of 50% of rated occupancy of the facility space or up to 150 people for using tracks, courts, fitness equipment, strength training, etc.	The Wellness Center will follow the State of North Dakota Fitness Center Guidelines with reduced occupancy of 1 person per 144 square feet for most of the spaces listed below. We reduced the capacity for a number of spaces to assist with additional physical distancing.	Same protocols as Yellow	Regular Wellness Center operations resume.
Atrium	Restrict capacity to no more than 10 individuals and enforce physical distancing and face coverings. Close or cordon off gathering areas like vestibules, seating areas, bleachers, etc. where people can congregate in groups.	Same protocols as Orange	1,783 total square feet. 1 person per 144 square feet=12 people. Atrium furniture is spaced apart and will have a capacity of 12.	Regular operations resume with enhanced cleaning protocols.

First Floor Fitness	Total occupancy for 1st floor fitness is 173.88 or 86.94 using 50% of occupancy. Since 1st Floor Fitness and Studio B are joined in a controlled access area, maximum capacity for these spaces combined will be 50. Total occupancy for Studio B is 58.46 or 29.23 using 50% of occupancy. Face Coverings will be required since It will not be possible to physical distance at all times in this area due to the nature of the strength equipment. This area has been barricaded and employees control capacity during the busiest times between 3:00 pm - 9:00 pm. Staff monitor capacity during all other times.	8,694 total square feet. 1 person per 144 square feet= 60 people. It will not be possible to social distance at all times in this area due to the nature of the strength equipment. Update: To help provide additional physical distancing, the capacity for this area will be reduced to 55. This area has been barricaded and new employees have been hired to control capacity during the busiest times between 3:00 pm - 9:00 pm. Staff monitor capacity at all other times.	TBD	Regular operations resume with enhanced cleaning protocols.
Studio B-FCG	Studio B is used primarily for group fitness classes. There are not group fitness classes in this level. Since this space is attached to the 1st floor fitness area, it is included in the maximum capacity used to calculate 1st floor fitness. Total occupancy for Studio B is 58.46 or 29.23 using 50% of occupancy. Total occupancy for these combined spaces is 50.	Studio B is used primarily for group fitness classes. There are not group fitness classes in this level. Since this space is attached to the 1st floor fitness area, it is included in the maximum capacity used to calculate 1st floor fitness. Total occupancy for Studio B is 58.46 or 38 using 65% of occupancy. Total occupancy for these combined spaces is 55.	In-person Group Fitness classes will resume. 2,923 total square feet. 1 person per 144 Square feet=19 people. To help provide additional physical distancing, this area has been reduced to 16, including the fitness instructor.	Regular operations resume with enhanced cleaning protocols.
Women's Main Locker Room-FCG	10 people	3,174 total square feet. 1 person per 144 square feet=22 people	Same protocols as Yellow	Regular operations resume with enhanced cleaning protocols.
Men's Main Locker Room-FCG	10 people	3,194 total square feet. 1 person per 144 square feet=22 people	Same protocols as Yellow	Regular operations resume with enhanced cleaning protocols.
Aquatic Men's Locker Room-FCG	10 people	1,054 total square feet. 1 person per 144 square feet=7 people	Same protocols as Yellow	Regular operations resume with enhanced cleaning protocols.
Aquatic Women's Locker Room-FCG	10 people	1,090 total square feet=7 people	Same protocols as Yellow	Regular operations resume with enhanced cleaning protocols.
Second Floor Fitness-FCG	Total occupancy for 2nd floor fitness is 198.38 or 99 using 50% of occupancy.	9,919 total square feet= 68 people	Same protocols as Yellow	Regular operations resume with enhanced cleaning protocols.
Studio A-FCG	Total occupancy for Studio A is 35.56 or 22.46 using 50% of occupancy.	1,778 total square feet=12 people	Same protocols as Yellow	Regular operations resume with enhanced cleaning protocols.
Basketball courts 1,2,3-FCG	Total occupancy per court is 122 or 61 using 50% of occupancy. However, we will only be permitting 6 people per court to limit group sports in interior spaces. The maximum capacity on 3 courts will total 18 people. Only 3v3 sports will be permitted. Employees have been hired to control the access during the busiest times between M-F 3:00 pm -- 9:00 pm	18,343 total square feet. 1 person per 144 Square feet=127 people or 42 people per court. <i>The capacity listed above is only if individuals are not engaging in physical activity. If individuals are engaging in physical activity, the capacity will be limited to 10 people per court for a total capacity of 40 people when engaging in physical activity.</i> Employees have been hired to	Same protocols as Yellow	Regular operations resume with enhanced cleaning protocols.

		control the access during the busiest times between M-F 3:00 pm -- 9:00 pm		
MAC gym-FCG	Total occupancy for the MAC Gym is 116.74 or 58.37 based on 50% of occupancy. However, we will only be permitting 6 people in the MAC Gym to limit group sports in interior spaces. Only 3v3 sports will be permitted. Employees have been hired to control the access during the busiest times between 3:00 pm -- 9:00 pm	5,837 total square feet = 40 people. This capacity is only if individuals are not engaging in activity. <i>This space is limited to 10 people total when engaging in activity.</i>	Same protocols as Yellow	Regular operations resume with enhanced cleaning protocols.
Martial Arts-FCG	Total occupancy for the Martial Arts Studio is 20.36 or 10.18 based on 50% of occupancy.	1,018 total square feet= 7 people. We have limited the capacity in the Martial Arts Studio to 5 to assist with increasing physical distancing.	Same protocols as Yellow	Regular operations resume with enhanced cleaning protocols.
Cycling Studio-FCG	Cycle Studio is Closed	Same protocols as Orange	1,274 Total square feet= 9 people, including the cycle instructor.	Regular operations resume with enhanced cleaning protocols.
Sauna-FCG	Sauna will follow State of North Dakota Fitness Guidelines and is open for 1 person per 100 square feet. Only 1 person will be permitted in the Sauna based on square footage. The sauna will be deep cleaned once a week which involves removing the floor covering to mop and disinfect from top to bottom. The sauna will have the flooring, walls and benches disinfected and sanitized daily.	Same protocols as Orange	Same protocols as Orange	Regular operations resume with enhanced cleaning protocols.
Recreational Pools, Water, and Playground/Cass Public Health Guidelines: (FCPH)	The Wellness Center will follow the State of North Dakota Recreational Pools, Water, Playground Features and the Fargo Cass Public Health guidelines of 50% occupancy for the spaces listed below.	The Wellness Center will follow the State of North Dakota Recreational Pools, Water, Playground Features and the Fargo Cass Public Health guidelines of 65% occupancy for the spaces listed below.	The Wellness Center will follow the State of North Dakota Recreational Pools, Water, Playground Features and the Fargo Cass Public Health guidelines of 80% occupancy for the spaces listed below.	Regular operations resume with enhanced cleaning protocols.
Lap Pool-FCPH	Lap pool will follow 50% occupancy to allow 93 people. 6 feet of physical distancing will be enforced. One person per lane during lap swim.	Lap pool will follow 65% occupancy to allow 121 people. 6 feet of physical distancing will be enforced. Two people per lane during lap swim.	Lap pool will follow 80% occupancy to allow 148 people. 6 feet of physical distancing will be enforced. One person per lane during lap swim.	Regular Wellness Center operations resume. Capacity of 186.
Leisure Pool-FCPH	Leisure pool will follow 50% occupancy to allow 82 people. 6 feet of physical distancing will be enforced. Water basketball and volleyball will not be available.	Leisure pool will follow 65% occupancy to allow 107 people. 6 feet of physical distancing will be enforced. Water basketball and volleyball will not be available.	Leisure pool will follow 80% occupancy to allow 132 people. 6 feet of physical distancing will be enforced. Water basketball and volleyball will not be available.	Regular operations resume with enhanced cleaning protocols. Capacity of 165.

Hot Tub-FCPH	50% hot tub occupancy is 11 people. However, we will limit occupancy to 9 people to maintain 6 feet of physical distancing in the hot tub.	65% hot tub occupancy is 15 people. However, we will limit occupancy to 9 people to maintain 6 feet of physical distancing in the hot tub.	80% hot tub occupancy is 18 people. However, we will limit occupancy to 9 people to maintain 6 feet of physical distance in the hot tub.	Regular operations resume with enhanced cleaning protocols. Capacity of 23
Large Gathering Guidelines	The Wellness Center will follow the State of North Dakota Large Gathering Protocols that allow for 50% of occupancy for the spaces below. Face coverings will be required in these spaces.	The Wellness Center will follow the State of North Dakota Large Gathering Protocols that allow for 65% occupancy for the spaces below. Face coverings will be required in these spaces.	The Wellness Center will follow the State of North Dakota Large Gathering Protocols that allow for 80% occupancy for the spaces below. Face coverings will be required in these spaces.	Regular operations resume with enhanced cleaning protocols.
Conference Room 168	Following 50% general occupancy of 8 people = 4 people	Following 65% general occupancy of 8 people = 5 people	Following 80% general occupancy of 8 people = 7 people	Regular operations resume with enhanced cleaning protocols.
Conference Room 174	Following 50% general occupancy of 6 persons = 3 people	Following 65% general occupancy of 6 persons = 4 people	Following 80% general occupancy of 6 persons = 5 people	Regular operations resume with enhanced cleaning protocols.
Classroom 166	Following 50% general occupancy of 18 persons = 9 people	Following 65% general occupancy of 18 persons = 12 people	Following 80% general occupancy of 18 persons = 14 people	Regular operations resume with enhanced cleaning protocols.
Wet Classroom	Following 50% general occupancy of 35 persons = 18 people	Following 65% general occupancy of 35 persons = 23 people	Following 80% general occupancy of 35 persons = 28 people	Regular operations resume with enhanced cleaning protocols.
AQUATICS/AQUATIC PROGRAMS				
Aquatic Hours	Summer hours or regular academic hours	Same protocols as Orange	Same protocols as Orange	Same protocols as Orange
NDSU Swim Academy	Cancelled, unless the session already started. Swim lesson participant to instructor will be reduced to a ratio of 4 children to 1 instructor. Parents are only able to drop-off and pick-up children. They are not able to watch lessons from inside the building.	Swim lesson participant to instructor will be reduced to a ratio of 4 children to 1 instructor. Parents are only able to drop-off and pick-up children. They are not able to watch lessons from inside the building	Same protocols as Yellow	Regular Wellness Center operations resume.
CPR Classes	Classes will be available for NDSU students, faculty and staff only. If registration has already taken place during a risk level increase, non-NDSU individuals will be permitted to attend, but future registrations would not allow for non-NDSU individuals to participate. Class size is limited to 10 individuals. Each participant will have their own equipment and 6 feet of physical distancing will take place.	Same protocols as Orange	Classes will be available for <u>all members and community participants</u> . Class size is limited to 10 individuals. Each participant will have their own equipment and 6 feet of physical distancing will take place.	Regular Wellness Center operations resume.

Lifeguard Classes	Classes will be available for NDSU students, faculty and staff only. If registration has already taken place during a risk level increase, non-NDSU individuals will be permitted to attend, but future registrations would not allow for non-NDSU individuals to participate. Class size is limited to 10 individuals. Each participant will have their own equipment and 6 feet of physical distancing will take place. <u>During water portions of training, physical contact will occur between participants.</u>	Same protocols as Orange	Classes will be available for <u>all members and community participants</u> . Class size is limited to 10 individuals. Each participant will have their own equipment and 6 feet of physical distancing will take place. <u>During water portions of training, physical contact will occur between participants.</u>	Regular Wellness Center operations resume.
Lifeguard Instructor Classes	Classes will be available for NDSU students, faculty and staff only. If registration has already taken place during a risk level increase, non-NDSU individuals will be permitted to attend. Future registrations would not allow for outside individuals to participate. Class size is limited to 6 individuals. Each participant will have their own equipment and 6 feet of physical distancing will take place. <u>During water portions of training, physical contact will occur between participants.</u>	Same protocols as Orange	Classes will be available for <u>all members and community participants</u> . Class size limited to 6 individuals. Each participant will have their own equipment and 6 feet of physical distancing will take place. <u>During water portions of training, physical contact will occur between participants.</u>	Regular Wellness Center operations Resume
Water Safety Instructor Classes	Classes will be available for NDSU students, faculty and staff only. If registration has already taken place during a risk level increase, non-NDSU individuals will be permitted to attend, but future registrations would not allow for non-NDSU individuals to participate. Class size is limited to 10 individuals. Each participant will have their own equipment and 6 feet of physical distancing will take place. <u>During water portions of training, physical contact will occur between participants.</u>	Same protocols as Orange	Classes are open to <u>all members and community participants</u> . Class size is limited to 10 individuals. Each participant will have their own equipment and 6 feet of physical distancing will take place. <u>During water portions of training, physical contact will occur between participants.</u>	Regular Wellness Center operations resume.
Adult Swim Lessons	Adult small group lessons will resume with a ratio of 5 participants to 1 instructor to maintain physical distancing when possible. <u>Physical contact can occur between instructor and participant when assisting the swimmer learning new skills.</u>	Same protocols as Orange	Same protocols as Orange	Regular Wellness Center operations resume.
Scuba Class	Scuba class is available with a limit of 10 individuals per course. Physical distancing will be maintained when possible.	Same protocols as Orange	Same protocols as Orange	Regular Wellness Center operations resume.

Dive-in Movie	Will take place at 50% of pool occupancy with at least 6 feet of physical distancing. Dive-In Movie Night will be limited to a capacity of 40 all times to allow for additional physical distancing.	Will take place at 65% of pool occupancy with at least 6 feet of physical distancing. Dive-In Movie Night will be limited to a capacity of 50 all times to allow for additional physical distancing.	Will take place at 80% of pool occupancy with at least 6 feet of physical distancing. However, capacity will be limited to 50 to assist with additional physical distancing.	Regular Wellness Center operations resume.
Night/Sunrise Swim	Will take place at 50% of pool occupancy with at least 6 feet of physical distancing.	Will take place at 65% of pool occupancy with at least 6 feet of physical distancing.	Will take place at 80% of pool occupancy with at least 6 feet of physical distancing.	Regular Wellness Center operations resume.
Floaty Night	Floaty Night will take place at 50% of pool occupancy with at least 6 feet of physical distancing. Floaty Night will be limited to a capacity of 50 all times to allow for additional physical distancing. 25 participants in each pool enclosure.	Floaty Night will take place at 65% of pool occupancy with at least 6 feet of physical distancing. Floaty Night will be limited to a capacity of 50 all times to allow for additional physical distancing. 25 participants in each pool enclosure.	Floaty night will take place at 80% of pool occupancy with at least 6 feet of physical distancing. Floaty Night will be limited to a capacity of 50 all times to allow for additional physical distancing. 25 participants in each pool enclosure.	Regular Wellness Center operations resume.
SwimTrain	SwimTrain is a ratio of 1 participant to instructor. <u>Physical contact can occur between instructor and participant when assisting the swimmer learning new skills.</u>	Same protocols as Orange	Same protocols as Orange	Regular Wellness Center operations resume.
FITNESS AREAS & PROGRAMS				
Group Fitness/Studio B	GroupFit courses are suspended to assist in reducing the spread of COVID-19. Live and recorded classes will be available to Wellness Center members and students via a private Facebook Group or Zoom.	Same protocols as Orange	Capacity of 19 participants and one instructor is permitted (1 person/144 sq. feet). A reduced capacity of 16 (including the instructor) will be followed to assist with greater physical distancing. Participants will need scan-in for record of attendance in each class. All participants must be at least 6 feet apart. Participants are required to wipe equipment before and after class. Instructor is required to disinfect equipment after class. A minimum of 15 minutes will be required between each scheduled class. Floors will be scrubbed a minimum of once per day. No classes involving sharing equipment will take place. Live and recorded classes will be available to Wellness Center members and students via a private Facebook group.	Regular operations resume with continued enhanced cleaning protocols.
Group Fitness/Lap Pool	GroupFit classes in the pool enclosures are suspended.	Same protocols as Orange	Boga boards will be spaced 6 feet apart. Class participants and instructors will follow 6 feet of physical distancing. The maximum capacity for this class is 11.	Regular operations resume with continued enhanced cleaning protocols.

Group Fitness/Leisure Pool	GroupFit classes in the pool enclosures are suspended.	Same protocols as Orange	Class participants and instructors will follow 6 feet of physical distancing. The maximum capacity for this class is 11.	Regular operations resume with continued enhanced cleaning protocols.
Group Fitness/Cycle Studio	Cycle Studio is Closed	Cycle Studio is Closed	Cycle Bikes and participants will be spaced 6 feet apart. No individual Cycle Studio check-out is permitted. Maximum capacity of 8 participants per class, plus one instructor.	Regular operations resume with continued enhanced cleaning protocols.
Powerlifting Meet/1st Floor Fitness	Program Cancelled	Program is permitted to run at a reduced capacity of 15 participants maximum. Spectators are not permitted. Participants and volunteers will practice physical distancing by maintaining a minimum of 6 feet apart. Equipment will be disinfected with E-23 disinfectant in between each lifter. Face coverings will be required for all lifters and spotters, with the exception of when the individual is lifting for competition. The spotter will always be required to wear a face covering during this event.	Same protocols as Yellow	Regular operations resume with continued enhanced cleaning protocols.
Women's Group Strength Training/First Floor Fitness	Program will be completed virtually.	Program will be limited to 5 participants. Participants will practice physical distancing by remaining a minimum of 6 feet apart. Participants will wipe their equipment before and after use. Face coverings will be worn at all times.	Same protocols as Yellow	Regular operations resume with continued enhanced cleaning protocols.
Girl Talk-Student Health Service Collaboration/Studio B	Program Cancelled	This programmed has been cancelled by Student Health.	This programmed has been cancelled by Student Health.	Regular operations resume with continued enhanced cleaning protocols.
Wellness Center Challenge	Same protocols as Blue	Same protocols as Blue	Same protocols as Blue	Regular operations resume with continued enhanced cleaning protocols.
Residence Life GroupFIT/Cater Hall	Program Cancelled	Same protocols as Orange	Program will be limited to 13 participants plus 1 instructor based on Fitness Guidelines of 1 person per 144 square feet. Cater Hall room used is 2,046 square feet=14. Participants will practice physical distancing by maintaining a minimum of 6 feet apart. Participants will wipe their equipment before and after use.	Regular operations resume with continued enhanced cleaning protocols.

<p>Residence Life GroupFIT/Burgum Hall</p>	<p>Program Cancelled</p>	<p>Same protocols as Orange</p>	<p>Program will be limited to 8 participants plus 1 instructor based on Fitness Guidelines of 1 person per 144 square feet. Burgum Hall room used is 1,400 square feet=9. Participants will practice physical distancing by maintaining a minimum of 6 feet apart. Participants will wipe their equipment before and after use.</p>	<p>Regular operations resume with continued enhanced cleaning protocols.</p>
<p>Residence Life GroupFIT/Weible Hall</p>	<p>Program Cancelled</p>	<p>Same protocols as Orange</p>	<p>Program will be limited to 13 participants plus 1 instructor based on Fitness Guidelines of 1 person per 144 square feet. Weible Hall room used is 2,100 square feet=14. Participants will practice physical distancing by maintaining a minimum of 6 feet apart. Participants will wipe their equipment before and after use.</p>	<p>Regular operations resume with continued enhanced cleaning protocols.</p>
<p>ACE CPT Class</p>	<p>Class will be taught in person and limited to 10 participants where 6 feet of physical distancing can take place. Face coverings worn at all times.</p>	<p>Same protocols as Orange</p>	<p>Same protocols as Orange</p>	<p>Regular operations resume with continued enhanced cleaning protocols.</p>
<p>Personal Training</p>	<p>In-person training may resume with enhanced cleaning protocols. 15 minutes must be scheduled between each session. No sessions will overlap. Trainers are required to use the 15 minutes after the session to wipe all equipment. Face coverings are required for the trainer at all times and for the client when 6 feet of physical distancing can't be maintained.</p>	<p>Same protocols as Orange</p>	<p>Same protocols as Orange</p>	<p>Regular operations resume with continued enhanced cleaning protocols.</p>
<p>Partner Training</p>	<p>In-person training may resume with enhanced cleaning protocols. 15 minutes must be scheduled between each session. No sessions will overlap. Trainers are required to use the 15 minutes after the session to wipe all equipment. Face coverings are required for the trainer at all times and for the clients when 6 feet of physical distancing is can't be maintained.</p>	<p>Same protocols as Orange</p>	<p>Same protocols as Orange</p>	<p>Regular operations resume with continued enhanced cleaning protocols.</p>

Small Group Training	In-person training may resume with enhanced cleaning protocols. 15 minutes must be scheduled between each session. No sessions will overlap. Trainers are required to use the 15 minutes after the session to wipe all equipment. Face coverings are required for the trainer at all times and for the clients when 6 feet of physical distancing is can't be maintained. Groups are limited to 6 participants including the trainer.	Same protocols as Orange	Same protocols as Orange	Regular operations resume with continued enhanced cleaning protocols.
Fitness Assessments	In-person assessments may resume with enhanced cleaning protocols. Assessment components will remain limited in order to practice social distancing. Trainers are required to wipe all equipment. Face coverings are required for the trainer at all times and for the client when 6 feet of physical distancing can't be maintained.	Same protocols as Orange	Same protocols as Orange	Regular operations resume with continued enhanced cleaning protocols.
Bod Pod Assessments	In-person Bod Pod assessments may resume. Additional cleaning and sanitizing steps will take place after each assessment. Face coverings will be required for the trainer at all times and for the client when 6 feet of physical distancing can't be maintained.	Same protocols as Orange	Same protocols as Orange	Regular operations resume with continued enhanced cleaning protocols.
Racquetball Courts	2 individuals will be allowed in each racquetball court at a time.	Same protocols as Orange	Same protocols as Orange	Regular operations resume with continued enhanced cleaning protocols.
Walleyball	Walleyball Not Permitted	Same protocols as Orange	Same protocols as Orange	Regular operations resume with continued enhanced cleaning protocols.
Volleyball	3 on 3 volleyball may take place	5 on 5 volleyball may take place	Same protocols as Yellow	Regular operations resume with continued enhanced cleaning protocols.
Table Tennis	2 on 2 table tennis may take place	Same protocols as Orange	Same protocols as Orange	Regular operations resume with continued enhanced cleaning protocols.
Tennis	2 on 2 tennis may take place	Same protocols as Orange	Same protocols as Orange	Regular operations resume with continued enhanced cleaning protocols.
Badminton	2 on 2 badminton may take place	Same protocols as Orange	Same protocols as Orange	Regular operations resume with continued enhanced cleaning protocols.
Basketball	3 on 3 basketball may take place	5 on 5 basketball may take place	Same protocols as Yellow	Regular operations resume with continued enhanced cleaning protocols.

<p>1st Floor Fitness:</p>	<p>All equipment will be spaced six feet apart. To fully utilize all equipment, members may not be able to practice 6 feet of physical distancing at all times. Members are required to wipe equipment before and after use. Face coverings are required for anyone using the 1st floor strength area since physical distancing is challenging. The floor will be mopped once per day. Staff will monitor physical distancing and capacity in this area. Staff will sanitize and disinfect equipment. Members are required to wipe equipment before and after use. A capacity of 50 individuals will be strongly enforced in this area.</p>	<p>All equipment will be spaced six feet apart. To fully utilize all equipment, members may not be able to practice 6 feet of physical distancing at all times. Members are required to wipe equipment before and after use. Face coverings are required for anyone using the 1st floor strength area since physical distancing is challenging. The floor will be mopped once per day. Staff will monitor physical distancing and capacity in this area. Staff will sanitize and disinfect equipment. Members are required to wipe equipment before and after use. A capacity of 55 individuals will be strongly enforced in this area.</p>	<p>All equipment will be spaced six feet apart. To fully utilize all equipment, members may not be able to practice 6 feet of physical distancing at all times. Members are required to wipe equipment before and after use. Face coverings are required for anyone using the 1st floor strength area since physical distancing is challenging. The floor will be mopped once per day. Staff will monitor physical distancing and capacity in this area. Staff will sanitize and disinfect equipment. Members are required to wipe equipment before and after use. A capacity of 60 individuals will be strongly enforced in this area.</p>	<p>Regular operations resume with continued enhanced cleaning protocols.</p>
<p>2nd Floor Fitness</p>	<p>All cardio and strength equipment will be spaced 12 feet apart or blocked for use if 12 feet is not possible. The walking track will be used as additional space for equipment. Staff will monitor physical distancing in this area. Staff will sanitize and disinfect equipment. Members are required to wipe equipment before and after use. Face coverings are not required in this space since individuals are engaging in physical activity and can be physical distanced. Walking track capacity is 92 and 2nd floor fitness is 106. Total capacity of 198. 50% occupancy is 99.</p>	<p>We are permitted to have 65% capacity, but we will choose to keep the occupancy same as the Orange Level.</p>	<p>We are permitted to have 80% capacity, but we will choose to keep the occupancy same as the Orange Level.</p>	<p>Regular operations resume with continued enhanced cleaning protocols.</p>
<p>3rd Floor Fitness</p>	<p>All cardio and stretching equipment will be spaced 12 feet apart. There will be signs placed in each corner of the 3rd floor track, reminding members to practice physical distancing while on the track and using equipment. Staff will monitor physical distancing in this area. Staff will sanitize and disinfect equipment. Members are required to wipe equipment before and after use. Face coverings are not required in this space since individuals are engaging in physical activity and can be physically distanced. 50% of total 106 occupancy is 53 people.</p>	<p>We are permitted to have 65% capacity, but we will choose to keep the occupancy same as the Orange Level.</p>	<p>We are permitted to have 80% capacity, but we will choose to keep the occupancy same as the Orange Level.</p>	<p>Regular operations resume with continued enhanced cleaning protocols.</p>

INTRAMURAL SPORT PLAN				
The Wellness Center will follow the North Dakota Fitness Center Guidelines	All in-person sports are modified to reduce the number of individuals competing. Up to 6 participants for activities inside, including those on the bench and officials.	Up to 10 participants for activities inside, including those on the bench and officials. Up to 25 participants for activities outside, including those on the bench and officials. <u>Guidelines vary for each sport.</u> Physical/social distancing must take place when applicable.	Yellow protocols are strongly recommended for all sports.	Regular participation rates for all sports. Follow the Intramural Sports participation manual guidelines and rules. Participants should practice and maintain physical/social distancing when applicable.
Flag Football/Outdoor Regular Operations: Teams may have up to 14 players on a roster. 1 hour game time-slots. The game shall be played between 2 teams of 7 players each. 4 players are required to begin a game. Plus 3 officials. (Maximum 31 people per field). Fall 2020 Plan: Limit the number of players on each team	Teams may have up to 11 participants on a team, plus 3 referees per field. 2 fields will be used with games at 7, 8, and 9 pm. Enough time will be designated for team transitions between games. (Maximum 25 total people per field)	Same protocols as Orange	Same protocols as Orange	Regular operations
Sand Volleyball/Outdoor Regular Operations: Teams may have up to 6 players on a roster. 4 players on the court for each team at one time. No officials. 1 Intramural Supervisor per night. (Maximum 13 people per court). Fall 2020 Plan: No Change	Regular operations	Regular operations	Regular operations	Regular operations
Spikeball/Outdoor Regular Operations: Teams consist of 2 players. No officials. 4 players per Spikeball court/area.	Regular operations	Regular operations	Regular operations	Regular operations
Bean Bag Toss/Outdoor Regular Operations: Teams consist of 2 players. 4 total people per bag/board set.	Regular operations	Regular operations	Regular operations	Regular operations
Softball Tournament/Outdoor Regular Operations: Teams must have a minimum of 8 players present to start the game and a maximum of 14 players are allowed on the roster. No umpires needed. One supervisor per field (Maximum 20 people	Teams may have up to 12 participants per team. One supervisor per field. (Maximum 25 people per field)	Same protocols as Orange	Same protocols as Orange	Regular operations

per field). Fall 2020 Plan: Limit the number of players on each team				
6v6 Volleyball/Indoor Regular Operations: Teams may have up to 10 players on a roster. 6 players on the court at one time for each team. 1 official per court. (Maximum 21 people per court). Fall 2020 Plan: Change to 4v4	3v3 Volleyball will be played. Teams may have up to 5 participants on a roster. However, teams may only have 3 participants competing per game. One official per court. (Maximum 7 people per court)	Same protocols as Orange, but allowing 1 sub per team to keep within the 10 people per court.	TBD	Regular operations
3v3 Basketball/Indoor Regular Operations: Teams may have up to 5 players on a roster. 3 players on the court at one time for each team. One official per half-court. (Maximum 11 people per hoop/half-court).	Teams may have 5 participants on a roster. However, teams may only have 3 participants per team. One score keeper per half-court. (Maximum 7 people per hoop/half-court)	Same protocols as Orange	TBD	Regular operations
Soccer/Indoor Regular Operations: Teams may have up to 10 players on a roster. Each team consists of 5 players on the field, which includes the goalies. One official/referee on the field. (Maximum 21 people per court/game). Fall 2020 Plan: Change to 3v3 Indoor Soccer	3v3 Indoor Soccer- Teams may have up to 4 participants per team. However, teams may only have 3 participants per team. One official per court. (Maximum 7 people per court/game)	Same protocols as Orange	TBD	Regular operations
Basketball/Indoor Regular Operations: Teams may have up to 10 players on a roster. The game shall be played between two teams of 5 players each. 4 players are required to begin a game. 2 officials per court. (Maximum 22 people per court/game). Fall 2020 Plan: Change to 3v3	3v3 Basketball will need to be played	Same protocols as Orange	TBD	Regular operations
Badminton Doubles/Indoor Regular Operations: Teams consist of 2 players. 4 people total per court.	Regular operations	Regular operations	Regular operations	Regular operations
Racquetball Singles/Indoor Regular Operations: 2 player per court/game.	Regular operations	Regular operations	Regular operations	Regular operations

Wallyball/Indoor Regular Operations: Teams may have up to 5 players on a roster. Each team consists of 4 players on the court. No officials. (Maximum 10 people per court area). Fall 2020 Plan: CANCEL	Not offering this semester due to the large amount of people in the small racquetball area.	Same protocols as Orange	Same protocols as Orange	Regular operations
Canoe Battleship/Indoor (Lap Pool Regular Operations: Teams consist of a minimum of 3 people and a maximum of 5 people. Only 3 people per canoe. 4 canoes in the water at one time. 2 people in the water. (Maximum 14 people in the water). Fall 2020 Plan: Limit the number of canoes in the water at one time.	3 participants per team. Only 3 canoes in the water at one time. (9 people participating per heat/round) 2 people in the water. (maximum 11 people total)	Same protocols as Orange	Same protocols as Orange	Regular operations
*Teams will be instructed to physical and social distance from other teams before and after games. Additional time will be allowed for transitions. Spectators will be asked to follow social distancing rules indoors and outdoors. Wellness Center staff will monitor the number of individuals occupying each space and enforce maximum capacities.				
NFL Pick'Em Regular Operations: No in-person contact.	No in-person contact	Same as Orange	Same as Orange	Same as Orange
College Bowl Pick'Em Regular Operations: No in-person contact.	No in-person contact	Same as Orange	Same as Orange	Same as Orange
Esports "Play-on-your-Own Leagues" Regular Operations: No in-person contact.	No in-person contact	Same as Orange	Same as Orange	Same as Orange
FALL STUDENT TRAINING				
HR Paperwork	Chairs will be spaced out more than 6 feet apart while students wait, HR staff will be spaced out as well. Students will be required to wear masks. Payroll has requested Plexiglas barriers and an order has been placed with Facilities Management. No groups larger than 50.	Same as Orange	Same protocols as Yellow	Regular training would take place
WC Tours	Tours will be given by Ryan and Stephen. Tours will be small and those giving tours and on tour will wear a face covering. Tours will be limited to no more than 10 people.	Same as Orange	Same as Orange	Regular training would take place

Time Clock Demonstration	Students will go one at a time to the time clock to maintain physical distancing and will be required to wear face coverings. No group larger than 50.	Same as Orange	Same as Orange	Regular training would take place
Staff Photos	Staff photos will take place in the conference room, 6 feet physical distancing will take place, face coverings will be required other than when photos are taken. No group larger than 50.	Same as Orange	Same as Orange	Regular training would take place
Welcome and Student Employee Manual Review	Enough space is available in an auditorium to allow students to physical distance by 6 feet. Face coverings will be required. No group larger than 50.	Enough space is available in an auditorium to allow students to physical distance by 6 feet. Face coverings will be required.	Same protocols as Yellow	Regular training would take place
Icebreaker	Students will break-up based on their position to do introductions and icebreakers with their supervisor and co-workers. Rooms will depend on the number of staff in each area to allow for 6 feet of physical distancing. No groups larger than 50.	Students will break-up based on their position to do introductions and icebreakers with their supervisor and co-workers. Rooms will depend on the number of staff in each area to allow for 6 feet of physical distancing.	Same protocols as Yellow	Regular training would take place
Pizza	Pizza will be substituted for a meal in the Dining Center.	Same as Orange	Pizza will be served in the MAC Gym with enough tables and space to allow for 6 feet of physical distancing.	Regular training would take place
Online Trainings	Complete online trainings with new staff using two computer labs to maintain 6 feet of physical distancing. No groups larger than 50 people.	Complete online trainings with new staff using two computer labs to maintain 6 feet of physical distancing.	Same protocols as Yellow	Regular training would take place
CPR Training	CPR class will have enough space for 6 feet of physical distancing and for each person to have their own mannequin. Face coverings will be required. No groups larger than 15.	CPR class will have enough space for 6 feet of physical distancing and for each person to have their own mannequin. Face coverings will be required.	Same protocols as Yellow	Regular training would take place
COVID-19 Training	Training will take place in a larger classroom with divided staff to allow for 6 feet of physical distancing. Face coverings will be required. No groups larger than 50.	Training will take place in a larger classroom with divided staff to allow for 6 feet of physical distancing. Face coverings will be required.	Same protocols as Yellow	Regular training would take place
Emergency Procedures & Incident Reports	Training will take place in a larger classroom with divided staff to allow for 6 feet of physical distancing. Face coverings will be required. No groups larger than 50.	Training will take place in a larger classroom with divided staff to allow for 6 feet of physical distancing. Face coverings will be required.	Same protocols as Yellow	Regular training would take place
Emergency Procedure Refresher	Training will take place in an auditorium only for returning staff to allow for 6 feet of physical distancing. Face coverings will be required. No groups larger than 50.	Training will take place in an auditorium only for returning staff to allow for 6 feet of physical distancing. Face coverings will be required.	Same protocols as Yellow	Regular training would take place

Rotating sessions	Three training sessions will be held in a large auditoriums to allow for 6 feet of physical distancing. The students would not move rooms, only the presenters to maintain physical distancing. Face coverings will be required. No groups larger than 50.	Three training sessions will be held in a large auditoriums to allow for 6 feet of physical distancing. The students would not move rooms, only the presenters to maintain physical distancing. Face coverings will be required.	Same protocols as Yellow	Regular training would take place
Lunch	Lunch will be in a dining center. We are working with dining to ensure proper space for our group.	Same protocols as Orange	Same protocols as Orange	Regular training would take place
Area Specific Training	The Wellness Center is closed for training which allows more space to physical distance. Rooms will be determined based on the size of each staff. Face coverings will be required. No groups larger than 50.	The Wellness Center is closed for training which allows more space to physical distance. Rooms will be determined based on the size of each staff. Face coverings will be required.	Same protocols as Yellow	Regular training would take place
WELCOME WEEK				
ActivateU Tours	Tours will be given in groups of no larger than 10. All students giving tours and on tour will wear face coverings. Tours will follow the same path to avoid crossing in hallways. Tours will go out a door in Aquatics that will only be used as an exit.	Same protocols as Orange	Same protocols as Orange	Wellness Center resumes regular operation
ActivateU ID Activation	Multiple computers and tablets will be used for students coming in to activate their ID cards. Tablets will be wiped down after each use. Students will be physically distanced six feet apart while waiting in line to activate ID card.	Same protocols as Orange	Same protocols as Orange	Wellness Center resumes regular operation
Wellness in Motion - Night Swim	Lifeguards will monitor and enforce all capacity guidelines currently being used.	Same protocols as Orange	Same protocols as Orange	Wellness Center resumes regular operation
Wellness in Motion - Glow Cycle	Cycle Studio is Closed and GroupFitness Classes are suspended	Cycle Studio is Closed and GroupFitness Classes are suspended	Participants will be limited to 8 in a cycle class. Bikes are spaced to allow for six feet of physical distance.	Wellness Center resumes regular operation
Wellness in Motion - Candlelight Yoga	GroupFitness classes are suspended	Same protocols as Orange	Same protocol as a typical yoga class, limited to 19 participants, plus 1 instructor with six feet of physical distance.	Wellness Center resumes regular operation

Fall 2020 Wellness Center Climbing Wall Operational Plan

(Revised 8/13/2020; updated 1/8/2021)

Climbing Wall Programs	Risk Level Orange	Risk Level Yellow	Risk Level Green	Risk Level Blue
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Climbing 101	The Wellness Center will follow the State of North Dakota Fitness Center Guidelines with reduced occupancy of 1 person per 144 square feet. Total space is 1,725 square feet = 12 total people in the climbing wall area. Program size limited to 9 participants and 3 staff. Social distancing will take place when applicable.	Same protocols as Orange	Same protocols as Orange	Regular Climbing Wall Operations Resume.
Women with Altitude	The Wellness Center will follow the State of North Dakota Fitness Center Guidelines with reduced occupancy of 1 person per 144 square feet. Total space is 1,725 square feet = 12 total people in the climbing wall area. Program size limited to 9 participants and 3 staff. Social distancing will take place when applicable.	Same protocols as Orange	Same protocols as Orange	Regular Climbing Wall Operations Resume.
Slackline Fridays	The Wellness Center will follow the State of North Dakota Fitness Center Guidelines with reduced occupancy of 1 person per 144 square feet. Total space is 1,725 square feet = 12 total people in the climbing wall area. Program size limited to 9 participants and 3 staff. Social distancing will take place when applicable.	Same protocols as Orange	Same protocols as Orange	Regular Climbing Wall Operations Resume.
Fall Crawl and Spring Bouldering (climbing competition)	Competition canceled- participant numbers would exceed the climbing wall capacity. Outside participants from other institutions would also be involved.	Same protocols as Orange	Same protocols as Orange	Regular Climbing Wall Operations Resume.
Fall HNES Climbing Class	The HNES Climbing Class will be limited to 10 class participants, 1 instructor, and 1 assistant.	Same protocols as Orange	Same protocols as Orange	Regular Number of Class Participants Resume.

The Wellness Center conducted research and obtained information from the following sources to develop this plan:

- Fargo YMCA
- University of Northern Iowa
- Baylor University
- York College of Pennsylvania
- University of Mississippi
- University of Utah
- Singing Rock (climbing equipment company)
- Edelrid (climbing equipment company)
- Nicros (manufacturer of Wellness Center climbing wall)
- Sterling (manufacturer of Wellness Center climbing ropes)

Our research indicated that campus recreation departments and the Fargo YMCA are not consistent with their current practices related to the operations and cleaning of the climbing wall. Our 2020 Climbing Wall Operational Plan takes best practices and similarities between protocols currently being used at multiple facilities.

Capacity

Because the climbing wall has an extensive amount of inhalation/exhalation exchange, the Wellness Center proposes using the State of North Dakota Guidelines for Fitness Centers and recommends following the capacity requirement of 1 participant/staff per 144 square feet.

1,725 square feet = 12 people (including staff)

Hours of Operation

Monday-Friday: 4:00 pm --- 10:00 pm (40--1-hour sessions and 10--30-minute sessions available per night)

Saturday/Sunday: 3:00 pm---9:00 pm (32--1-hour sessions available per night)

The climbing wall will be open for 1-hour increments (with the exception of the last session of the night M-F which will be 30 minutes) with a limit of 10 individuals and 2 climbing staff members, not to exceed the maximum of 12 for that space. There will be 30 minute cleaning sessions after each climbing session to clean and sanitize to prepare for the next group of climbers.

Monday- Friday Climbing Sessions

- 4:00-5:00 Maximum of 10 people
- 5:30-6:30 Maximum of 10 people
- 7:00-8:00 Maximum of 10 people
- 8:30-9:30 Maximum of 10 people
- 10:00-10:30 Maximum of 10 people

Monday-Friday Cleaning Sessions

- 3:15-4:00
- 5:00-5:30
- 6:30-7:00
- 8:00-8:30
- 9:30-10:00
- 10:30-11:00 (end of the night—additional cleaning will take place to prepare for next day opening)

Saturday-Sunday Climbing Sessions

- 3:00-4:00
- 4:30-5:30
- 6:00-7:00
- 7:30-8:30

Saturday-Sunday Cleaning Sessions

- 4:00-4:30
- 5:30-6:00
- 7:00-7:30
- 8:30-9:00 (end of the night—additional cleaning will take place to prepare for next day opening)

New Climbing Protocols

- Climbers must place belongings in cubbies at the entrance of the climbing wall and wait for assistance from climbing wall staff before entering the climbing wall area.
- Climbers will be asked to sanitize their hands frequently and will be required to sanitize them before and after climbing.
- Climbers will be asked to bring their own equipment to climb.
- Chalk is no longer available, but liquid chalk will be permitted if it contains an alcohol solution. Climbers need to provide their own liquid chalk and make certain it is alcohol based.
- Climbers will only be permitted to have 1 climbing partner.
- Climbers should use proper respiratory etiquette and not cough or sneeze without covering their nose and mouth.
- Climbing staff and climbers will be required to wear a face covering based on the amount of inhalation/exhalation that takes place at the wall.
- No outside shoes are permitted in the climbing wall area. Climbers must change their shoe before entering the climbing wall and leave their outside shoes in a cubby outside the climbing wall.

Physical Distancing

- Ropes will be spaced at least 6 feet to allow for physical distancing. *(6 feet will not be maintained at all times between the climber and the individual belaying)*
- Only 7-8 ropes will be available for use each day.
 - Even ropes will be used on Monday, Wednesday, Friday and Sunday.
 - Odd ropes will be used on Tuesday, Thursday, and Saturday.
 - **Rope 12-** will be used for Belay Certifications each day so staff are able to see the entrance/exit.
 - **Rope 5-** will be used as a challenge course for climbers each day.
- Routes will be set with at least 6 feet of physical distancing protocols in mind.
- Only 2 climbers will be permitted on the bouldering wall at one time with at least 6 feet of physical distance at all times.

Cleaning and Sanitization

- The climbing wall and holds will be sanitized as best possible after each 1-hour climbing session. Nicros, the manufacture of our wall recommends a proper mix of isopropyl alcohol with distilled water. (See guidance from Nicros attached) *(We will be ordering isopropyl alcohol)*
- Routesetting frequency will be increased to enhance a clean environment.
- Climbing staff will complete deep cleaning tasks at the close of each night to prepare the climbing wall area for the next day of activity.
- Climbing harnesses and shoes will be disinfected with EPA approved disinfectant “Champion Spray-on, Spray Disinfectant, Formula 3” and then air-dried for 1-hour. This equipment will be available for use again once it has completely dried. *(We currently have this disinfectant in-stock)*
- Climbing devices and crash pads will be sprayed with EPA approved “Buckeye eco Neutral Disinfectant E23,” which will dwell on the device for an adequate amount of time before being wiped down and used again. *(We currently have this disinfectant in stock)*
- Ropes will be sprayed with EPA approved “Oxivir Five 16 Hospital Grade Disinfectant,” after each night of climbing. (Reference the guidance below from Sterling, rope manufacture) *(We will be placing an order soon for this disinfectant).*
- The climbing wall floor surface will be spot-cleaned nightly and deep-cleaned on a weekly basis.

Communication

- Signs will be posted in the climbing wall area to educate students and members about the new protocols.
- Staff will be properly trained on how to complete the cleaning tasks as well as enforce the new protocols.

Challenges and Concerns

- Ropes will not be cleaned or sanitized between each climbing session.
- Climbers will be inhaling and exhaling directly on the wall.
- There is not a way to completely sanitize and disinfect the entire wall.
- There already has been concern expressed from a member related to reducing rope integrity as a result of disinfecting. We contacted the rope manufacture and received verification regarding the type of disinfectant to use and the protocols to follow. That information can be found below.

Alternate Option if the Climbing Wall were to remain closed.

To reduce risk, we could only open the Bouldering Wall since it does not include ropes. Also, there is not a need to have an individual belay so 6 feet of physical distancing could be practiced at all times. However, we would only be able to accommodate 5-6 individuals and there are two climbing walls using ropes that are currently open in Fargo-Moorhead.

We hope to maintain the frequency of cleaning and sanitizing. However, this plan may need to be reviewed as the chemicals required to complete at this frequency are expensive. We may need to adjust the plan based on the amount of chemicals required.

This plan was updated with the following on 8/27/2020

- 7-8 ropes will be open per day (not all will be used at once, climbers will now have the option to try different routes)

- Rope 12 will now be specifically for Belay Certifications
- Rope 5 will be used as a challenge route for climbers each day
- Climbing staff and climbers will be required to wear face coverings at all times.

Cleaning and Disinfecting Your Climbing Equipment

Rope Guidance from Sterling:

<https://sterlingrope.com/journal/8-blog/326-cleaning-and-disinfecting-your-climbing-equipment>

We put together the following recommendations to help answer some of your questions about your ropes and equipment regarding the novel Corona virus, COVID-19 and other contaminants.

Sterling has conducted testing on two disinfectant cleaners and have identified that these two cleaners, when applied properly, do not significantly degrade nylon or polyester ropes. It is important to note that we have not conducted specific testing on the Corona virus or COVID-19 and therefore, cannot guarantee that the below procedures will, in fact, eliminate the virus or stop the spread of infection.

Oxivir Five 16 Hospital Grade Disinfectant:

This disinfectant is commonly used in the cruise line industry for disinfecting climbing ropes. Our testing demonstrated no measurable reduction in strength on nylon ropes when spray applied at a 1:64 concentration.

Lysol IC Concentrated Quaternary Disinfectant Cleaner:

This disinfectant was tested using a washing machine at a 1:128 concentration. No measurable reduction in strength of nylon and polyester ropes was measured.

Other disinfectants may also be compatible with synthetic ropes; however, at this time we only have reliable test data on the above mentioned cleaners. It is the responsibility of the user to identify the safest and most effective disinfectant for your gear.

[Download the white paper for detailed research on the Safety of Sterling ropes following White Nose Syndrome Decontamination Protocol.](#)

As with all life-safety equipment, when the integrity of your gear is in question, it is always prudent to replace it. Don't touch your gear if you believe you are infected or bring it someplace where it may be contaminated.

Use of hand sanitizer before coming in contact with climbing equipment should have no negative effect on your gear.

Washing your rope and gear with [Wicked Good Rope Wash](#) is a good way to clean it but it is not a disinfectant. [Check out blog post for an in-depth guide on washing your rope.](#)

From the CDC Website: ***"It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads."***

Please refer to local, state or federal guidelines for the best practices to minimize the spread of this virus.

Nicros Climbing Wall Cleaning Protocol

Nicros – Climbing Wall Sanitation

7/22/2020



The following document details how to properly Clean/Disinfect your Nicros wall. This process is only meant for Nicros WestCoast™, 5.15™, and ARTWall™ Climbing Surfaces. Please check with a Nicros representative if you are unsure what style of wall you possess.

The Centers for Disease Control and Prevention (CDC) and National Institute of Health (NIH) have indicated that the COVID-19 virus survives on surfaces for a limited period. There is some uncertainty/disagreement as to how long the virus survives on various

surface types, but the consensus is that it will not live on a surface for longer than 72 hours. Therefore, if your wall and the handholds on it have been sitting unused for three or more days, there is likely no virus still alive on those surfaces.

Alternatively, you can remove the holds from the walls and soak or wash them in a disinfectant solution (see below).

The best material to clean or disinfect your wall is with a solution of isopropyl alcohol with a concentration between 70-90%. Pure isopropyl alcohol can be deluded with distilled water to reach the desired concentration. Isopropyl alcohol can be sourced from any local pharmacy, but it will be in small quantities and expensive. If you intend to clean the climbing surface daily, you should source the isopropyl alcohol from a chemical materials supplier in either 5-gallon or 55-gallon quantities. If you do get it in the 55-Gallon drum, you will need to buy a hand pump to portion out the isopropyl alcohol.

The best way to apply the isopropyl alcohol is to put it in either a spray bottle or garden sprayer and spray the alcohol directly onto the wall and holds. The alcohol will evaporate and should not leave a stain, unless it is oversoaked, and the alcohol runs down the wall. There should not be an issue with the tint of the wall being distorted by the alcohol, but make sure to test a small area, wiping with a sponge to be safe. When using a sprayer, it is best to use a solvent resistant sprayer as the alcohol will eventually degrade the seals in the sprayer. These can be found at a Fleet Farm or similar merchant.

Our recommendation for washing Nicros handholds (both Urethane and Polyester can follow the same process) is to first soak the holds in a 5-gallon pail in antibacterial dish soap. After soaking for 30 mins, use a power washer to spray off the handholds, and scrub with a nylon brush. Finally, spray them off with isopropyl alcohol.

If you have any questions, please feel free to reach out, and Nicros will be happy to assist you. Safe Climbing!

Nate Postma President Nicros, Inc.

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DISCLAIMER:

THESE RECOMMENDATIONS ARE ONLY FOR NICROS CONSTRUCTED WALLS AND NICROS POLYESTER AND URETHANE HANDHOLDS.

HISTORY

Type	Date	Revision
New	05.15.2020	
Added	06.10.2020	Phase 2 Operational Plan
Revised & Added	08.17.2020	Redlined information/added link for Addendum: Updated Face Covering Guideline; Fall 2020 Operational Plan
Added	08.20.2020	Fall 2020 Climbing Wall Operational Plan
Revised	10.22.2020	Revised Fall 2020 Operational Plan to follow State of ND risk level classification guidelines; Revised Fall 2020 Wellness Center Climbing Wall Operational Plan updated 8/27/2020
Revised	01.08.2021	Revised for moving to Yellow Risk Level;
	01.11.2021	Revised Fall/Spring 2020-2021 Operational Plan to reflect new State of ND occupancy levels & fitness guidelines

HISTORY

Type	Date	Version Number	Revision
New	05.27.2020	[V1]05-27-2020	
Housekeeping	05.29.2020	[V2]05-29-2020	Additional units included under Phase I staffing
Added	06.12.2020	[V3]06-12-2020	Athletics SA Addendum #1; WC Phase II; Residence Life; SAEM with appendices A, B, C; Ag Affairs Phase II Restart
Revised	06.18.2020	[V3.01]06-18-2020	Revised SAEM Appendix C
Added	06.25.2020	[V4]06-25-2020	Research & Creative Activities; Links to Phase 2 4-H Guidance on Show and Exhibit Experiences, Communication to 4-H Families and Volunteers; FM Motor Pool/Garage information
Added	07.02.2020	[V4.01]07-02-2020	Athletics SA Addendum #2; Dining Plan (Fall 2020)
Revised	07.07.2020	[V4.02]07-07-2020	Amended Residential Dining (Summer 2020) breakfast hours to coincide with current practices
Added	07.16.2020	[V4.03]07-16-2020	Addendum to SAEM Appendix B
Added	07.17.2020	[V4.04]07-17-2020	SAEM Appendix D (Welcome Week)
Added	07.21.2020	[V5]07-21-2020	Memorial Union Operations Phased ReOpen; Memorial Union Room Capacity Information
Added	07.27.2020	[V6]07-27-2020	NDSU Libraries – Public Areas
Added	07.28.2020	[V6.01]07-28-2020	SAEM Appendix B for Fall 2020 Plan
Added & Revised	08.10.2020	[V7]08-10-2020	Center for Child Development (Face Coverings Procedure); <u>Residence Life</u> : Revised <i>Isolation Spaces</i> section: Being fever free (<100.4F) changed from 72 hrs. to 24 hrs. per CDC/NDDoH guidelines; added <i>Process for Students in Quarantine or Isolation</i> ; <u>SAEM (Appendix C)</u> : Added <i>Other Limitations, Travel Recommendations, and Forms</i> sections
Added & Revised	08.17.2020	[V7.01]08.17.2020	Addendum: Updated Face Covering Guideline; Revised applicable references to Face Coverings throughout plan; WC Fall 2020 Operational Plan
Added	08.20.2020	[V8]08.20.2020	Bookstore Fall 2020 Plan; <u>Dining</u> : Added <i>Face Covering Protocol, Cleaning-Sanitizing-Disinfecting Practices</i> ; <u>SAEM (Appendix B)</u> : Added <i>Group Events Restart Plan</i> ; <u>WC</u> : Added Fall 2020 Climbing Wall Operational Plan
Revised/Added	08.25.2020	[V8.01]08.25.2020	<u>Ag Affairs</u> : Phase II Employee Travel Guidance; Guidance Related to Employee Health & Safety; Face Coverings
Revised	08.31.2020	[V8.02]08.31.2020	Revised <i>Addendum: Updated General Face Covering Guideline</i>
Revised	10.22.2020	[V9]10.22.2020	Revised plan name to <i>Operations Plan – COVID 19 2020-2021 Academic Year</i> <u>Ag Affairs</u> : Updated <i>Guidance for Color/Risk Level Classification</i> ; archived Phase I Restart Guidance Plan <u>Bookstore</u> : Updated capacity limits table to include Orange Risk Level <u>Dining</u> : Revised occupancy guidelines to Orange Risk Level Classification; Archived Dining (Summer 2020) plan and Food Court & Caribou Seating (Summer 2020) <u>MU Operations</u> : Revised occupancy information to Orange/High Risk Level category <u>RCA</u> : Revised Cass County Risk Level to Orange; updated Resources information <u>SAEM</u> : (Appendix B) Amended academic visit protocol for Fall 2020 Plan; archived Summer 2020 Plan; archived Welcome Week Plan - Fall 2020 (Appendix D) <u>WC</u> : Revised Fall 2020 Operational Plan to follow State of ND risk level classification guidelines; Revised Fall 2020 Wellness Center Climbing Wall Operational Plan updated 8/27/2020

Type	Date	Version Number	Revision
Revised	01.08.2021	[V9.01]01.08.2021	<u>MU</u> : Revised risk level to Yellow - Moderate <u>RCA</u> : Revised risk level to Yellow - Moderate <u>SAEM</u> : Amend capacity limits for large on-campus events; updated campus visit guidelines to reflect current version used <u>WC</u> : Revised Fall/Spring 2020-2021 Operational Plan to risk level Yellow – Moderate (01.08.2021) & reflect new State Occupancy Levels & Fitness Guidelines (01.11.2021) Miscellaneous housekeeping items throughout plan