EXCELLENCE WITHOUT EXCUSE

BRED'S BACK ON THE HILL
A Safe Start to Fall 2020
**COVID-19:**
What is isolation and quarantine?

<table>
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<th>For whom?</th>
<th>Isolation</th>
<th>Quarantine</th>
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| People sick with COVID-19. | People with no symptoms and who  
• were in close contact with someone sick with COVID-19,  
OR  
• are returning to Kentucky from out of the state for anything other than an essential purpose.¹ |

| Do I stay home or report to McCullin Hall? | Yes | Yes |

| Can I go to work or class? | No. Employees contact your supervisor and HR for next steps. Students should contact Health Services and Academic Support. | No. Employees should telework. Students should do classwork in isolation or quarantine location. |

| Can I go outside for walks, bike rides or activities? | No, not until you have recovered.² | No, not until 14 days have passed and no symptoms have appeared³ |

| Can I go out for groceries and other essential items like medication? | No, not until you have recovered.² | No, not until 14 days have passed and no symptoms have appeared³ |

| Do I stay in a separate room in my home or McCullin Hall? | Yes, until you have recovered.² | If possible, until 14 days have passed and no symptoms have appeared³ |

| What if I start to feel ill? | Call the state COVID-19 Hotline (800) 722-5725. | Start isolation and call your health care provider. |

¹ Essential purpose travel includes travel required for food, beverage or medicine; medical care; care of others; and to perform work, services or functions deemed critical to public health and safety and economic and national security.

² Recovery is when all three have happened:
1. It’s been three full days of no fever without the use of fever-reducing medication, and  
2. Other symptoms have improved, and  
3. At least seven days have passed since any symptoms appeared.

³ For close contacts: 14 days since the day you were last in close contact with the person with COVID-19.  
For returning travelers: 14 days since you were last outside of Kentucky. Day 0 is the day of possible exposure.
Fellow Thorobreds,

**Kentucky State University** has plans for faculty, staff and students to return to campus, in some capacity, this fall. The University plans to begin the fall semester on Aug. 15, as scheduled.

The policies and procedures employed will be based on local, state and federal guidelines, and they will be consistent with guidance received from the Council on Postsecondary Education (CPE). The health and safety of the Kentucky State community is the top priority and all plans will include strict adherence to procedures that reflect this.

Any employee who wishes to seek an exception to these policies and procedures should contact the Office of Human Resources at (502) 597-6667 or human.resources@kysu.edu. Any student who needs an academic-related accommodation should contact the Office of Disability Resources at 502-597-6041 or phillip.clay@kysu.edu.

Students who have health-related questions or need health accommodations should contact the Health Services at (502) 597-6277 or Dean of Students Dr. Pernalla Deams at (502) 597-6283 or pernella.deams@kysu.edu.

The circumstances of COVID-19 evolve constantly and plans may change in order for the University to remain committed to ensuring compliance and safety for our campus. Updates will continue to be provided as developed. Additional information can be found at www.kysu.edu/COVID19.

**Key factors for Kentucky State to start Fall 2020**

- Ability to meet all federal, state and local laws, regulations and guidance regarding COVID-19
- Ability to train and educate all students and employees
- Ability to test all students and employees
- Ability to screen campus community for symptoms, including random temperature screening
- Ability to contact trace
- Ability to obtain essential PPE
- Ability to reduce density on campus
- Social distancing in residence halls, classrooms, dining hall and all common areas

Let us all take seriously your responsibility to keep each other safe and well. We are Thorobred Strong and we will get through this pandemic. For we understand that the only way forward is together.

Forever Forward,

M. Christopher Brown II, Ph.D.
18th President
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OVERVIEW
Kentucky State University’s Fall 2020 Reopening Plan is the result of many discussions and recommendations from the campus community and in accordance with guidance from the Centers for Disease Control and Prevention (CDC), local and federal government.

The Fall 2020 reopening guidance was framed around the following principles:

• Kentucky State University will make decisions guided primarily by considerations for the health and safety of our students, faculty, staff and surrounding community.
• Decisions about health and safety made by the University in the context of COVID-19 will be evidence-based and data-driven, where data is available.
• Kentucky State University will continue to deliver an exceptional education and optimal services, within the unavoidable constraints of the COVID-19 response.
• Kentucky State University will be transparent when communicating to our entire University body and our community.

BREDS BACK ON THE HILL
The campuswide Fall 2020 Reopening Plan includes mandatory training for all University employees and students. The EduRisk training — Your Campus COVID-19 and the Road back — is required before returning back to Kentucky State for work, instruction or residence life. The COVID-19 training will be available to the campus community via your official University email account. If you do not receive the mandatory training, please email human.resources@kysu.edu.

RETURN TO WORK
Kentucky State will be physically reopening in phases. Essential personnel never left the campus and always had access to the physical campus. A small percentage of the workforce started returning back to campus on June 29, 2020.

Supervisors will work with staff to determine workforce return that may include a combination of remote work, alternating days and staggered reporting/departing. As of July 13, upon the direction of divisional leadership, the workforce will remain at 20 percent based on risk assessment and capacity.

RETURN TO INSTRUCTION
The first day of classes for undergraduate students, and many graduate/professional programs will take place Saturday, August 15, 2020. Kentucky State will resume both face-to-face and online instruction at that time. Face-to-face instruction and on-campus living will officially conclude on November 20, 2020. All final exams will occur online.

In accordance with CDC guidance, Kentucky State will require that all members of the University community and any limited visitors employ the following social distancing guidelines:

• Keep at least six feet between yourself and another person in all public places and inside all buildings.
• Organize classes to minimize risk. Avoid close contact with others.
• Wear face masks or face coverings on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms).

• All individuals returning to campus will conduct self-screening for COVID-19 (and other illnesses such as flu to reduce overall illness and risk) with guidance provided by University Health Services. Individuals should remain at home, or in a dormitory room, if you have a fever, or other symptoms associated with COVID-19.

• In compliance with contract tracing guidelines, any person with covid related symptoms should contact their supervisor and human resources (faculty and staff) or Health Services (502) 597-6271 (student) immediately.

• As part of Commonwealth’s phased guidance, the University will operate at limited building capacity in classrooms, common areas, and office spaces, until local guidance dictates otherwise.

RETURN TO RESIDENCE LIFE

Residence halls will open Saturday, Aug. 1 and will repopulate through a staggered process over the course of three weeks. Students will sign up for a move-in registration time, with options spread out over several days to keep the population density low. Further details will be provided by Campus Life. Residence halls will officially close on Friday, November 20. Food service will be grab and go only.

In accordance with CDC guidance, Kentucky State will make the following adjustments to University housing to limit the spread of COVID-19:

• Double room occupancy will be feasible if students choose their roommates.
• Vulnerable student populations must request a single room in accordance with University guidelines, contact Health Services for more accommodations.
• Student influenza vaccinations will be available.
• Students will be assigned to specific bathrooms if there are multiple units on a floor.
• Schedule times for grooming and showering to reduce simultaneous occupancy when possible.
• Clean shared bathrooms at least two times per day.
• Restrict events and social activities in residence halls as per current physical distancing guidance.

The Commonwealth of Kentucky has approved the university’s Fall Reopening Plan as stated above. If the Commonwealth requests modifications or additions to the plan, we will update the University community via the COVID-19 website. Please see tentative schedule below.

June 1-July 15

• **Students** – Summer I and Summer II continue through remote instruction. Select student workers on campus.
• **Academics** – Summer I and Summer II continue through remote instruction.
• **Employees** – Employees needed to maintain current campus operations and to prepare for an increase in operations. Check with your supervisor. Faculty on campus with department chair or dean approval. Select student workers on campus.
• **Athletics** – Designated staff and select student-athletes on campus.
• **Events/Student Activities** – No in-person events. Check the Event Calendar for virtual events.
July 16-August 1

- **Students** – Summer I and Summer II continue through remote instruction. A few courses, as approved by the Office of the Provost, will be delivered in person in Summer III. Select student workers on campus.

- **Academics** – Summer I and Summer II continue through remote instruction. A few courses, as approved by the Office of the Provost, will be delivered in person in Summer III.

- **Employees** – Employees needed to maintain current campus operations. Check with your supervisor. Staggered return of faculty and staff whose work directly supports the return of students. Select student workers on campus.

- **Athletics** – Continued staggered return of staff and student-athletes.

- **Events/Student Activities** – No in-person events. Check the Event Calendar for virtual events.

August 2-15

- **Students** – Begin staggered return of students to residence halls. Select student workers on campus.

- **Employees** – Employees needed to maintain current campus operations. Check with your supervisor. Staggered return of faculty and staff whose work directly supports the return of students. Select student workers on campus.

- **Athletics** – Continue staggered return of staff and student-athletes.

- **Events/Student Activities** – Select events in accordance with state guidelines. Virtual events ongoing; check the Event Calendar.

- **Visitors** – Must follow state guidelines, wear cloth facial covering and maintain physical distance. Those experiencing COVID-19-like symptoms should not visit campus. Scheduled campus tours (virtual tours remain available).

August 15-November 20

- **Students** – Students on campus for fall semester classes. In-person and remote instruction through Friday, Nov. 20.
  - Fall Break will be eliminated.
  - No classes will be held Monday, Nov. 23, through Friday, Nov. 27.
  - Classes will resume on Monday, Nov. 30, and will be held via remote instruction only.

- **Academics** – Fall semester classes in session. In-person and remote instruction through Friday, Nov. 20.
  - Fall Break will be eliminated.
  - No classes will be held Monday, Nov. 23, through Friday, Nov. 27.
  - Classes will resume on Monday, Nov. 30, and will be held via remote instruction only.

- **Employees** – Employees needed to maintain campus operations. Faculty and staff necessary for on-campus operations and student support. Student workers on campus.

- **Athletics** – Continue phased return to athletic activities.

- **Events/Student Activities** – Select events in accordance with state guidelines. Virtual events ongoing.

- **Visitors** – Must follow state guidelines, wear cloth facial covering and maintain physical distance. Those experiencing COVID-19-like symptoms should not visit campus or schedule campus tours.
HEALTH AND SAFETY

• Kentucky State University Health Services will work with the local health department.
• When in the substantial spread phase or Safer at Home Phase (high risk), campus access to visitors or guests will be restricted.
• During high risk, minimal students will be permitted to occupy the residential halls. Priority will be observed for international students and individuals with critical needs only.
• Employees who can work remotely will do so until further notice. Only work that requires a physical presence and is designated by an appropriate vice president/provost will be conducted on campus. An employee will require prior authorization to come to campus.
• Building access controls shall remain in place. All Kentucky State ID badge activity will be monitored. All buildings remain closed to the public.
• The University will provide a cloth facial covering to all personnel. Anyone coming to campus must have a mask on hand in case the University cannot provide a mask/face covering.
• Those without a mask shall not be allowed into any building.
• Building surveillance is in place to prevent unauthorized entry.
• Individuals who complete the self-screening process must respond honestly and accurately.
• All campus facilities will be thoroughly cleaned with an increased frequency based on CDC guidelines.
• If Kentucky State has any confirmed person with COVID-19 on campus, Kentucky State will suspend classes, as appropriate, close the appropriate buildings to disinfect, and initiate contact tracing in conjunction with guidance from the Kentucky Department for Public Health.

TEMPERATURE CHECKS

FACE COVERINGS

WASH HANDS FOR 20 SECONDS

6 FEET PHYSICAL DISTANCING

SANITATION
The University will promote a safe and healthy campus by utilizing measures to test and screen for COVID-19 to allow us to monitor and control the potential spread of COVID-19.

The University, in conjunction with Health Services and Quest Diagnostics, will employ the following measures regarding testing:

- Conduct required COVID-19 testing to monitor and determine the health of students, faculty, and staff as directed by the Kentucky Department of Health and local health departments.
- Monitor COVID-19 statistics provided by the Kentucky Department of Health and the Office of Governor Beshear.
- Identify trends and outbreaks to recommend course of action which includes:
  - Monitoring the prevalence testing, protocols and daily health acknowledgments
  - Develop protocols for response to any potential rise in incidence
  - Manage responses to outbreaks of COVID-19 and recommendations regarding isolated and general closures

**MONITORING COVID-19 AT KENTUCKY STATE UNIVERSITY**

- EduRisk Training
- Daily Health Monitoring
- Monthly Prevalence Testing
- Reported Positive Cases and Contact Tracing
- Health Services Reviews and Analysis
- Health Services Recommendation
- Senior Leadership/Council Approval

**QUEST DIAGNOSTICS WILL PROVIDE COVID-19 CLINICAL LABORATORY TESTING FOR KENTUCKY STATE UNIVERSITY.**
A testing protocol for the campus community will be implemented. If a student identifies symptoms, has tested positive, or has come into close contact with a COVID-19 positive person, the student will contact Health Services at (502) 597-6271 and will be tested and quarantined per Kentucky State Department of Health and CDC guidelines (currently 14 days).

EXPOSURE AND TESTING

Students will administer a COVID-19 test following specific instructions on how to self-collect and package a nasal specimen. The student will be placed in isolation until the test result returns. McCullin Hall is the designated isolation and quarantine site at Kentucky State. If the test result is positive, the student will remain in isolation. A thermometer and pulse oximeter will be provided to the student for daily self-assessment, and Health Services will conduct virtual assessments daily. Frankfort EMS will be contacted to transport any student with an oxygen saturation of less than 94 percent, and/or worsening shortness of breath, to Frankfort Regional Medical Center for the next level of care.

Students who are asymptomatic or have mild symptoms, defined as no shortness of breath and an oxygen saturation level equal or greater to 94 percent, will remain in campus isolation for a minimum of 14 days from the date of test collection. Additionally, to leave isolation, the student must be free of fever for 72 hours without the use of fever-reducing medications and have improvement of cough/shortness of breath.

If a student is subject to isolation or quarantine, dining services will be provided, and Health Services will evaluate symptoms daily via telemedicine and make recommendations for symptom management or further treatment at a hospital. University healthcare professionals on campus can provide telemedicine visits to monitor students in isolation or quarantine, on- or off-campus. Students will be required to include Health Services in their phone contact list, answer the phone and keep their voicemail active.

All students will be required to complete a daily COVID-19 health screening questionnaire, which includes checking their temperature.
CONTAINMENT OF COVID-19

*Health Services will continuously monitor the number of positive cases among students, faculty, and staff to determine the need to seek guidance from health agencies and solicit recommendations on whether or not Kentucky State has a severe outbreak of the virus.*

The University will make every effort to contain the spread of the virus by maximizing the use of quarantine spaces and controlling the number of individuals present throughout all campus spaces. If it is determined that the number of cases warrants concern of a potential outbreak, the University will take the appropriate actions to remove all students, faculty, and staff from campus, except those designated as essential. At that point, the University will implement its Crisis Emergency Management Plan.

CAMPUS CLOSURE/SHUTDOWN

If there is a campus closure/shutdown, residence halls may close, and instruction will be delivered online synchronously using remote teaching and learning strategies.

Faculty and staff may be designated to work remotely, depending upon their role and the severity of an outbreak. The campus community should monitor www.kysu.edu/COVID19 and University email for the most up-to-date information on the campus operating status and the COVID-19 pandemic.

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**Coronavirus (COVID-19) information**

*Kentucky State campus community members have no known cases of COVID-19 at this time.*

See all announcements to the Kentucky State campus community

**KEY POINTS**

- In order to comply with the Commonwealth of Kentucky's Healthy At Work guidelines, Kentucky State University officials began a phased reopening plan June 29. Employees have began to return to work. Employees should contact their supervisor if they have not been notified about returning to campus.

- Pursuant to the guidance of our state and federal leaders, Kentucky State will continue to operate under restricted access. Classes will continue under remote, modified instruction for the remainder of the semester as approved by SACSCOC. Again, there will be no face-to-face instruction for the remainder of the spring 2020 academic semester.

- Presently, students' access to campus and residence halls is restricted. Please do not return to campus. All students will be notified via their official email accounts and via
MONITORING SYMPTOMS

Students and employees are expected to monitor symptoms. An employee who develops any of the following symptoms while on campus shall leave immediately and notify his or her supervisor or campus staff:

✓ Fever (99.9°F or higher), or a sense of having a fever (shivering or chills)
✓ New cough that you cannot attribute to another health condition
✓ New shortness of breath that you cannot attribute to another health condition
✓ New sore throat that you cannot attribute to another health condition
✓ New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)
✓ Headache
✓ New loss of taste or smell

• A student who experiences any of the above symptoms should refrain from reporting to classes. Students should notify Health Services at (502) 597-6277.

• An employee who tests positive for COVID-19 shall immediately notify his or her supervisor and Health Services and shall not return to work until he or she has been cleared to return by a medical professional.

• A student who has been tested for COVID-19 and awaiting results or a student who has tested positive for COVID-19 shall immediately notify the Health Services staff and the Director of Residence Life.

• A residential student waiting for COVID-19 test results must self-isolate in McCullin Hall and must remain in isolation while awaiting results. If McCullin Hall is at capacity, student will quarantine in an off-campus University-approved facility.

Do you have

a temperature 99.9°F or higher?
a cough? shortness of breath?
sore throat? muscle aches?
headache? new loss of taste or smell?
GUIDANCE FOR STAFF

To promote a healthy and safe environment, staff must adhere to guidance, training, and rules regarding COVID-19.

TRAINING

Each staff member is required to complete return-to-campus training to have a better understanding of the steps taken by Kentucky State to promote health and safety, as well as an understanding of their expected contributions to the health, safety and success of the campus community. Health and safety protocols, shared accountability for health and safety, physical/social distancing, correct usage of facial coverings, additional guidelines for meetings and class sizes, accommodation process, self-care and well-being. The staff member will sign an attestation indicating completion of EduRisk training, and personal compliance with safety protocols.

MANAGING CASES OF COVID-19 EXHIBITED BY FACULTY AND STAFF

- **Employee** identifies symptoms, has tested positive for COVID-19 or has come into contact with someone diagnosed with COVID-19

- **Employee** notifies supervisor and Human Resources (HR), and HR notifies Health Services (502)597-6271

- Isolation and contact tracing performed

- Symptoms Monitoring
  Notify HR, Emergency Management Team and Supervisor of Results

- Isolation and contact tracing performed

- Retest and provide medical certification to Health Services and HR
GUIDANCE FOR STUDENTS

To promote a healthy and safe environment, students must adhere to guidance, training, and rules regarding COVID-19.

TRAINING

Each student is required to complete return-to-campus training to have a better understanding of the steps taken by Kentucky State to promote health and safety, as well as an understanding of their expected contributions to the health, safety and success of the campus community. Health and safety protocols, shared accountability for health and safety, physical/social distancing, correct usage of facial coverings, additional guidelines for meetings and class sizes, accommodation process, self-care and well-being. The student will sign an attestation indicating completion of EduRisk training, and personal compliance with safety protocols.

MANAGING CASES OF COVID-19 EXHIBITED BY STUDENTS

COMMUTER STUDENTS

Student identifies symptoms, has tested positive for COVID-19 or has come into contact with someone diagnosed with COVID-19

Student contacts Health Services (502)597-6271

Isolation at home and contact tracing performed by Health Services

Health Services notifies Kentucky State Department of Health, Dean of Students, Residence Life & Emergency Management Team

Symptoms Monitoring by Health Services

Refer to medical provider if symptoms worsen

Release after 14 days if symptom free

Student provides medical release to Dean of Students prior to resuming classes in person

RESIDENTIAL STUDENTS

Student identifies symptoms, has tested positive for COVID-19 or has come into contact with someone diagnosed with COVID-19

Student contacts Health Services (502)597-6271

Isolation on campus and contact tracing performed by Health Services

Health Services notifies Kentucky State Department of Health, Dean of Students, Residence Life & Emergency Management Team

Symptoms Monitoring by Health Services

Refer to medical provider if symptoms worsen

Release after 14 days if symptom free

Student provides medical release to Dean of Students prior to resuming classes in person
STUDENT HEALTH

- All students shall sign a residential agreement with updated guidelines that address safety, personal protection, stay-at-home orders, quarantine, isolation and revisions to the Student Handbook and Code of Conduct agreement.

- Contact Health Services for your Annual flu vaccinations.

- Kentucky State shall provide one face covering or mask (based on CDC guidelines) to each residential student. The Director of Residence Life shall ensure distribution to each residential student.

- A student shall wear a face covering over his or her nose and mouth while on campus. A student who needs an exemption from this requirement shall follow up with the Office of Disability Resources to request an accommodation.

- A student who is in quarantine or isolation shall receive a paper mask or shall wear a cloth covering and change at a daily minimum.

- A student shall regularly clean and maintain his or her face covering or face mask.

- A student must screen using the self-screening process. Any student who has symptoms must call the Health Services and be referred to a designated COVID-19 testing site.

- A residential student must be in quarantine for a minimum of 14 days upon return to the residence hall.

- A student who has been tested for COVID-19 and awaiting results or who has tested positive for COVID-19 shall immediately notify the Health Services staff and the Director of Residence Life.

- A residential student waiting for COVID-19 test results must self-quarantine in his or her room (if single occupancy) and must remain on isolation precautions while awaiting the results.

- A residential student who has received a positive COVID-19 result must be required to be in isolation for a minimum of 14 days.

- A residential student must be in quarantine for a minimum of 14 days upon return to the residence hall.

- A student who has been tested for COVID-19 and awaiting results or who has tested positive for COVID-19, shall immediately notify the Community Health Center staff and the Director of Residential Services.

- A residential student waiting for COVID-19 test results must self-quarantine in his or her room (if single occupancy) and must remain on isolation precautions while awaiting the results.

- A residential student who has received a positive COVID-19 result may be required to be in isolation for a minimum of 14 days.

- Students shall limit out of state travel or travel to COVID-19 hot spots.
CAMPUS FACILITIES

• Kentucky State Facilities and Maintenance shall verify that handwashing signage is present in each bathroom area.
• Kentucky State Facilities and Maintenance shall post Be Thoro logos on the stall within each bathroom area to adhere to physical distancing (may be one person in a bathroom at a time or no more than two, depending on the square footage).
• Kentucky State Facilities and Maintenance shall post in each bathroom the designated campus phone numbers to call when the need arises to request environmental services (for example, need more paper towels, soap, or tissue).
• All building entrances shall have signage posted regarding the Governor’s executive order to wear mask/facial clothing and maintain social/physical distance.
• A physical barrier (sneeze shield) shall be installed in any work area wherein an employee shall be in contact with the public.
• High-use buildings must be cleaned at a frequency that is in compliance with local health guidelines. A space or building must receive deep cleaning using EPA-disinfectants wherein there has been a positive COVID-19 event.
• Airflow quality shall be monitored regularly within the residential halls. In consultation with the local health department, a determination shall be made to close part of or the entire building in the event of a COVID-19 exposure.

CONTROLLING ENVIRONMENTAL FACTORS

• Each building shall remain in badge access only.
• In each building, hand sanitizers shall be available by each entrance and each elevator.
• Effective EPA-approved disinfectants shall be made available. Each cleaning crew shall be trained on how to effectively use these EPA-disinfectants.
• Bathroom use must adhere to social and physical distancing guidelines. There may be no more than two people in the space at a time.
• Space chairs in all waiting areas to maintain physical distancing and remove any paper products such as magazines or other items.
• Kentucky State shall provide revised or updated space occupancy numbers for classrooms, conference, and research spaces.
• Adhere to posted building specific elevator limitations (capacity must be updated as is generally by weight, needs to be by square footage or by number who can occupy).
• Adhere to posted building specific signs including walk flow patterns and stairway flow patterns to decrease physical contact.
• In collaboration with the local health department, Kentucky State shall update space occupancy requirements based on low-community spread, moderate, or substantial community spread.
FITNESS CENTER
- Must maintain social and physical distance.
- When community transmission is substantial, the fitness center shall remain closed.
- The pool shall remain closed (more CDC guidelines are needed about pool utilization).

TRANSPORTATION
- Bus or van services must adhere to the physical and social distancing guidelines.
- Cleaning frequency must adhere to local health guidelines.

PUBLIC SAFETY
- University Police shall remind individuals about wearing a face covering and maintaining physical distancing. A ticket or fine shall not be provided. An individual who is found to be in violation of the Kentucky State face covering and/or physical distancing protocols shall be asked to leave the premises.
EMPLOYEE EXPECTATIONS FOR ON-CAMPUS WORK

• Stay home if you are sick and notify your supervisor.
• Do not return to campus until you are free of fever (without the use of medication) for at least 72 hours (three full days) and symptoms have improved.
• If you have exhibited symptoms of COVID-19, contact your health care provider and request to be tested for COVID-19 or visit a COVID-19 testing center.
• Take your temperature before coming to work. If you have a temperature over 99.9, do not come to work. Report to your supervisor that you are sick. Complete daily health screening. WWW.KYSU.EDU/COVID19/SCREENING
• Stay six feet away from your co-workers and others — practice social distancing.
• Wear a cloth face mask on campus at all times (to the greatest extent practicable).
• Wash your hands frequently and avoid high-touch surfaces.
• Cough or sneeze into your elbow.
• Use sanitizing products to clean high-touch areas in your work area throughout the day. This includes your phone, computer equipment, desk, chair arms, and door handles.
• Do not congregate in common areas and spaces.
• Bring your own utensils and avoid use of kitchen areas wherever possible.
• Frequently use sanitizing products available in common areas.
• Use remote meeting options, such as Skype for Business or Zoom. Limit the number of in-person meeting participants. Conference rooms should generally remain closed.
• Reduce sharing of work materials to the extent possible.
• Employees should clean their workstations and remove trash to designated building location.
• Limit elevator occupancy — signage requirements will be posted.
• Respect your co-workers and help keep them safe by exhibiting personal responsibility.

If conditions during the summer change significantly or there is a resurgence of COVID-19 cases, the University will provide further guidance on institutional decisions and measures to be taken regarding the return of employees and students to campus.

Employees’ expectations are clear guidelines and a frequent reminder that if you have symptoms of COVID-19, cold/flu-like symptoms or other illness, you are to stay home, contact your supervisor and seek medical attention as appropriate. Further, an appropriate respiratory (cloth face-coverings) and hand-hygiene program has been implemented and must be maintained with appropriate signage, supplies and support systems.

Report any violations to COVID19@kysu.edu
WORKPLACE SAFETY

Employers must ensure their workplaces are as safe as they can be. Employees, students, and visitors may have fears of returning to business as usual. Preparing for and communicating how safety is a top priority will lessen fears and increase brand loyalty.

- The following employee health screening procedures will be implemented:
  - Employees will be required to complete health screening surveys online to self-report/disclose any symptoms they may be experiencing.
  - The survey results will be monitored and reviewed by a HIPAA-certified designee in the Office of Human Resources.
  - In consultation with the Coordinator of the Health Services, if an employee is determined to be exhibiting symptoms of COVID-19, the employee will be directed to leave the campus and contact a health care practitioner for enhanced screening.

- Develop an exposure-response plan that addresses:
  - Isolation, containment and contact tracing procedures.
  - Stay-at-home requirements.
  - Exposure communications to affected staff.
  - Providing personal protective equipment (PPE) such as masks, gloves, face shields, hand sanitizer, etc.
  - All employees, upon their return to campus, will be provided one cloth mask to wear while at work on campus, as required.
  - Hand sanitizer dispensers have been installed around the campus ensuring employees easy access of use.
  - Shields will be made available to employees in the health center only.
  - A repository of masks and gloves is available in the Office of Human Resources and PPE items will be available upon request for visitors to offices and employees who may have left their PPE at home.

- Detailing cleaning procedures and ensure contractor procure necessary supplies.

- By no later than July 1, facilities management will meet with custodial contractor to discuss and agree on increased frequency for cleaning of restrooms and offices.

ESTABLISHING PHYSICAL DISTANCING MEASURES WITHIN THE WORKPLACE

The University will implement the following measures to ensure social distancing within departments among employees:

- Staggered shifts and lunch/rest breaks.
- Rotating weeks in the office and working remotely.
- Moving workstations to increase separation distance.
- Implementing one-way traffic patterns throughout the workplace, if possible.
RESTRICTING BUSINESS TRAVEL

- The Executive Vice President will update University policies on travel, when government guidance eases restrictions over time.

STUDENT AND/OR VISITOR CONTACT PROTOCOLS

Signs will be posted at the entrances of each building to inform employees, students, and visitors of:

- Any/all one-way or alternative traffic patterns throughout each building.
- Any limits on the number of customers in any area at one time.
- Reminder to social distance (six feet apart) to the extent possible throughout the building.
- Contactless pick-up and delivery procedures for forms and other items.
- Employees will be informed of changes in traffic pattern throughout buildings by supervisors and posted signage.
- In every medium possible (i.e. newsletter, bulletins, social media, email, etc.), students, employees, visitors will be strongly encouraged to video or telephone conferencing instead of in-person meetings to conduct business affairs.

REMOTE WORK

- Employees who would like to request to work at some place other than the primary workplace on a temporary basis shall complete a Temporary Telecommuting Agreement for submission and approval by their respective supervisor.
- Telecommuting must not adversely affect customer service delivery, University operations, employee productivity, or progress of an individual or team assignment.
- Employees who are approved for telecommuting shall sign and abide by the Temporary Telecommuting Agreement. The agreement may require modification(s) to fit individual telecommuting site circumstances. A copy of the agreement shall be retained in the employee’s personnel file.
- The telecommuter will have regularly scheduled work hours that ensure the continuity of service and fulfillment of University operations. Any changes to standard work hours must be agreed upon by the supervisor in advance of the modified work schedule.
- Employees should examine the full Temporary Telecommuting Policy and Agreement at www.kysu.edu/COVID19 prior to signing the agreement.
- Employees approved for telework must submit a weekly telecommuting deliverables form.

COMMUNICATIONS

- The University has developed a comprehensive COVID-19 communications strategy that should supplement this document. Employees are encouraged to read the COVID-19 communications strategy in full to better understand University policy and procedures during COVID-19.
CAMPUS OPENING - Student Affairs, Dining and Student Support Services

KEY FACTORS

- Meet all federal, state and local laws, regulations and guidance regarding COVID-19
- When necessary test regularly all students, staff and faculty
- Screen students, staff and faculty entering the residence halls
- Contact trace COVID-19 positive persons
- Possess necessary PPE and sanitation materials
- Maintain reduced density on campus
- Practice social distancing in residence halls, academic buildings, dining halls and offices

CAMPUS DINING

- Students will schedule GRAB & GO dining services via the University’s GO K-STATE app available for download in the Apple store or Google store.

ADDENDUMS TO RESIDENCE HALL HANDBOOK

- Include clear language on expectations for universal masking, frequent cleaning and social distancing
- Include language that students must adhere to safety guidelines disseminated by the University in cooperation with federal, state and local regulations. The language should also be added to residence hall rules and regulations.
INSTRUCTIONAL DELIVERY
Kentucky State University will adhere to any directives issued by government officials. The health, safety, and wellness of every member of our community will guide our decisions.

- Modified in-person and remote instruction begins August 15 and goes through November 20.
- Classes will resume Monday, November 30 and will be held via remote instruction only.
  - Fall break will be eliminated.
  - No classes will be held Monday, November 23 through Friday, November 27.

COURSE DELIVERY
To promote social distancing and safety, courses will be delivered to students in the following formats:

- In-Class – students will attend class face-to-face pending class size.
- Hybrid (In-class/synchronous) instruction – Students will attend class, both face-to-face with reduced classroom size and attend class synchronously via the University learning platform – Blackboard – on alternating days.
- Online/Asynchronous Instruction – students will receive instruction via the University learning platform – Blackboard – by engaging with material provided and/or recorded by faculty.
- Synchronous – students and faculty will engage with each other during scheduled times through the University learning platform – Blackboard.
<table>
<thead>
<tr>
<th>OPERATIONAL ALERT STATUS</th>
<th>STUDENTS</th>
<th>FACULTY AND STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUARDED RISK</td>
<td>• Most instruction is in person, except large lectures</td>
<td>• Work from home encouraged whenever possible</td>
</tr>
<tr>
<td>HEALTHY AT WORK</td>
<td>• Housing open with virus mitigation and isolation interventions in place</td>
<td>• Those who need to support permitted activities allowed on campus</td>
</tr>
<tr>
<td></td>
<td>• Shared spaces open</td>
<td>• Research staff on campus based on project leader determination</td>
</tr>
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<td>• Gatherings capped at 100 people</td>
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<tr>
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<td>• Most activities are in person with restrictions. Virtual options are</td>
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<td></td>
<td>encouraged.</td>
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<tr>
<td>ELEVATED RISK</td>
<td>• Instruction primarily virtual; some in-person learning occurring</td>
<td>• Work from home encouraged whenever possible</td>
</tr>
<tr>
<td>ESSENTIAL PERSONNEL</td>
<td>• Housing open with virus mitigation and isolation interventions in place</td>
<td>• Those who need to support permitted activities allowed on campus</td>
</tr>
<tr>
<td></td>
<td>• Some shared spaces open</td>
<td>• Virtual work encouraged for research personnel; some permitted on campus for continuity</td>
</tr>
<tr>
<td></td>
<td>• Gatherings capped at 50 people</td>
<td></td>
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<tr>
<td></td>
<td>• Some activities are in person, but most are virtual.</td>
<td></td>
</tr>
<tr>
<td>HIGH RISK</td>
<td>• Instruction nearly all virtual; except select clinicals and labs</td>
<td>• Only essential staff report to work</td>
</tr>
<tr>
<td>SAFER AT HOME</td>
<td>• Housing restricted, emergency and essential use only</td>
<td>• Only those who support essential operations permitted on campus</td>
</tr>
<tr>
<td></td>
<td>• Shared spaces open only to support on-campus students and staff</td>
<td>• Research as restrictions effect</td>
</tr>
<tr>
<td></td>
<td>• Campus life activities not permitted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Kentucky State is open, but activities are heavily restricted.</td>
<td></td>
</tr>
</tbody>
</table>

Face coverings required on campus. Physical distancing is necessary, with a minimum of six feet between you and others when possible.

“I’m doing my part to keep us safe - BREDS AGAINST THE SPREAD OF COVID-19.”

KYSU.EDU/COVID19