



Student Repopulation Plan Fall 2020 Semester

ACTION: Develop and implement a framework focused on students enrolled for in-person classes and living in the residence halls during the fall semester.

BACKGROUND AND POLICY ISSUES: Two subgroups were assigned to implement planning, logistics and support of the Campus Plan Fall 2020 Semester approved by the Chancellor. The Plan includes in-person instruction for six academic programs, students living in the residence halls, and limited dining options.

The subgroups' work is shaped by guidance issued by local, state and national levels, as well as by the CSU. Additionally, the California Department of Public Health and Cal/OSHA issued on Aug. 7, 2020 a "COVID-19 Industry Guidance: Institutions of Higher Education," of guidelines and considerations intended to help institutions of higher education and their communities plan and prepare to resume in-person instruction.

The academic subgroup includes: Vandana Kohli, Phil Hampton, and Kirk England. The student support and communication subgroup consists of: Nancy Gill, Toni DeBoni, David Carlson, Cindy Derrico, Peer Gerber, Mary Laurence, Ginger Reyes, and Kristin Steiner.

Assumptions

- A maximum enrollment of 1,338 students in six academic programs approved for in-person instruction (Art, Biology/Geography, Chemistry, Environmental Science & Resource Management, Nursing, and Performing Arts).
- Limited faculty and staff to provide in-person instruction and support for students.
- A maximum occupancy of 430 students living on campus.
- Dining services to operate one dining facility and possibly the Freudian Sip coffee shop located at the Broome Library or another similar venue.

Drivers

- Local, state, and federal guidelines, as well as CSU directives.
- Safety and maintenance of the campus.

Considerations

- The various academic courses are being approached with slight differences due to the various disciplines, but most involve only a limited number of in-person days, with students rotating through labs, activities or locations in order to accommodate physical distancing requirements.
- Possible resurgence of cases in Ventura County during the fall semester requiring a pivot to all classes being offered online.
- Consistent communication with students, faculty and staff throughout the semester.

RECOMMENDATIONS & TASKS

DONE/COMPLETED:

- Establish campus guidelines to direct the contact tracing efforts associated with a member of the CSUCI community who has tested positive for COVID-19. **(DONE)**
- Establish a campus notification matrix that outlines the process for notifying the campus community per the guidance from the CSU, state and local public health officials, as well as applicable provisions of the Clery Act, to guide communication decisions regarding confirmed COVID-19 cases. **(DONE)**
- Create a website for the Fall 2020 Semester that includes a campus health and safety statement, updated FAQs, campus services and resources, technology services, campus communication, approved Campus Plan, and information for campus confirmed case(s). Create a secondary website with information specific for students enrolled for in-person courses, as well as the HRE website. **(DONE)**
- Develop an overall communication plan for the Fall 2020 Semester, as well as separate communication plans for students enrolled for in-person classes or living on campus. All plans should outline various communication tools to be utilized and message points. **(DONE)**
- Communicate the campus' health and safety requirements and expectations to all students. **(DONE)**
- Communicate to faculty a suggested statement to include in their syllabus along with the health and safety guidelines that were communicated to students, as well as information on steps faculty can take for students who do not comply with the health and safety requirements. **(DONE)**
- Communication from the Registrar's Office to all faculty about updated fall semester processes regarding student waitlists, adding, dropping, grading, class enrollment, and course substitution. **(DONE)**
- Communicate to employees a reminder about following public health orders and guidelines. **(DONE)**
- Outline a process for students who wish to add/drop in-person or virtual courses using email communication with faculty and update the Registrar's website with this information. **(DONE)**
- Parking permit options for students, faculty and staff. **(DONE)**
- Coordinate distribution of laptops, hotspots, etc. for students, faculty and staff as needed **(DONE)**
- Identify with student housing, rooms, spaces, offices, laundry other spaces to be closed or with limited use as determined. **(DONE)**
- Update the Visitors webpage regarding Admissions self-guided tours or campus visits noting the new COVID restrictions that outlines restricted access to the campus (language is on the Fall 2020 Semester website) **(DONE)**
- Install 3 digital roadway signs at the main University entrances (University Drive, Camarillo Street and Oxnard Street) noting the COVID rules strictly being enforced. **(DONE)**
- Identify campus personnel to be notified for suspected illness of COVID-19: for students notify the Dean of Students; for residential students, they should contact the Student Health Services or if after-hours, notify their Resident Assistant); for employees notify Kim Sones in HR. **(DONE)**
- Establish hours for exterior doors for buildings hosting in-person classes. **(DONE)**

- Establish student housing pre-move-in screening, health questionnaires and other requirements established in consultation with VCPH. **(DONE)**
- Communicate required completion of the online *CSU Learn COVID-19 Prevention Course* for students enrolled for in-person classes or living on campus. **(DONE)**
- Utilize Return to Campus guidelines, which includes a hazard assessment and work site specific planning analysis of areas/departments providing limited in-person services, walk-throughs of instructional buildings and student housing to determine physical distancing protocols, plexiglass shields, and other necessary health and safety requirements. **(DONE)**

RECOMMENDATIONS & TASKS

IN PROCESS:

- Staff three information tables the first week of the semester, as well as the week that Chemistry students begin in-person instruction that provides: copies of a campus map identifying buildings/areas accessible to students, restrooms, lactations rooms, Pharos printers, vending machines, parking lots, Library Lockers for drop-off/pick-up of equipment/materials; a limited supply of masks; hand sanitizers or dispensers on stands, and marketing giveaways. **(DONE)**
- Assess, produce and install prior to the start of the semester appropriate campus signage (exterior and interior) to ensure physical distancing, health and safety requirements for students enrolled for in-person classes or living in housing. **(DONE)**
- Establish a process for handling violations to the Student Conduct Code with regards to the COVID-19 pandemic through the Dean of Students office. **(DONE)**
- Provide cleaning supplies and signage for Pharos printers available to students, faculty or staff. **(DONE)**
- Determine staff support for Pharos printers during the semester for paper and toner supplies. **(DONE)**
- Other recommendations as identified by the academic subgroup?
 - Nursing to conduct pre-screening for their students. **(DONE)**
 - Establish steps or tasks necessary to pivot instruction to all online **(DONE)**
 - Provide supply of face masks inside instructional spaces for faculty or students who forget to provide their own **(DONE)**
 - Provide hand sanitizers in building instructional spaces. **(DONE)**

SUPPORTING DOCUMENTATION:

[CSUCI Campus Plan Fall 2020 Semester](#) (revised/reapproved August 2020)

[CSUCI COVID-19 Contact Tracing](#)

[CSUCI Notification Matrix](#)

[CDPH and Cal/OSHA “COVID-19 Industry Guidance: Institutions of Higher Education”](#)