



**Albright College Health and Safety Plan**  
**COVID-19 Pandemic Plan, Academic Year 2020-2021**  
**Phase Three, August 12, 2020**

**A. Introduction**

One of Albright's [core values](#) is connection, in which we specifically state the value of an equitable and inclusive community, within the Albright community that is comprised of a remarkable diversity of people, backgrounds and thoughts. Within this concept, we endeavor to foster strong, personal relationships and engagement with each other, college programs, the greater Reading area, and the world around us. At Albright College, we value our face-to-face interactions. The COVID-19 pandemic has significantly challenged our ability to live in, work at, and enjoy our in-person community.

This Albright College Health and Safety Plan has been prepared to communicate to all Albright constituencies the plans surrounding Albright's return to face-to-face education. This plan endeavors to address the challenges the pandemic presents to our institutional priorities and commitment to a residential, face-to-face community. Within this plan, the following goals have been put at the forefront:

1. To live our value of a connected, inclusive and face-to-face community as best we can during a pandemic.
2. To live our values of resilience and integrity by recognizing and honoring the collective importance of care for ourselves and others in our community so that we may all thrive and be well during this pandemic.

We recognize that, at times, these goals challenge each other and a commitment to both represents a balance. Importantly, this plan includes all of the [Pennsylvania Department of Education \(PA DOE\) requirements for a higher education health and safety plan](#) (see also below). In addition, this plan aligns with return-to-campus guidelines presented by both the [Centers for Disease Control](#) (CDC) and the [PA DOE](#) and [PA Dept. of Health](#) (PA DOH). For athletics, guidance from the [NCAA](#) and from the [MAC athletic conference](#) are also followed, as they become available.

Albright is committed to having in place policies and procedures that will provide for the health and safety of employees, faculty, students, community members, and visitors. Towards that end, faculty have been given the opportunity to teach courses online or face-to-face or as a hybrid of the two. The goal is to provide choices for faculty and to decrease the face-to-face time in classrooms. Staff and administrative employees have the opportunity to telework. Again, the goal is to provide employees with choices, if possible, recognizing the requirements of our face-to-face residential community.

To honor our commitment to having policies and procedures in place, to balance the above two goals, and to move towards start of classes for the fall 2020 semester on August 17, 2020, this plan will move forward in three phases, as described below. These three phases allow the Albright community to rebuild our face-to-face, residential work slowly, and safely, and provide the opportunity for modification quickly or between phases, should that become necessary.

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**Phase 1 started on July 6, 2020.** During Phase 1, employees who returned to the campus included staff in athletics, residential life, controller's office, Center for the Arts, library, and digital strategies and infrastructure. Please note that the health and safety strategies contained herein also pertain to the emergency essential personnel in the dining hall, facilities maintenance and custodial services, Gable Health Center, public safety and residential life who have been working on campus throughout the pandemic.

Also, coinciding with Phase 1, Albright's Schumo Center for Fitness and Well-Being opened by reservation for individual workout sessions, and its pool opened for individual swim sessions. These initial employees were identified as those who have the most work that must be accomplished on-campus to be ready for the fall and those who wish to return to campus and can safely do so in relative isolation.

**Phase 2 - July 27, 2020** - During Phase 2, employees who returned to campus included staff in athletics, advancement, student accounts, academic affairs, enrollment, and student and campus life. This group included those who will needed to be on site to continue readying the campus for student arrival.

**This third and final version of the Health and Safety Plan includes the policies and procedures that Albright put in place for phases one and two, and is updated with additional policies and procedures for phase three.**

**Phase 3 - August 12, 2020** - During Phase 3, employees returning to campus include staff in athletics, academic affairs, advancement, finance and operations, enrollment, student and campus life, communications, and digital strategies and infrastructure.

Also coinciding with Phases 2 and 3 is the return of students to Albright's residence halls. Move-in began on August 1 for residents of Rockland Hall and continued through August 17. Details about the move-in process and safety measures for living in the residence halls are outlined further in this document.

Also coinciding with Phase 3 is the start of on-campus and online instruction for students on August 17.

The COVID-19 pandemic continues to evolve. In addition, the CDC, PA DOE and PA DOH continuously evolve their guidelines. Albright is aware that it may need to adjust plans at any given time, and will notify the Albright community immediately should changing guidelines or circumstances warrant. ***If you have questions about this plan, please contact Ann Thompson, director of human resources, athompson@albright.edu.***

### **B. PA Dept. of Health Requirements**

The PA DOH has asked colleges to address nine specific areas in published [Health and Safety Plans](#). This plan works to address these areas, as detailed below (see also [this link](#)).

**1. A strategy on how the institution will coordinate with local public health officials or the equivalent thereof.**

Albright's college-wide [Pandemic Planning Task Force \(PPTF\)](#), which originally formed during the avian flu in 2008, began meeting regularly in January 2020. The PPTF meets twice weekly while continually monitoring and carefully reviewing the guidance provided by the Centers for Disease Control (CDC) and from Pennsylvania State health officials. Several teams consisting of faculty, staff and students were tasked with thinking through plans for the fall, including the logistics of reopening campus. These teams met twice weekly to consider various options and scenarios based on the [state's plans for reopening](#). All decisions have been made using the best data available, following all applicable federal, state and local health guidance and regulations, and have been guided by Albright's priority to protect the health, safety and well-being of our students, faculty and staff.

**2. A strategy to safely resume in-person instruction.**

Approximately one third of Albright classes will be held in-person, one third will be fully online, and one third will be a hybrid of on-campus and online experiences. Lab and studio classes in particular will include on-campus components.

**A. Classroom capacity and reservation requests**

1. Classroom capacities are posted on the door to classrooms. These have been determined based upon the maximum allowed for that space per PA DOE, DOH and CDC guidelines. Furniture may not be removed from, nor moved into classrooms. Seats are placed at, or marked at, appropriate distancing per the guidelines.
2. Faculty will be provided with seating charts for the specific classrooms to assist in contact tracing, should this become necessary.
3. Classrooms are assigned by the registrar's office based upon class size, scheduling of simultaneous classes, and accessibility needs of students. Only after these assignments have been uploaded into Event Manager will reservation requests for classroom use outside the teaching assignments be available.
4. Some classroom locations will require the instructor to provide their own laptop, as there is no podium computer. These teaching spaces include:
  - i. Student Center Main Lounge – screen will be left down. HDMI cord provided.
  - ii. Student Center South Lounge Fireside
  - iii. Student Center South Lounge West
  - iv. MPK Chapel – screen and projector will be provided.
  - v. Wachovia Theatre – screen and projector will be provided.
  - vi. Kachel Chapel, Teel Hall – screen and projector will be provided.
5. Outdoor locations must be reserved at least 48 hours in advance of use, through Event Manager. Building secretaries will be trained to assist with this process. These spaces provide alternative locations to classroom meetings but have limited seating capacity giving the spacing requirements for the Adirondack chairs, or of the physical facility. Some faculty are exploring asking students to bring a small lawn chair to campus. Outdoor classroom locations include:

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- i. Great Lawn (on the west, 13<sup>th</sup> Street, side of the library) - capacity = 18
- ii. Masters Lawn (on the west, 13<sup>th</sup> Street, side of Masters Hall) - capacity = 18
- iii. Science Field – capacity = 18
- iv. Amphitheatre of CFA – capacity = 25
- v. Selwyn Pond Amphitheatre – capacity = 12
- vi. Kelchner Field bleachers – capacity = 30

### **3. A strategy to monitor health conditions on its campus community.**

As described further below, Albright will monitor health conditions for all employees on its campus by using an initial return to on-campus work screening form, along with the Healthy Together App (and a daily questionnaire for those without access to the app), which include daily review of a set of health screening questions for each community member.

Beyond the measures it has in place for all employees, as described further below, Albright also has specific measures in place to monitor the health conditions of its athletics, Schumo Center and aquatics staffs, due to the nature of increased risk of exposure in athletics settings.

Furthermore, given that Albright's Schumo Center for Fitness and Well-Being opened during phase one by reservation for individual workout sessions, and its pool opened for individual swim sessions, as described further below, Albright has developed specific measures for monitoring the health of fitness participants.

#### **a. Initial Employee Return to On-Campus Work Screening Form**

Before any employee returns to campus, they will complete an initial return to on-campus work screening form in Dayforce, which will require employees to answer the following questions:

- Have you previously been or are you currently diagnosed with COVID-19?
- In the last 14 days have you been living in or visited a place where COVID-19 is spreading and/or is an area reporting an increased number of COVID-19 cases?
- In the last 14 days, have you had direct contact with someone who has a suspected or confirmed case of COVID-19?
- In the last 14 days, have you had any of the following symptoms: fever (100.4°F), chills, extreme fatigue, cough, pain or difficulty breathing, shortness of breath, sore throat, body aches, loss of taste or smell, eye discharge?

If an employee answers 'yes' to any of the above questions, the form will be automatically sent to the Gable Health Center. The employee will be responsible to self-isolate, and to call and speak with the Health Center before they return to campus. Also, if, in its review of these forms, an employee answers 'yes' to any of the above questions, Albright's Health Services may, on its own, and without any contact from the employee, contact another employee for more information.

#### **b. Healthy Together App and Health Screening Questions**

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After the initial return to on-campus work screening form, all employees will conduct a daily self-screening for COVID-19 by using the Healthy Together App or by answering a set of health screening questions.

If the Healthy Together App or the set of health screening questions directs a particular employee to be tested for COVID-19, the employee is instructed not to come to campus. That employee will be directed to contact their supervisor and Albright’s Gable Health Center. Albright will then encourage the employee to go to their own personal health care provider in order to receive further medical assistance.

The set of health screening questions employees may use each day in lieu of the Healthy Together App are below. Please note, these questions serve as a symptom checker, just like the app. Responses are not recorded and do not need to be sent to a supervisor unless an employee answers yes to the symptoms (see above paragraph).

Are you currently experiencing any of the following symptoms?

SYMPTOM	YES	NO
Fever (100.4 F or greater)		
Body Chills		
Extreme level of fatigue		
Cough		
Pain/Difficulty Breathing		
Shortness of Breath		
Sore Throat		
Body/Muscle Aches		
Loss of Taste		
Loss of Smell		
Changes to Vision/Eye Discharge		

Have you had any direct contact with anyone who lives in or has visited a place where COVID-19 is spreading and/or is an area reporting an increased number of COVID-19 cases (i.e. “hot spots”)?

Yes                       No

Have you had any direct contact with someone that has a suspected or lab confirmed case of COVID-19?

Yes                       No

If an employee answers ‘yes’ to any question, the employee should not come to campus. The employee should contact their supervisor and Albright’s Gable Health Center. Albright will then encourage employees to go to their own personal health care provider in order to receive further medical assistance.

**c. Athletics Staff**

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Beyond the measures it has in place for all employees, Albright also has further measures in place to monitor the health conditions of its athletics staff, due to the nature of increased risk of exposure in athletics settings.

Prior to returning to campus, all athletics staff will complete an initial COVID-19 screening form. This form will ask athletics staff members to identify possible COVID-19 symptoms such as a fever, cough, sore throat, and loss of taste. It will also ask athletics staff to list any counties/states/cities they have visited since March 15, 2020. Finally, it will ask athletics staff to list any individuals they may have come into contact with during the previous five days. The purpose of asking staff members to list any individuals that they may have come into contact with during the previous five days is to gather information for any contact tracing that may need to be conducted.

A complete copy of the initial screening form for athletics staff can be found in **Appendix A**. This form gets submitted electronically to Rick Partsch, head athletic trainer, [rpartsch@albright.edu](mailto:rpartsch@albright.edu).

If the initial screening form indicates that an athletics staff member may have COVID-19, that staff member will be asked to get tested for COVID-19 with his or her personal health care provider.

Also, beyond completing an initial screening form prior to returning to campus, all athletics staff will have their temperatures taken daily before entering any athletics building. Anyone with a temperature above 100.4°F will be denied entrance to the building they work in, and will not be permitted to return to work until they have no fever and no evidence of COVID-19 symptoms. Albright will then encourage the staff member to go to their own personal health care provider in order to receive further medical assistance.

### **d. Schumo Center/Aquatics Staff**

Beyond the measures it has in place for all employees, Albright also has further measures in place to monitor the health conditions of Schumo Center and aquatics staff, due to the nature of increased risk of exposure in athletics settings.

All Schumo Center and aquatics staff are asked to self-screen daily by taking their temperature and answering a series of health screening questions either through the Healthy Together app or a hard copy form (Appendix B), which is available at the Schumo Center front desk. This daily screening form asks Schumo Center and aquatics staff to identify possible COVID-19 symptoms such as a fever, cough, sore throat, and loss of taste. Thermometers are also available at the Schumo Center desk. Anyone with a temperature above 100.4°F will not be permitted to work and will be encouraged to go to their own personal health care provider in order to receive further medical assistance.

A complete copy of the daily screening form (hard copy version) for Schumo Center and aquatics staff can be found in **Appendix B**. This form is in lieu of the Healthy Together app. Copies are available at the Schumo Center front desk. Questions about this process should be directed to Alison Burke, director of the Schumo Center, [aburke@albright.edu](mailto:aburke@albright.edu).

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If the daily screening form indicates that a Schumo Center or aquatics staff member may have COVID-19, that staff member will be asked to get tested for COVID-19 with their personal health care provider.

### **e. Fitness Participants using Schumo Center/Aquatics Facilities**

During phase one, Albright's Schumo Center for Fitness and Well-Being opened by reservation for individual workout sessions, and its pool opened for individual swim sessions.

Upon entering the fitness center or pool, patrons are being asked to sign in, and they are asked if they have used the aforementioned Healthy Together App to conduct a self-screening. If so, and if the Healthy Together App has indicated it is safe for a patron to enter the fitness center or pool, that individual is allowed to enter the premises.

If, upon signing in, an individual has not used the aforementioned Healthy Together App to conduct a self-screening, such an individual is given two options:

1. The individual can download the Healthy Together App and conduct a self-screening with it on the spot. If the Healthy Together App indicates it is safe for a patron to enter the fitness center or pool, that individual will be allowed to enter these premises.
2. In lieu of the Healthy Together App, an individual will be given the option to answer the screening questions found in **Appendix B**. If, after completing the screening form in Appendix B, it is found that it is not safe to allow a patron to enter the fitness center or pool, the patron will not be allowed to enter.

### **4. A strategy to mitigate and contain the spread of the virus on campus, and to inform the PA DOH in the event that transmission occurs at the institution.**

In the event that it is discovered that someone on Albright's campus has a COVID-19 infection, Albright will use proper cleaning protocols for areas that the infected individual contacted and will contact the PA DOH. Also, Albright will work with health professionals to conduct contact tracing to discover other people with whom the infected individual may have come into contact. Contact tracing in Berks County is being conducted by Co-County Wellness Services. A plan for quarantine and isolation for infected individuals is in place. Faculty and staff will not be permitted to return to campus until they are symptom-free as noted by CDC guidelines. Albright's Gable Health Center will work with students individually to determine if the student should return home or be isolated on campus. This will be handled on a case-by-case basis.

Self-tracing via the [Healthy Together](#) app is also recommended for all students, faculty and staff. Already being utilized by several states in the fight against COVID-19, this app's data is limited to health and research efforts in fighting this pandemic.

### **5. A strategy to communicate accurate and timely information to students, faculty, staff, and the communities it serves.**

Albright's strategy to communicate accurate and timely information to all students, faculty, staff, and the communities it serves involves a multi-platform approach that incorporates email, text messaging

(for urgent communication), social media, on-campus posters and signage, and a centralized website with all information related to COVID-19 and Albright's Return to Campus. The website, which includes a [dashboard](#) indicating number of tests negative and positive on campus, can be found at: <https://www.albright.edu/about-albright/buildings-facilities/gable-center/covid-19/>.

Some of the material on the website includes:

- Health Alerts (<https://www.albright.edu/about-albright/buildings-facilities/gable-center/covid-19/health-alerts/>)
- Messages for Faculty and Staff (<https://www.albright.edu/about-albright/buildings-facilities/gable-center/covid-19/messages-to-faculty-and-staff/>)
- Instructional Videos (<https://www.albright.edu/about-albright/buildings-facilities/gable-center/covid-19/coronavirus-conversations/>)
- FAQ's (<https://www.albright.edu/about-albright/buildings-facilities/gable-center/covid-19/#FAQ>)
- Specific information about the return to Albright's campus (<https://www.albright.edu/about-albright/return-to-campus/>)

## **6. A strategy to reinforce practices related to hygiene, sanitation, and face coverings on campus.**

### **A. Campus-Wide Policies – We are all in this together!**

For all employees, faculty, and students, through the [Albright Community Care Compact](#), Albright has instituted the following campus-wide policies related to hygiene, sanitation, and face coverings:

- Utilizing hand sanitization stations throughout Albright's campus and frequently washing hands for at least 20 seconds.
- Sanitizing surfaces that are used frequently, including tables, door knobs, desks, light switches and computer keyboards.
- Wearing a mask, as [recommended by the CDC](#), that covers the nose and mouth on campus, both inside and outside buildings when within six feet of another person, unless actively eating.

### **B. Further Specific Measures**

Each returning department is being provided with PPE that includes the following: sanitizing sprays, nitrile gloves, cloth masks, disinfecting wipes, spray bottle with cleaning solution, and cloth rags. Staff and faculty in each area will use these materials as appropriate and needed to promote proper hygiene and sanitation.

**To further the health and safety of the Albright campus, the facilities department has implemented the following:**

1. Sanitizing stations have been placed in multiple locations in all buildings.
2. Signs with helpful reminders about maintaining health and safety have been placed around campus.

3. Directional signs that promote social distancing have been placed in buildings to assist with traffic flow, especially in areas with narrow hallways and in restrooms.
4. Restroom seat covers have been installed.
5. Classroom capacity has been downsized to promote social distancing and to limit the amount of people in a room at one time.
6. Sanitizing wipes and hand sanitizer will be placed in each classroom for self-care and sanitation of desks in between classes.
7. A deep clean and sanitation of all residential halls will occur at least once per day, seven days a week.
8. A deep clean and sanitation of all academic buildings' high touch, high traffic areas will happen every business day.
  - a. Areas of sanitation include, but are not limited to, restrooms, laundry rooms, common areas, light switches, railings, door knobs/handles, elevator buttons
9. Facilities is currently exploring the feasibility of adding a second daily cleaning to the above mentioned areas.
10. Plexiglass barriers have been placed in areas where close interactions take place as a secondary precaution to masks.
11. Water fountains have been turned off as a precautionary measure. Bottle fill stations will continue to operate.

**Due to the nature of increased risk of spread in athletics settings, the following additional measures have been put in place for Athletics and the Schumo Center.**

### **1) Athletics**

Throughout the facilities where athletics staff areas of work, there will be individual and mobile hand sanitizing stations. Disposable towels will also be used in athletics facilities. Throughout athletics facilities, there will be biohazard containers and bags. Athletics training staff will also be provided with face masks, gloves, eye protection, gowns, spray bottle with cleaning solution, cloth rags, and non-contact infrared thermometers. Finally, Albright will provide athletics -staff with all necessary cleaning and disinfecting solutions. Staff in this area will use these materials as appropriate and needed to promote proper hygiene and sanitation.

### **2) Schumo Center/Aquatics**

During phase one, Albright's Schumo Center for Fitness and Well-Being opened by reservation for individual workout sessions, and its pool opened for individual swim sessions. As described further below, Albright developed protocols related to hygiene, sanitation, and face masks for both Schumo Center and aquatics staff, as well as patrons using its Schumo Center and aquatics facilities.

#### **a) Protocols for Schumo Center and aquatics staff**

Prior to starting back to work, all Schumo Center and aquatics staff received training on cleaning protocols.

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All Schumo Center and aquatics staff have been provided with face masks and disposable gloves, and all staff members wear face masks and disposable gloves when cleaning machines, equipment or other surfaces in the facility.

Throughout the areas where Schumo Center and aquatics staff work, additional no-touch garbage cans have been placed.

When cleaning the Schumo Center and aquatics areas, staff follow these protocols:

- The entire facility shall be disinfected prior to opening.
- Disinfectant wipes will be used to wipe down plexiglass, SS tablet (prior to turning on), and any computer's keyboard/mouse prior to turning it on.
- Disinfectant wipes will be used to wipe down phone and front desk area.
- Every hour, all "high touch" areas will be wiped down by Schumo Center staff. This includes: door handles throughout the fitness center, front door entrance and exit door handle, all cardio equipment railings, heartrate sensors, and touch screens, red vinyl on all equipment and benches, handles on all equipment and benches, pull-pin on all strength equipment.

After cleaning, all Schumo Center and aquatics staff follow proper safety protocols for removing their gloves. After removing their gloves, all Schumo Center and aquatics staff wash their hands thoroughly (with lathered soap for 20 seconds), rinse their hands with hot water, and dry their hands completely.

### **b) Protocols for Fitness Participants**

In order to promote hygiene, sanitation, and an overall healthy and safe environment for fitness participants using the Schumo Center and aquatics facilities, Albright has developed:

- (1) General Fitness Participant and Facility Usage Protocols
- (2) Protocols on Pool Usage
- (3) Protocols for Participants when Preparing to Swim
- (4) Protocols when Swimming.

#### **(1) General Fitness Participant and Facility Usage Protocols:**

- Disposable face masks will be available for fitness participants to purchase and hand-sanitizing dispensers and sanitizing wipe stations have been installed throughout the facility.
- Fitness/pool participants must reserve a time to utilize the fitness center. Each fitness participant may reserve (7) 90-minute sessions per week.
- Follow one-way arrows for entrance through the front doors and exiting through the back doors.
- When group fitness classes return, reserve space to adhere to the new limited class size.
- Members will be required to sanitize and wipe equipment after each use.
- Members will be required to maintain six-foot distances and markers where lines form (such as the front desk area) will be provided to help determine spacing.

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- All exercise equipment shall be cleaned and disinfected at regular intervals; patrons shall have access to wipes or sprays to disinfect equipment prior to and after use and shall be encouraged to follow such protocols.
- Door foot-pulls will be added to allow people to open doors with their feet and prop entrance/exit doors when possible.
- Patrons shall be encouraged to bring their own personal equipment such as yoga or exercise mats; such items should be cleaned and disinfected by the patron before bringing it into the facility.
- Participants shall wear face coverings while they are on the premises, especially if they are working in close contact with coaches and/or trainers. Face masks may be removed while exercising. Bags for personal face masks will be available at the front desk for proper storage during this time.
- When locker rooms are back in usage, use will be limited to every other locker and shower in the locker rooms.
- Strength equipment will be placed eight feet apart.
- Group exercise participants will be spaced 10 feet apart.
- No contact sports will be allowed until deemed safe. This includes pick-up basketball, intramural and club sports.
- Participants will be asked to keep to the right when entering and exiting.
- Floor markers will be installed to indicate safe distancing in the lobby, locker rooms and bathrooms; riders will be asked to wait outside in their car until just before class begins.
- Use of water fountains will be limited and participants will be encouraged to bring their own water bottles.
- All magazines, books, and marketing materials will be removed.
- Participants will be required to bring their own towels for usage in the fitness center.
- Shared mats, and possibly all mats, will be removed.
- “Working in” on equipment will not be allowed. Finish sets and wipe off equipment.
- Participants will be encouraged to take 2-3 sets of dumbbells to bench, do all sets, wipe and return.
- A dedicated studio for older adults with compromised immunity and pre-existing conditions will be available.
- The number of people in room will be limited per state guidelines.
- No shared equipment; everyone has own station

## **(2) Protocols on Pool Usage:**

- All participants will utilize back door (Birch Street) access.
- All participants must show ID and sign in at desk in pool area.
- No usage of locker rooms for changing or showering.
- Handicap bathroom to be used as restroom only.
- Increase water sanitation level - As example keep chlorine closer to 2.0 PPM.
- All five lanes will be in the water to avoid water walkers congregating together in shallow end.
- Visible markers on the floor will indicate appropriate spacing on the pool deck, entrances, etc.

## **(3) Protocols for Participants Preparing to Swim:**

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- Wash hands with a disinfectant soap and water (for 20 seconds or longer) or use a hand sanitizer if soap and water are not readily available, before going to the pool.
- Do not share equipment.
- All general pool equipment that is normally available to the public **will not** be available during initial opening phase.
- The water fountain in the pool will not be accessible. Patrons must bring a personal water bottle.

#### **(4) Protocols When Swimming:**

- Follow directions from lifeguard.
- Follow directions for spacing and stay at least six feet apart from others.
- Guards will direct swimmer to a lane until pool is full. If there are more than six swimmers, the lanes will be separated, and a swimmer will be added to each lane with maximum capacity of 11 swimmers (only one swimmer in lane one because of ladder).
- Water walkers will be assigned a line to walk in and may need to share lane with a swimmer.
- No physical contact with others, such as shaking hands.
- Suits must be worn to and from the pool to avoid utilizing locker rooms for anything other than restroom facilities.
- Leave the facility as soon as reasonably possible after swimming is complete.
- Wash hands thoroughly or use a hand sanitizer after leaving the pool.

### **7. Implement social distancing interventions and make the necessary modifications to facilities that may create an environment conducive to healthy, safe, equitable and inclusive learning.**

#### **A. Campus-Wide Policies**

For all employees, faculty, and students, through the Albright Community Care Compact, Albright has instituted the following campus-wide policies related to social distancing:

- Maintaining a social distancing practice of at least 6 feet both on- and off-campus and replacing shaking hands, hugs and physical touching with verbal appreciation.
- Avoiding in-person meetings and instead, using Microsoft Teams or Zoom to meet with others. If an in-person meeting is essential to job function, employees will follow protocol for requesting such a meeting and will follow the guidelines outlined in the Albright Community Care Compact.

#### **B. Further Specific Measures**

Beyond the aforementioned campus-wide policies, as described below, Albright has put in place further measures when it comes to 1) Public Safety, 2) Dining Hall, 3) Student Accessibility, 4) Facilities, and 5) Schumo Center/Aquatics.

##### **1) Public Safety**

Plexi-glass has been installed in appropriate areas in this department to enhance safety on campus.

## **2) Dining Hall**

Students may order “to-go” meals from the **Student Center Dining Hall** via GrubHub, or dine-in with limited seating capacity. In keeping with CDC recommendations, directional signage and floor decals have been installed to control flow, and seats are arranged to encourage social distancing. Plexi-glass has been installed in appropriate areas in the Dining Hall to enhance safety on campus.

**Jake’s Place** and **Peg’s Café** offer mobile order and pick-up only. Condiments are provided with orders instead of self-serve. Floor graphics to encourage social distancing have been installed in **Rockland Market**.

## **3) Student Accessibility**

Plexi-glass has been installed in appropriate areas in this department to enhance safety on campus.

## **4) Facilities**

Facilities has additional plexi-glass in stock if people discover that they need it installed on Albright’s campus.

**Ventilation** - While studies are still being performed and new information is presented daily as to the aerosol nature of SARS-CoV-2, the Albright facilities team has taken the following steps to be better prepared. Please remember, each building on our campus contains different units that condition the air, so work has varied between buildings to maximize safety while also considering factors such as system capabilities, air flow exchanges, ability to successfully condition all air at reasonable temperatures, as well as financial costs.

- a. Albright recycles airflow in most areas as to not have to condition fresh air consistently. This measure is done to reduce utility costs to the college. Where applicable, we have opened dampers to allow more fresh air intake into the systems to be conditioned and dispersed into the buildings to assist with air flow exchanges and increased fresh air.
- b. Albright reduces air exchange rates and conditioning of air overnight as a cost/energy saving measure. We are running all HVAC units continuously at high levels to ensure the highest amount of airflow in buildings even when not in use. This will help continue to circulate the air throughout non-operating hours.
- c. Albright replaces all filters in HVAC units per each unit’s recommendations with a cost-efficient filter. We have switched to the highest allowed Merv-rated filter in each HVAC unit where applicable. The rating on each filter does vary with each individual unit. Due to our aging systems, we did have to balance out the filter type with the unit’s ability to draw enough airflow through the filter.
- d. We will be increasing the amount of air filter changes throughout the year.
- e. We have repaired, and continue to work with vendors to continue repairing, windows in all buildings to allow access to open. This will assist in getting fresh air into rooms.
- f. In areas where we believe fresh air flow is inadequate, we are installing portable air purifiers with HEPA filters to assist in cleaning the air and to reduce risk.

### **5) Schumo Center for Fitness and Well-Being**

To maintain proper social distancing, and to maintain a healthy and safe work environment in the Schumo Center for Fitness and Well-Being, Albright has put in place the following guidelines:

- Fitness Center is only open by reservation for individual workout sessions.
- Usage numbers will be determined by state and local guidelines, and there will be 50% or less occupancy/ability in order to maintain six feet social distancing.
- Pool is only open for individual swim sessions.
- No group exercise on land or in the pool.
- No pick-up or contact basketball in gymnasium.
- It is recommended that members of at-risk populations take greater precautions and refrain from utilizing the facility. If such members choose to exercise, they must use the designated areas within the fitness center.
- No doubles or group racquetball. Individual users must bring their own equipment.

Plexi-glass has been installed on the front desk. Staff members will remain behind the front desk with plexi-glass and wear appropriate PPE (masks/gloves), and they will only be permitted to leave for cleaning duties and personal breaks.

Proper signage has been put in place to promote social distancing, and usage of cardio equipment will be limited to every other machine in order to further promote social distancing. Some machines will be turned off.

### **6) Residential Life**

To maintain a healthy and safe living environment, the following protocols for a structured move-in process and living in the residence halls have been established.

a) Structured move-in process timeline:

August 1 – First available timeslot for Rockland Hall residents  
August 3 and 4 – LRAs  
August 7 – RAs  
August 9 – POPs  
August 10 – Football Team  
August 12 – First-Year students coming from long distances  
August 13 – First-Years  
August 14 – Upperclassmen  
August 15 – Remaining Upperclassmen  
August 16 – Pressing/Necessary Accommodations

b) Move-in groupings:

- a. Student athletes will move in at the same time as their teammates
- b. Those who share an apartment will move in at the same time as one another.

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- c. Those who share an assigned bathroom will move in at the same time as one another (ie. Individual floors of each pod in North Hall, halves of the halls in Quad buildings.)
  
- c) Rules and guidelines for move-in days:
  - Before arriving, all individuals assisting with the student's move-in must take their temperature. Anyone with a fever of 100.4 degrees or higher or who is feeling ill should stay home.
  - Students should be moving in and unpacking while any helpers are present in the hall. Significant socializing should wait until the residents are the only ones present in the halls to reduce exposure concerns.
  - Masks must be worn by all parties involved with move-in at all times when on campus.
  - Remain six feet away from anyone who is not a member of your own household.
  - All residents and helpers should wash or sanitize hands often during move-in.
  - Residents and their helpers should touch as few surfaces outside of their own room and vehicle as possible.
  
- d) Family/peer housing model:

For traditional residence halls, housing assignments will reflect a peer grouping housing model, whereby students' housing assignments will be made by athletic teams or academic courses. This applies primarily to Quad buildings for incoming students (Smith Hall, Crowell Hall, Walton Hall, and Krause Hall) and North Hall for returning students for which groupings/consolidations need to be made. This grouping will not apply to single rooms, affinity housing, apartments, or suite style living, as these areas are most likely to self-selected based on preexisting peer groups (Mohn Hall/Albright Court, Albright Woods Apartments, and Rockland Hall).

  - Incoming students will be housed by major and moved-in by distance from campus, with the exception of incoming student athletes. Incoming student athletes will be housed by their athletic teams. At this time, all incoming first-year and transfer students are to be housed in the Quad buildings.
  - Roommate pairings for first-year and returning students will be honored wherever possible within these peer groupings.
  
- Peer groupings will be made for students who do not select a roommate or who do not go through the housing selection process.
  
- e) Policies and processes to be included in the Community Living Guide:

The following items will be revised for fall 2020 to ensure necessary safety measures within the residence halls.

- Appointments with Residential Life staff will be virtual wherever possible. In-person meetings will only be required in emergency situations. Outdoor meetings can take place, weather permitting.
- RAs on duty will complete rounds per usual, but will complete duty responsibilities from their room. Each staff will be provided a duty cell phone to be available to their students.
- Room changes will not occur for the fall semester, unless deemed an emergency by Residential Life.

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- After the move in process, visitation within residence halls will be restricted to residential students only. Off-campus, commuters, and non-student guests will not be permitted inside the residence halls. This includes family members, significant others, unapproved faculty/staff, and non-Albright friends.
    - o The number of students permitted in each room will be reduced to ensure safe social distancing within each space. This will be determined and will vary from traditional residence halls to suite/apartment/and affinity houses.
  - Students will be asked to wear masks and check their temperature when leaving their rooms. Students will need to wear masks in residential common areas and visits to the restrooms.
  - Furniture within common areas will be limited to avoid capacities over 5 to 10 students, depending on the size of the space. Capacity will be posted in each area. Some lounges, specifically in North Hall, will be closed for student use.
  - Social distancing measures will be in place throughout residential areas, outlining that students are to remain 6 feet apart unless they are within the same room.
  - Signs are to be placed on the interior of all residential doors to remind students to wear their masks, practice safe social distancing, engage in proper hygiene, and to appropriately report illness or COVID-19 symptoms.
  - For Rockland Hall, only one person will be permitted in an elevator at a time. Signs will be posted to use the elevators in the event of an emergency.
  - Specific entries and exits will be determined for appropriate traffic flow.
  - Students will be encouraged to avoid unnecessary travel off campus, including weekend visits home and to high-risk areas.
- f) Residential programming:
- RA training and the residential programming model will be adjusted to limit capacity at in-person programs (a sign-up process will be implemented), encourage outdoor activities, and engage in virtual student engagement.

### **8. Review and adjustment of attendance requirements, absentee policies, and non-essential travel for students, individuals at high risk of COVID-19, and personnel.**

- A. Attendance** - As always, faculty create and manage their own attendance policies. This year, “attendance” may look different and faculty should think ahead about how to track and assess it.
- o We encourage you to continue to be flexible as we all face the enormous stresses of our current world. Consider requiring “proof of activity” rather than attendance per se. For example: posting low-stakes discussions or group assignments by weekly deadlines; completing a specified number of low-stakes assignments by the end of a course rather than weekly; dropping a certain number of lowest scores; having students type a quote into a Zoom Chat to start the day; asking students to contribute to a shared document.
  - o At the same time, keeping track of our students’ well-being is more important than ever. If you do not hear from/see a student for a week or so, or if you have any concerns about a student’s health or well-being, please post your concern to the student's lions edge page.

- This semester, we recommend that you do not require a signed medical excuse for a student's absence. Students have signed the Community Care Compact which pledges them to stay away if they feel the slightest bit unwell.
- Hybrid/blended learning courses allow students to engage no matter where they are. If they are mildly ill or staying home out of an abundance of caution, they can "attend" and stay engaged remotely; if they are more seriously ill, you'll need to work with them on how to accomplish your learning objectives, just as in a regular semester. Everyone is likely to be anxious about the possibility of falling sick and what will happen if they do. Consider addressing your plans for accommodating illness in your early class sessions as well as on your syllabus.
- In some courses, it may be beneficial to create a buddy system in which students have partners with whom they can share notes, talk through difficulties, peer-review work, etc.

**B. Sample COVID-19 Absence Policy**

- Students are encouraged to work directly with their instructors regarding any absences. For absences related to COVID-19, please adhere to the following:
  - **Do not come to class if you are sick.** Please protect your health and the health of others by staying home. Contact your healthcare provider or the [Gable Health Center](#) if you believe you are ill. In particular, if you have any [symptoms of COVID-19](#), please do not come to class.
  - If you are absent from class as a result of a COVID-19 diagnosis or quarantine, as instructor I will do the following to help you continue to make progress in the course: [INSERT PLAN HERE. E.G., PROVIDE REMOTE LEARNING OPTIONS AND ASSIGNMENTS ON A CASE-BY-BASE BASIS]. The final decision for approval of all absences and missed work is determined by the instructor.
  - If your psychological health is compromised due to the pandemic and how it may affect other family members and other close associates, you are encouraged to contact the [counseling services](#) on campus and to discuss options for a modified assignment schedule similar to that outlined above.

**C. Non-essential travel for students and personnel**

- All students, faculty and staff who are on campus have committed to the following as per the [Community Care Compact](#): I carefully consider the potential risk of traveling, and avoid unnecessary travel to anywhere, but most especially to areas with high COVID-19 infection or transmission rates. If I am considering traveling, I will contact the Gable Health Center for information on areas of high infection or transmission rates.

**9. Modification of course modalities, schedules, and academic calendars to adapt to changing transmission levels and community spread of the virus.**

**A. Academic schedule fall 2020**

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Classes will be conducted in two, seven and a half week sessions this fall, instead of one 15-week semester. Students will take two classes during each session and will still earn four course credits over the full fall semester. This plan allows faculty and students to be flexible, creative and resilient as we continue to monitor the pandemic and guard against the potential for resurgence.

Approximately one third of Albright classes will be held in-person, one third will be fully online, and one third will be a hybrid of on-campus and online experiences. Lab and studio classes in particular will include on-campus components. Taking fewer classes at a time allows students and faculty to focus more deeply on each topic, while also cutting down on the number of people to which students and faculty are regularly exposed.

Albright will begin its first fall session two weeks early, on Monday, August 17. The early start allows for classes in both sessions to be completed by November 24, ahead of the regular flu season. Final exams for the second fall session will be held remotely, so that students will not need to return to campus after Thanksgiving – further reducing the risk of travel-related infection.

### **B. Academic calendar fall 2020**

August 17: Fall session 1 – classes begin  
October 2: Fall session 1 – classes end  
October 5-6: Fall session 1 – Final exams  
October 7: Fall session 2 – classes begin  
November 24: Fall session 2 – classes end  
November 30: Fall session 2 – Reading Day  
December 1-2: Fall session 2 – Final exams (online only)

### **C. Course drop/add period for returning students**

Returning students will still be registered for the same classes they originally signed up to pursue this fall. However, to accommodate the change to seven and a half week terms, course sessions and times will be updated and require review in Self Service.

During the add/drop period in early July, changes can be made in Self Service to resolve conflicts, balance the number of courses in each session or replace cancelled courses. Advisors and the registrar's office will be available to answer questions through this process.

### **D. Grading Policy**

Albright's grading policy was temporarily adjusted to allow for Pass/Non-pass during the spring semester in order to lessen the stress on students during turbulent circumstances. Albright returned to its regular [grading policy](#) in the summer of 2020 and will continue in this manner in fall 2020.

### **E. Advising & Student Services**

When possible, all meetings, including one-on-one advising sessions should take place remotely, via Zoom or Microsoft Teams. In order to maintain social distancing, many student services – such as [accommodations](#), [tutoring](#), the [library reference desk](#) and [experiential](#) services such as [Handshake](#) for career and internships will continue to be available online. Find upcoming

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online workshops, links and contact information [here](#) for campus safety, residence life, the Health Center and more.

## Appendix A

### Albright College Athletics Staff/Student-Athlete COVID-19 Screening

**(Please note: This form is for those who cannot access the Healthy Together app or choose not to. It will be available electronically via Google docs)**

Name (last, first): \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Gender:  Male  Female

Student ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sport(s): \_\_\_\_\_

**Please complete all sections on this form to assess your potential exposure/possession of COVID-19 and other illness.**

Are you currently free from illness?  Yes  No

During your time away from Albright, did you experience, or are you currently experiencing any of the following symptoms?

SYMPTOM	YES	NO	LENGTH OF SYMPTOM (DAYS)	EXPLANATION
Fever				
Body Chills				
Extreme level of fatigue				
Cough				
Pain/Difficulty Breathing				
Shortness of Breath				
Sore Throat				
Body/Muscle Aches				
Loss of Taste				
Loss of Smell				
Changes to Vision/Eye Discharge				

QUESTIONS	YES	NO
2-14 days prior to experiencing these symptoms, did you experience a suspected exposure to COVID-19?		
Have you had any direct contact with anyone who lives in or has visited a place where COVID-19 is spreading and/or is an area reporting an increased number of COVID-19 cases (i.e. "hot spots")?		

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Have you had any direct contact with someone that has a suspected or lab confirmed case of COVID-19?		
During your time away from Albright, did you self-quarantine due to suspected symptoms or exposure of COVID-19?		
During your time away from Albright, have you been living in, or have visited an area reporting an increased number of COVID-19 cases (i.e. "hot spots")?		

Have you previously been or are you currently diagnosed with COVID-19?

Yes  No

Date of Diagnosis: \_\_\_\_\_

Do you have medical documentation to support your diagnosis and treatment of COVID-19?

Yes  No

Physician Name: \_\_\_\_\_

Physician Address: \_\_\_\_\_

Physician Phone Number: \_\_\_\_\_

Please list any counties/states/cities you have traveled to since March 15<sup>th</sup>, 2020 and the dates you were there:

1. \_\_\_\_\_ Dates: \_\_\_\_\_
2. \_\_\_\_\_ Dates: \_\_\_\_\_
3. \_\_\_\_\_ Dates: \_\_\_\_\_
4. \_\_\_\_\_ Dates: \_\_\_\_\_
5. \_\_\_\_\_ Dates: \_\_\_\_\_

Staff/Student-Athlete Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Trainer/ MD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Albright College Athletics Staff/Student-Athlete COVID-19 Contact Tracing**

Name (last, first): \_\_\_\_\_ Date: \_\_\_\_\_

Gender:  Male  Female

Student ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sport(s): \_\_\_\_\_

**Please complete this form to the best of your ability for the previous 5 days.  
Include any people you may have come in contact with.**

Date	Location/Activity	Time	Potential Contact(s)
Yesterday			
2 days ago			
3 days ago			
4 days ago			
5 days ago			



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**Appendix B**

**Albright College Schumo Center/Aquatics Staff COVID-19 Daily Screening**

**(Please note: *This form is for those who cannot access the Healthy Together app or choose not to. It will be available in hard copy at the Schumo Center front desk.*)**

Name (last, first): \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

**Prior to the start of your workday, please complete all sections on this form to assess your potential exposure/possession of COVID-19 and other illness.**

**Temperature check:** \_\_\_\_\_

Are you currently free from illness?  Yes  No

Are you currently experiencing any of the following symptoms?

SYMPTOM	YES	NO	LENGTH OF SYMPTOM (DAYS)	EXPLANATION
Fever				
Body Chills				
Extreme level of fatigue				
Cough				
Pain/Difficulty Breathing				
Shortness of Breath				
Sore Throat				
Body/Muscle Aches				
Loss of Taste				
Loss of Smell				
Changes to Vision/Eye Discharge				

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_