



**SAINT LEO**  
UNIVERSITY®

# A Framework for our Return to the Pride

## Stage 2: Fall 2020

A guide to help students, faculty, and staff safely return to University Campus, our Support Center, and Education Center locations.

Prepared by:  
The Saint Leo University Incident Command Team

Version 3.2  
Issued: 10/6/2020



## TABLE OF CONTENTS

Acknowledgments.....	3
Introduction.....	5
Guiding Principles.....	5
General Requirements.....	6
Academic Program Delivery.....	8
Facility Considerations.....	9
Student Life at University Campus.....	10
Athletics, Recreation, and Fitness.....	12
Student Health and COVID-19.....	12
Vulnerable Populations.....	14
Special Considerations for Staff and Faculty.....	14
Closing Comments.....	16
Appendix A: Activities by Stage.....	17
Appendix B: Quarantine Release Protocol.....	21
Appendix C: Version Change Log.....	23

## ACKNOWLEDGEMENTS

The university would like to acknowledge the contributions of the following individuals who have participated in the development of our Fall Framework, either through direct service on the Incident Command Team (ICT) or a working group, the submission of recommendations, consultation, or review of our ideas during development.

*Dr. Jeffrey Senese, President, COVID-19 ICT*

*Dr. Melanie Storms, Senior Vice President, COVID-19 ICT*

*Dr. Mary Spoto, Vice President for Academic Affairs, COVID-19 ICT*

*John Nisbet, Vice President for Finance & CFO, COVID-19 ICT*

*Carla Willis, Vice President for Advancement, Marketing & Communications, COVID-19 ICT*

*Dr. Jen Shaw, Vice President for Student Affairs, COVID-19 ICT*

*Fran Reidy, Vice President and Director of Athletics, COVID-19 ICT*

*Dr. Senthil Kumar, Vice President Strategic Enrollment Management, COVID-19 ICT*

*Lisa Sutton, RN, University Nurse, COVID-19 ICT*

*Dr. Craig Cleveland, Associate Vice President for Academic Affairs, COVID-19 ICT*

*Marie Thornsberry, Director of University Communications, COVID-19 ICT*

*Mike D'Ambrosio, Director of University Safety, COVID-19 ICT*

*Susan Martin, Associate Vice President Human Resources, COVID-19 ICT*

*Dr. Ken Posner, Associate Vice President Student Affairs, COVID-19 ICT*

*Jose Caban, Associate Vice President Facilities Management, COVID-19 ICT*

*Justin Bush, Director of Dining Services, COVID-19 ICT*

*Betty Cesarano, Associate Vice President of Marketing and Communications, COVID-19 ICT*

*Barbara Wilson, Assistant Athletic Director, COVID-19 ICT*

*Lawson Jolly, Director of Counseling and Prevention Services, COVID-19 ICT*

*Martin Martinez, Risk Manager, COVID-19 ICT*

*Manny Rodriguez, Chief Technology Officer, COVID-19 ICT*

*Shadel Hamilton, Senior AVP, WorldWide Operations, COVID-19 ICT*

*Dr. Susan Kinsella, Dean College of Education and Social Services, COVID-19 ICT*

*Dr. Heather Parker, Dean College of Arts and Science, COVID-19 ICT*

*Dr. Robyn Parker, Dean Tapia College of Business, COVID-19 ICT*

*Mia Senese, Project Manager, COVID-19 ICT*

*Sean Van Guilder, Executive Director Campus Life*

*Joseph Tadeo, Executive Director Academic Administration*

*Erin Bean, Assistant Athletic Director*

*Stan Kaszuba, Retail Manager, Dining Services*

*Susan Cross, Director of Sports Medicine*

*Robin Lavalle, Dining Manager, Dining Services*

*Sheryl McCarty, Senior Coordinator, Dining Services*

*Jennifer Alexander, Director HR Services*

*Mike Madagan, Associate Director of Athletics*

*Dr. Jacob Aguilar, Assistant Professor of Mathematics*

*Dr. Iain Duffy, Assistant Professor of Science*

*Dr. Audrey Shor, Associate Chair and Associate Professor Biology, MPH*

*Dr. Mau Tran, Adjunct Faculty Science*

*Dr. Drew Gold, Associate Professor of Business, University Senate President*

*Dr. Moneque Walker-Pickett, Associate Chair and Professor Criminal Justice, University Senate*

*Dr. Tim Jussaume, Assistant Professor of Philosophy, University Senate*

*Dr. Keith Jones, Associate Professor Marketing, University Senate*

The university would also like to acknowledge the following individuals, organizations, and groups, which have been consulted for professional guidance and best practices in the development of our Fall Framework:

*Deborah Hensley*, MPH, MHA, Epidemiologist, Florida Department of Health, Pasco County  
*Rainier Chan*, M.D., Chief Medical Officer, AdventHealth Medical Group, West Florida  
*Tim Exiline*, Disaster Planner, Florida Department of Health

Centers for Disease Control and Prevention (CDC)  
Florida Department of Health (DOH)  
Pasco County Emergency Operations Center  
Occupational Safety and Health Administration (OSHA)  
Tampa Bay Area Institutions of Higher Education emergency management working group  
Pasco Sheriff's Office COVID-19 Community of Interest  
International Association of Campus Law Enforcement Administrators: Rapid Response COVID-19 Team  
American College Health Association  
National Association of Independent Colleges and Universities  
Council of Independent Colleges President's Council  
Independent Colleges and Universities of Florida President's Council  
Sunshine State President's Council  
State University System Florida Board of Governors  
National Association of Student Personnel Administrators  
Johns Hopkins Center for Health Security  
Council for Higher Education Accreditation  
Tuscany Strategy Consulting

## INTRODUCTION

Earlier this year, the Saint Leo University community faced an unprecedented challenge when the COVID-19 pandemic emerged during the spring semester. As a community, we responded quickly to the challenges posed by this global health crisis. Our faculty rapidly and nimbly made an immediate shift to online course delivery for those courses being delivered on-ground. Additionally, many of our staff at University Campus and the education centers quickly transitioned to productively and effectively working from home while maintaining all critical student service functions. Our students also successfully made the transition to online studies, mostly completed from home, which allowed their progression toward earning their degrees to continue. Many essential personnel remained in their on-site positions on the University Campus to ensure those students who had no other options were housed and cared for throughout this crisis.

Relying on learnings from the past few months and listening carefully to new information as it emerges daily, Saint Leo University has created a Stage 2 framework to guide us as we *Return to the Pride* in August to start the new academic year.

The choice to call this a framework is deliberate. We intend for this document to serve as the foundation upon which individual departments can build detailed plans for implementation. We expect this framework, and departmental plans, will continue to evolve as the status of COVID-19 and our understanding of best practices develop. It is important to note that we do not expect this document to address every single question that everyone in our community will have. Rather it is intended to serve as a foundation, a common understanding and overview of our strategy as we plan and move forward this Fall.

Having relied on our university values to see us through these challenging times, we now turn our attention to determining the next normal as we anticipate a broad reopening of our university this Fall. Never before in our 131 years as an institution has our value of community been more important than it is currently. We must continue to rely on one another, model our expectations, and all do our part for the plan to be effective in protecting the well-being of our community.

## GUIDING PRINCIPLES

The following guiding principles serve as the foundation for our planning and should guide all members of our community as they *Return to the Pride* this Fall.

- Safeguard the **health and well-being** of all members of our university community
- Create a **flexible and adaptable model** for learning, living, and working at the university under less than certain and evolving conditions
- Continue to **deliver high quality instruction** and support excellence in student learning
- Ensure students are able to maintain **progress toward degree completion**
- Continue to **rely on our core values** (community, respect, integrity, excellence, responsible stewardship, and personal development) to guide our actions as we define our next normal.
- **Work together collaboratively and collegially**, assuming all have the best interests of the university in mind as we take actions in the coming months and year

## GENERAL REQUIREMENTS

Each area and department within the university will be responsible for developing specific plans that are tailored to their function within our community. These specific functional plans will need to be filed with and approved by the ICT, including updates as they are made. However, the following guidelines are general requirements, which apply to all members of our institution, students, faculty, and staff (and in many cases visitors as well)<sup>1</sup>. These guidelines, the information in this framework, and the policies and procedures developed by individual departments and locations are all designed to safeguard the health and well-being of our university community.

As such, all members of the university community are expected to adhere to the guidance provided. Students failing to comply with applicable behavioral expectations will be subject to conduct charges in accordance with the student code of conduct. The goal and approach, however, is not to focus on discipline of students as the first resort. The approach should educate students and encourage them to do what is in their best interests and what is in the best interests of the university and wider community. Matters involving faculty and staff will be addressed by their supervisor, and if necessary, Human Resources. Again, the goal is to be collaborative, encouraging, and supportive of faculty and staff to gain compliance with the guidelines for their good and for the benefit of Saint Leo University as a whole.

In addition to University Campus, Saint Leo also provides instruction at several educational centers across the country. All guidance contained in this document is assumed to pertain to all locations of the university wherever applicable. All students who will be on ground at any time at any Saint Leo location will be required to complete an online training regarding our COVID-19 guidelines and policies.

We recognize that the plans used to protect the general population may not be sufficient for everyone, including those defined as vulnerable populations (see page 14). Those with individual concerns are encouraged to contact the Office of Accessibility Services, (352) 588-8464 (for students) or Human Resources, (352) 588-7226 (for faculty and staff) to discuss accommodation requests.

**Testing:** Testing strategies will be employed for students, faculty, and staff. (S, F, ST)

- All staff and faculty will provide evidence of a negative test result for COVID-19 prior to the start of the Fall Semester. All employees currently working remotely are required to undergo testing for COVID-19 and provide evidence of negative test results prior to returning to on-site work. Additional guidance on testing options will be provided.
- Certain student groups may also be subject to testing (for example student athletes).
- Testing for all University Campus students who develop symptoms of illness will be available through the Student Health Center.

**Daily Health Status Check:** All members of the university community will complete a mandatory daily health status check on the university's mobile app. This self-report will monitor for fever, symptoms of illness, potential exposure to COVID-19, and travel to areas of concern. (S, F, ST)

- Every employee who is working on-site must complete a symptom and temperature check-in daily before reporting to work.
- Every student must complete the same prior to entering the Saint Leo community.

---

<sup>1</sup> After each guideline the impacted populations are identified by letter (S=students, F=faculty, ST=staff, V=visitors)

- Temperature check stations will be available at all university locations; although, individuals are encouraged to obtain their own thermometers and check their temperatures before entering the university community.
- All students, faculty, and staff, must be free of any symptoms potentially related to COVID-19 to be on-site, including:
  - Fever, as defined as a temperature of 100.4 or higher
  - Chills, cough, shortness of breath, difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, fatigue, congestion or runny nose, nausea, vomiting, or diarrhea
  - Other symptoms as identified by a doctor
- Anyone who has a fever, any of the above symptoms, or who has traveled outside of the United States or on a cruise ship in the last 14 days must not enter the Saint Leo community until they have been cleared by Student Health (students) or Human Resources (employee).

**Face Coverings/Masks:** The use of cloth face coverings or masks will be required. (S, F, ST, V)

- Each member of the university community will be provided with one face covering at the start of the Fall semester. Individuals are encouraged to obtain additional face coverings of their own in order to ensure time for cleaning between uses.
- Face masks or face coverings must be worn by all when in the presence of others and in public settings both indoors and outdoors (For example, when walking about common workspaces, entering break rooms, while working in cubicles, when riding in a car together, etc.). Masks should cover both the nose and the mouth. Use of the face mask or covering is a crucial tool in minimizing the risks to other community members.
- Neck gaiters, buffs, and face shields do not meet the requirement for face coverings/masks at Saint Leo.
- The mask or cloth face covering is not considered a substitute for social distancing.

**Social or Physical Distancing:** Maintaining distance from one another is one of the best tools to avoid exposure to COVID-19 and slow its spread. Because the virus can be spread by someone even when they do not feel sick or demonstrate symptoms, it is important to keep a safe distance from one another whenever possible. (S, F, ST, V)

- Always stay at least 6 feet (about two arms lengths) from other people – this is true even when wearing a mask.
- Stay out of crowded places and avoid mass gatherings.
- Gatherings are limited to no more than 15 participants, with less than 10 recommended, with masks and social distancing in place (excluding the Dining Hall where capacity is limited to available seating).
- It goes without saying: Do not shake hands, hug, or otherwise have physical greetings that require touching. Please do say hello and warmly greet one another! Paws up, Lions!

## ACADEMIC PROGRAM DELIVERY

We remain committed to the delivery of high-quality academic instruction in a face-to-face environment this Fall. Our small class sizes and focus on teaching and learning position us well for the adjustments necessary in the COVID-19 environment. We will continue to rely on our long history of online course delivery, the experience of our faculty in teaching and learning innovation, and our ability to be flexible and adapt as needed. At the forefront of all our decisions is to ensure our students can continue progression toward degree completion and obtain a high-quality rigorous educational experience while safeguarding their health and well-being. Toward that end, we will be making modifications to our onsite academic program delivery model this Fall as follows:

### Two Attendance Options

In response to requests for flexibility in attending on-ground courses, Saint Leo will be offering two attendance options for students. All students will select to attend in one of the two falling modalities:

- **Hybrid Classroom (Hybrid):** Students will complete their Fall semester in the hybrid, modified face-to-face format. Classes will be offered during a regular class period. Students will be assigned to either Group A or B at the start of the term. Groups A and B will alternate attendance in the physical classroom with attendance via Zoom. When Group A is in the classroom, Group B will be on Zoom and vice versa. This rotation will occur every other class meeting and will allow for adequate social distancing in the classroom. Students are expected to maintain attendance with their assigned group. Students who attend via Zoom when they are expected to be in the classroom may be considered absent with regards to attendance policies, unless prearranged with faculty or necessary due to quarantine. In accordance with guidance from Academic Administration, faculty may elect to allow students in both cohorts to attend simultaneously when their total in-person enrollment is less than the posted classroom COVID capacity.

**OR**

- **Connected Classroom (Connected):** Students will attend all class sessions in the Fall via Zoom. This option will allow students to complete their classroom experience through our Zoom-supported classrooms along with other students during a regularly scheduled class period. ***Note that not all classes are eligible for the Connected Classroom attendance option.***

Students who wish to change their attendance option after the start of the semester will need to contact their advisor or success coach to submit a request to do so.

The University reserves the right to deliver certain sections or courses via the Connected Classroom only based on University needs.

### Online Course Registration

At University Campus, all student schedules will be adjusted to include one online course that will be taken during the first eight-week session of the Fall semester. This change will also allow us to reduce the number of students inside our classrooms at any given time. Students at the education centers may opt to register for online courses following consultation with their advisor.



### **After Thanksgiving**

In order to minimize the need for students to travel during the peak of the Flu season, the last two weeks of the Fall semester will be completed online (11/30-12/11). University Campus students are welcome to return to campus after Thanksgiving to complete the semester or finish the semester entirely online from their homes. All student services including Residence Halls and Dining facilities will remain open through the last day of the semester. Final exams will be given during the week ending on December 11, 2020. Although the dining hall and residence halls will remain open and residents may live on campus through the December closing date, residents who travel over the Thanksgiving Break are encouraged to remain off-campus and complete their courses online.

### **A Note about Emergency Measures**

At this time it is our intention to provide instruction on-ground consistent with the modifications above. However, it is important to note that the university is prepared to resume fully online instruction at any point in the semester should the progression of the pandemic require such action. Faculty have prepared their classes for online delivery in the event on-ground instruction is no longer advisable due to virus conditions. Please be advised that in the event we must make take such extraordinary measures to protect the well-being of our community, refunds for housing, dining, or tuition will not be available.

## **FACILITY CONSIDERATIONS**

The following steps will be taken across our university facilities to promote the health and safety of our community:

### **Cleaning and Sanitizing**

- Enhanced cleaning protocols will be instituted across all Saint Leo facilities including classrooms, offices, housing and dining facilities, restrooms, and public spaces.
- The use of CDC-approved disinfectants will be standard with special attention paid to common touchpoints.
- Disinfecting supplies will be placed in all classrooms for use between sessions.
- Hand sanitizers and sanitizing stations will be widely deployed across all university facilities.
- A detailed cleaning plan for athletic facilities, including recreation and fitness, will be implemented according to guidance from the CDC and NCAA.
- A detailed cleaning plan for residence halls, including community bathrooms, will be implemented according to guidance from the CDC and ACHA.
- HVAC filters and coils will be placed on a more frequent schedule for replacement and cleaning.
- All members of the community are also encouraged to wipe down commonly used surfaces before and after each use. This includes shared space locations or equipment such as copiers, printers, computers, A/V and other equipment, coffee makers, desks, tables, light switches, doorknobs, and other shared surfaces.

### **Social Distancing in Facilities**

- Seating in common areas will be reduced to encourage social distancing. (Please do not move furniture in common areas.)
- Signage and other indicators will be placed throughout the university to demarcate 6-foot spacing, dedicated entrances and exits, one-way pathways, and so on.
- Seating will be removed in areas to reduce congestion and increase distance between individuals.
- Elevator occupancy will be reduced. The use of stairs will be strongly encouraged, for all who are able, which will reserve elevator usage to those who are in need.
- “Sneeze” guards will be placed at common points of service, including for example at cashier stations, mailroom, financial services, and in other locations as appropriate.
- All facilities, including the library, computer labs, and other shared spaces will be limited to no more than 50% occupancy to promote social distancing.
- The use of conference rooms, classrooms, common areas, and outdoor spaces are encouraged for one-on-one meetings to promote social distancing practices.
- It is also always appropriate and encouraged to hold meetings or office hours using Zoom.

### **General Measures**

- Thermal camera temperature readers will be installed at Bowman Activities Center and the Dining Hall entrances.
- Signage promoting face coverings, social distancing, symptom monitoring and reporting, among other important safety measures, will be placed throughout the university facilities.
- Hands-free trash receptacles will replace existing models where possible.

## **STUDENT LIFE AT UNIVERSITY CAMPUS**

A critical component of mitigating risk on campus will be the creation of new norms that support the measures necessary to promote the well-being of our community. All students, student leaders, and influencers must lead the way in promoting the use of face coverings, social distancing measures, and positive support for the changes in place to ensure the safety of all. Bystander intervention, personal responsibility, and peer education will be the keys to promoting success. University personnel are committed to a robust communication plan and ongoing dialogue with students to ensure we continue working together as we move forward.

Student activities have always been a vibrant part of student life on campus. We anticipate student organizations, Student Activities, as well as Residence Life and other departments, will continue to offer fun and engaging ways for students to unwind and enjoy time with one another. Specific strategies for maintaining safe engagement will be shared with student leaders. Organizations will be responsible for adhering to the guidelines provided and submitting plans for their activities that demonstrate a shared sense of ownership for the safety of our community. Saint Leo University is requiring students to abide by University safety requirements both on campus and off. That means that hosting or attending an off-

campus party of more than 10 people, or any event where face coverings and social distancing are not used (family events excluded), may result in Student Code of Conduct charges with possible sanctions up to and including suspension without refund.

All departments providing critical services to students are focused on enhancing virtual options to increase accessibility while decreasing inappropriate social distancing. These include the Daniel A. Cannon Memorial Library, Center for Academic Vision and Excellence (CAVE), Career Services, Office of Military Affairs and Services, Counseling, Office of Accessibility Services, Student Financial Services, Registrar, Information Technology, and others. In addition, departments will be relying on videoconferencing (e.g., Zoom or Teams) and meetings by appointment to minimize students congregating unnecessarily in lobbies. We will continue to provide walk-in services in many areas; however, we hope these measures will reduce the need to do so.

Outlined below are specific considerations that will be implemented this Fall for housing and dining services.

### **Housing**

- Student housing will be open this Fall and will remain open through the end of the semester. Students may choose to remain on campus following the Thanksgiving Break. All residence halls and services will be open through the last day of the semester.
- Rooms that normally house three or four students will be reduced to two. That is, we are eliminating triples and quads for this year.
- In order to safeguard the health of our residential community, external visitors will not be permitted inside residence halls this Fall. Saint Leo visitors will be permitted; however, all residents in the unit must agree that guests are permitted.
- Students will be required to wear face coverings when they are not in their own residence hall room/apartment.
- All students in housing will be required to complete a daily health status check, which will monitor for fever, symptoms of illness, and travel beyond the local area. Thermometers will be provided to each resident who needs one at the start of the term.
- Airport shuttles, Safe Ride, and Lions Express will operate with reduced capacity and enhanced cleaning protocols in place. Face coverings will be required during the use of these transportation options.
- Move-in this Fall will occur over multiple days and by appointment only to allow for appropriate social distancing during this process.
- An addendum to our Housing Agreement will be provided, which will outline the new expectations for on-campus housing.

### **Dining**

- Dining Services at all three locations will be open for students with some modifications (Dining Hall, Fuz, Benedict's Coffeehouse).
- Service in our Dining Hall will remain limited to students only. Seating will be provided at a limited capacity. All meals will be served in disposable containers to support To-Go dining. During service times, the entry and exit doors to the Dining Hall will be propped open for touchless passage by the patrons.

- All eating utensils, bowls, plates, cups, and so forth will be disposable only. All food condiments will be served in individual portions and will be individually wrapped.
- We will offer a new To-Go service in the Student Community Center Boardroom lobby at lunchtime. Boxed meals will be available as an alternative to entering the Dining Hall during lunch to lessen crowds and provide students with a quicker option between classes.

### **Library**

- The library will be limited to 50 people on each floor of the building.
- Classrooms and labs will be limited to 50% capacity and follow social distancing guidelines.
- Group study rooms will be limited to individual study and reservations are encouraged.
- A live kiosk will be available to interact with faculty librarians, who will be on call and on Zoom. LibChat will also be available online.
- Writing faculty will be available for consultation by appointment and limited walk-in availability using social distancing guidelines and Zoom.
- Library use will be limited to students, staff, faculty of Saint Leo and members of the Abbey and Monastery communities.

## **ATHLETICS, RECREATION, AND FITNESS**

Our Athletic Department is working to develop and implement a plan for the return of our student-athletes to practice and compete in line with the guidelines of our university Incident Command Team, the Sunshine State Conference (SSC), and the National Collegiate Athletic Association (NCAA). Measures are being developed to govern all aspects of athletics, including recreation and fitness, practice, locker rooms, athletic training, competition, and spectators. In accordance with the decision of the SSC, Fall and Winter athletic competitions will be postponed. Additional details will be shared as they become available.

## **STUDENT HEALTH & COVID-19**

### **University Campus**

The Student Health Center will continue to serve the campus as a first point of contact for students with health-related issues. The Student Health Center is in DeChantal Hall, which will remain dedicated solely to health services this Fall. Our health services are supported by AdventHealth, our official healthcare partner. The university has access to testing for COVID-19 as well as additional resources for the care and support of our students should they become ill or ill with the virus. In addition, we are in close contact with the Florida Department of Health in Pasco County who also provides support and services, including consultation and guidance on protocol development and individual cases as well as contact tracing as necessary.



Below are general guidelines on our approach to health services, COVID-19, and the potential need for quarantine at University Campus:

*General Care Considerations:*

- Students will be seen by appointment by the Student Health Center using the most recent recommended telehealth screening questionnaire.
- Teledoc services are also an option for students on the university health insurance plan.
- The Student Health Center will be separated into sick and well spaces to safeguard the health of our students seeking routine care.
- Students will be using a daily check-in mobile app to let staff know that they are free of fever and other COVID symptoms. All students who become symptomatic will be tested for COVID-19 and quarantined if necessary.

*Quarantine and Self-Isolation:*

- Student Health will confirm the symptoms and direct the self-quarantine after consultation with the Department of Health and AdventHealth. Student Health also will educate the student about self-quarantine and other health related information.
- Students will receive an official letter outlining the self-quarantine requirements, and if the student permits, faculty will be notified of the situation.
- Any student who is placed into quarantine related to COVID-19 may not be able to remain in their residence hall rooms and may be moved to a designated isolation location. Agreements with housing providers are in place to isolate additional students should the need arise.
- Students are asked to maintain regular contact with Student Health and report any new or changing symptoms immediately.
- Residence Life and COVID Response Team members are available to address any personal needs that may arise while students are in quarantine.
- University Safety will provide meal delivery and trash pick-up.
- Students may continue participating in class virtually through the Zoom cohort as long as they are well enough to do so.
- Information on the University's quarantine release protocol is provided in Appendix B. Please note that the University reserves the right to be more conservative than current guidance for the general population due to the nature of our in-residence community.

*Contact Tracing:*

- The university will work with the Department of Health (DOH) to conduct contact tracing and notification as directed. University personnel who are certified as contact tracers may be used for this purpose.
- Students who are identified as close contacts under the DOH definition will also be required to quarantine for at least 14 days. Testing and an additional self-isolation period may be necessary if symptoms develop.

**WorldWide Education Centers**

- All students who become symptomatic or test positive for COVID-19 are asked to immediately self-isolate and seek medical attention from a local health care provider.
- Students should contact their center director to notify him or her of illness and need for self-isolation.

- Students should not return to the university until they are cleared to do so by University personnel.
- Students may continue participating in class virtually through the Zoom cohort as long as they are well enough to do so.

## VULNERABLE POPULATIONS

According to the CDC<sup>2</sup>, individuals with certain conditions may have a higher risk for COVID-19 infection. Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised (Many conditions can cause a person to be immunocompromised, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune suppressing medications.)
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

Students, faculty, or staff who believe they are a member of a high-risk group, who are pregnant, or who wish to seek ADA Reasonable Accommodations should reach out to the Office Accessibility Services, [\(352\) 588-8464](tel:3525888464) (students) or Human Resources, (352) 588-7226 (faculty and staff).

## SPECIAL CONSIDERATIONS FOR STAFF AND FACULTY

### **Work from Home (WFH)**

Managers may employ work from home (WFH) strategies wherever they continue to be appropriate and in cases where productivity can be maintained. WFH, hybrid rotations, and on-site staffing models may be used to meet the needs of the department if all arrangements adhere to the guidelines included in this policy and are approved by their respective vice president. Supervisors must inform their vice president as to which employees continue to work from home and continue to provide weekly reports of productivity. All previous guidance and policies regarding WFH arrangements remain in effect, even in situations where employees are rotating WFH with on-site work.

---

<sup>2</sup> See <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html> downloaded on May 22, 2020.

### **Office and Cubicle Locations**

The need to reduce the number of employees on-site to meet the social distancing requirement is expected to continue during Stage 2. Work areas are required to maintain less than 50% capacity. As indicated above, managers will create individual plans for their teams within this parameter. In addition to WFH strategies, managers are encouraged to consider alternating days in order to limit the number of employees on-site, and stagger reporting/schedules to accommodate entering and exiting the buildings to reduce traffic in common areas, stairways, and elevators. In open work environments, a distance of at least 6 feet must be maintained between co-workers. In areas with open workstations, an empty cubicle must always be maintained between workers to ensure social distancing.

### **Meetings**

During the Stage 2 period, all meetings should continue to be conducted in a virtual format using Zoom, Microsoft Teams, or a similar online or telephonic meeting approach whenever possible. In-person employee gatherings should occur only in large rooms (TECO hall, certain large classrooms) with no more than 15 participants, and with less than 10 recommended. Employees must be able to maintain 6-foot distance or more between each other to be compliant with the social distancing requirement.

Conference rooms should be used for one-on-one meetings as they allow sufficient spacing for attendees to maintain appropriate social distancing. All attendees of in-person meetings in the same room must wear a mask or face covering. Employees are encouraged to wipe-down common area furniture after use.

### **COVID-19 Leave**

Employees who test positive for COVID-19 will be required to immediately self-isolate in accordance with the guidance from the Department of Health (DOH). The university will work with the DOH to conduct contact tracing and notification of close contacts as warranted. Members of the Athletic, Student Affairs, and HR staff will be certified as contact tracers for this purpose. Employees who are identified as close contacts under the DOH definition will also be required to quarantine for 14 days. Testing and an additional period of self-isolation may be required if symptoms develop. Employees with a confirmed COVID-19 positive lab result will be required to provide evidence of two negative test results in order to return to work.

Effective June 1, 2020 employees who wish to utilize the Saint Leo COVID19 Leave benefit will be required to request use through their HR business partner. These requests will be reviewed on a case-by-case basis by the executive leadership team to make a decision regarding approval. Individual details and medical documentation will not be shared outside of HR personnel. Employees who are asked to self-isolate or quarantine under the DOH protocol may not be eligible for COVID19 Leave if their exposure is determined to have been the result of a failure to follow published university guidelines.

### **Visitors on Campus**

Employees are expected to communicate safety expectations to any visitors that they plan to have on campus. At this time, only visitors conducting essential university business such as vendors, prospective students, and business partners should be invited to campus. To reduce the number of people on

campus, we are asking that family or non-work-related guests do not visit during the Stage 2 period. All visitors to campus are subject to temperature screening and are required to follow the same guidelines required of employees and articulated here, including the use of masks/face coverings, social distancing, and so on.

### **Travel**

During Stage 2, all international travel for university business is prohibited. In addition, all university domestic travel must be pre-approved by the ICT prior to travel arrangements being made. Unapproved travel will not be eligible for reimbursement. Travel requests should be submitted to [covid19travel@saintleo.edu](mailto:covid19travel@saintleo.edu). Please include your name, telephone number, and destination, dates of travel, and business reason for travel.

In order to identify potential exposure risks to our university community, Saint Leo University is asking that all faculty and staff also pre-register any personal travel via email to [covid19travel@saintleo.edu](mailto:covid19travel@saintleo.edu) at least 48 hours prior to departure. Please include your name, telephone number, and location of travel, dates of travel, and any special circumstances. Supervisors may request evidence of COVID19 travel registration before approving vacation requests.

Depending on the destination of your travel, a member of the Saint Leo University Coronavirus Incident Command Team may contact you with information provided by the local department of health to ensure you protect yourself and our university community. This may include requests for testing or a period of self-isolation prior to being able to return to any university location for work. This guidance also applies to vendors who have traveled to or from high infection areas.

## **CLOSING COMMENTS**

The information contained in this framework is meant to serve as a foundation for our *Return to the Pride* this Fall. It was developed through the efforts of the members of the COVID-19 Incident Command Team, multiple working groups, and numerous other contributors through responses to the surveys distributed to students, faculty and staff. It is our intention that this document will continue to evolve as circumstances and knowledge develop and change. Individual action plans from each of the working groups will also continue to develop to accommodate changes in the situation and new knowledge. A working draft of our planning for future stages is included on the final pages of this document. Updates will be provided via the university website, as well as email notices when warranted. We stress the need to remain patient and flexible as we all work to address the unique challenges posed by this pandemic. While many people contributed to the development of this framework, successful implementation is reliant on every single member of the university community. Now, more than ever, we will need to rely on our commitment to community to ensure the safety and well-being of our university.



**APPENDIX A: EXAMPLE ACTIVITIES BY STAGE<sup>3</sup>**

<b>Activities</b>	<b>Stage 1 (Most Restrictive)</b>	<b>Stage 2</b>	<b>Stage 3</b>	<b>Stage 4 (The Next Normal)</b>
<b>Faculty and Staff</b>	Work from home where possible. No more than 50% of faculty and staff on-site at a time. Essential personnel at 100% on campus.	Faculty and staff return at 50% occupancy. Continue WFH where possible. Essential personnel at 100% on campus.	Continue to utilize WFH strategies to minimize density of work areas. Essential personnel at 100% on campus.	Faculty and staff on-site with no restrictions.
<b>Residence Hall Move-Ins</b>	N/A, only essential students & staff on campus.	Students may move into residence halls by appointment with social distancing in place.	Students may move into residence halls with social distancing in place.	Students may move into residence halls without restrictions.
<b>Residence Hall Move-Ins (elevators)</b>	N/A, only essential students & staff on campus.	Elevators should only be accessible to those who need them and should be wiped down after each use.	Students can use elevators in groups of 2-3 and should wipe down after each use.	Elevators can be used by anyone.
<b>Residence Halls, Occupancy Levels</b>	1 student per room, halls are only open for students who must stay on campus due to visa requirements or home situations.	Limit to 1 to 2 students per room.	Limit to 2 to 3 students per room.	No restrictions on room occupancy.
<b>Residence Halls, Common Areas</b>	Common areas closed.	6-foot distancing measures are in place in all common areas.	6-foot distancing measures are in place in all common areas.	Students can use common areas as usual but consider increased cleaning measures.
<b>Residence Halls, Laundry Facilities</b>	Students must sign up in advance for individual slots to do laundry.	Students must sign up in advance for individual slots to do laundry.	Students must sign up in advance for slots of 2-4 people to do laundry, social distancing is in place.	Students can use laundry facilities as usual.

<sup>3</sup> Activities may be modified based on external guidance and in response to the current situation with the pandemic. This chart is offered as a series of examples of what is to be expected by Stage. Students, faculty, and staff are expected to adhere to guidance as it is published in email and policy when it differs from examples provided here.

<b>Activities</b>	<b>Stage 1 (Most Restrictive)</b>	<b>Stage 2</b>	<b>Stage 3</b>	<b>Stage 4 (The Next Normal)</b>
<b>In-person Activities</b>	N/A, only essential students & staff on campus.	Adequate social distancing and masks are required at all times. Indoor activities held in large gathering spaces (Bowman, Selby, and SCC Boardrooms) are limited to no more than 15 participants, with less than 10 recommended.	Adequate social distancing and masks are required at all times. Indoor activities held in large gathering spaces (Bowman, Selby, and SCC Boardrooms) are limited to less than 50% capacity and require ICT approval.	No limits on in-person activities.
<b>Classroom Occupancy</b>	N/A, students not on campus. Instruction is fully remote/virtual.	Classes held at no more than 50% attendance (15 students maximum) with rotating cohorts alternating in-person and Zoom attendance.	Classes held at 100% attendance where rooms permit social distancing. All others continue rotating attendance.	Classes held based on room capacity.
<b>Classroom Buildings, Hallways</b>	N/A, students not on campus. Instruction is fully remote/virtual.	Classes should be scheduled with 20-minute breaks between classes so that students can leave classrooms without crowding hallways. High-touch surfaces should be sanitized regularly.	Classes should be scheduled with 15-minute breaks between classes so that students can leave classrooms without crowding hallways. High-touch surfaces should be sanitized regularly.	High-touch surfaces should be sanitized regularly.
<b>Elevators</b>	Elevators should be only be accessible to those who need them and should be wiped down after each use.	Elevators should only be accessible to those who need them. Capacity should be reduced and posted. Elevators should be wiped routinely.	Elevators should only be accessible to those who need them and should be wiped routinely.	Elevators can be used by anyone.
<b>Residence Halls, Packages</b>	N/A, most students not on campus.	Mail handlers masked and gloved, lines demarcated by 6 foot distance. Frequent sanitation of mail lockers.	Mail handlers masked and gloved, lines demarcated by 6 foot distance. Regular sanitation of mail lockers.	Packages are accepted and mailrooms are open.

<b>Activities</b>	<b>Stage 1 (Most Restrictive)</b>	<b>Stage 2</b>	<b>Stage 3</b>	<b>Stage 4 (The Next Normal)</b>
<b>Dining Hall</b>	N/A most students not on campus. Dining is To-Go only.	Meals provided in To-Go containers using all disposable utensils. Additional To-Go items located upstairs. Limited seating capacity available. Additional seating outside. No employees served in the Dining Hall.	Meals provided in To-Go containers using all disposable utensils. Dining Hall seating at 50% capacity with regular cleaning and sanitation. No employees served in the Dining Hall.	Dining services resume fully.
<b>Fitness Facilities, Group Fitness Classes</b>	N/A, students not on campus.	Classes held at no more than 50% of capacity up to a maximum of 10 participants with social distancing. Cleaning occurs between each class. Classes held outside when possible.	Classes held at 50% capacity where rooms permit social distancing. Cleaning occurring between each class. Classes held outside when possible.	Classes held based on room capacity. Cleaning occurs between each class.
<b>Fitness Facilities, Weight Room</b>	N/A, students not on campus.	Facility open at a maximum capacity of 15 students and limited to athlete use only. Regular cleaning of equipment during workouts. Nightly spraying of facility with electrostatic sprayer.	Facility open at 50% of capacity. Regular cleaning of equipment during workouts. Nightly spraying of facility with electrostatic sprayer.	Facility open at 100% of capacity. Regular cleaning of equipment during workouts. Nightly spraying of facility with electrostatic sprayer.
<b>Fitness Facilities, Sports Courts (i.e.: basketball, volleyball, tennis, etc.), Recreation</b>	N/A, students not on campus.	Facilities open at no more than 25% of capacity with social distancing. No contact in the activities. (Example: Basketball can be a shooting contest with social distancing, but not 1:1 or full court game.)	Facilities open at 50% of capacity with social distancing. No contact allowed.	Facilities open at 100% of capacity and contact allowed in participation.
<b>Fitness Facilities, Pool</b>	N/A, students not on campus.	Open at 25% of capacity with social distancing.	Open at 50% of capacity with social distancing.	Open at full capacity

<b>Activities</b>	<b>Stage 1 (Most Restrictive)</b>	<b>Stage 2</b>	<b>Stage 3</b>	<b>Stage 4 (The Next Normal)</b>
<b>Athletic Events</b>	N/A, students not on campus.	When athletic competition is permitted, fans may be allowed at no more than 25% of capacity with masks required. Unrelated parties must be seated at least 6 feet apart.	Fans allowed at 50% of capacity with social distancing in place. Unrelated parties must be seated at least 6 feet apart.	Fans allowed at 100% capacity
<b>Locker Rooms</b>	N/A, students not on campus.	Facilities open at no more than 25% of capacity with required social distancing. Showers closed. Students asked to use residence halls for changing and showering.	Facilities open at 50% of capacity with required social distancing. Showers closed. Students asked to use residence halls for changing and showering.	Facilities open at 100% occupancy. Shower facilities limited.



## APPENDIX B: SAINT LEO UNIVERSITY QUARANTINE/SELF-ISOLATION RELEASE PROTOCOL<sup>4</sup>

COVID Status	Definition	Release from Quarantine/Isolation
Lab confirmed positive	Received a positive COVID-19 test result.	<p><b>Release from Quarantine/Isolation</b></p> <p><u>All Students</u></p> <ul style="list-style-type: none"> <li>• At least 14 days have passed since the initiation of quarantine.</li> <li>• And if symptomatic or become symptomatic:                             <ul style="list-style-type: none"> <li>○ At least 10 days have passed since symptom onset <i>and</i></li> <li>○ 24 hours have passed since resolution of fever without the use of fever-reducing medicine <i>and</i></li> <li>○ Other symptoms have improved.</li> </ul> </li> <li>• In the case of severe illness, quarantine/isolation may be extended.</li> <li>• Testing may be required in certain circumstances as determined by the Health Center.</li> </ul> <p><u>University Campus Staff &amp; Faculty</u></p> <ul style="list-style-type: none"> <li>• Requires 2 negative tests for return.</li> <li>• Dates determined by date of positive result when asymptomatic or date of symptom onset when symptomatic.</li> <li>• If symptoms are improving and fever-free for 24 hours without medication, test at day 13 (1<sup>st</sup>) and day 14 (2<sup>nd</sup>).</li> <li>• Release at day 14 if two negative results obtained.</li> <li>• If positive result obtained, retest once after day 14.</li> <li>• If positive again, requires documentation of physician clearance.</li> </ul> <p><u>Center Staff &amp; Faculty</u></p> <ul style="list-style-type: none"> <li>• Requires documentation of physician clearance to return or adherence to the University Campus process.</li> </ul>

<sup>4</sup> Exact quarantine duration and release dates are determined by the COVID-19 Response Team and may be modified based on individual circumstances.

<p>Presumptive positive</p>	<ul style="list-style-type: none"> <li>Household member received a positive COVID-19 test result</li> <li>Roommate in shared bedroom in on-campus housing received a positive COVID-19 test result.</li> </ul>	<p><u>All Students</u></p> <ul style="list-style-type: none"> <li>At least 14 days have passed since the initiation of quarantine.</li> <li>And if symptomatic or become symptomatic:                             <ul style="list-style-type: none"> <li>At least 10 days have passed since symptom onset <i>and</i></li> <li>24 hours have passed since resolution of fever without the use of fever-reducing medicine <i>and</i></li> <li>Other symptoms have improved.</li> </ul> </li> <li>In the case of severe illness, quarantine/isolation may be extended.</li> <li>Testing may be required in certain circumstances as determined by the Health Center.</li> </ul> <p><u>University Campus Staff &amp; Faculty</u></p> <ul style="list-style-type: none"> <li>If no symptoms develop, test once 14 days from date of last contact with confirmed positive individual and release if negative.</li> <li>If symptoms develop, require two negative test protocol with same parameters as lab confirmed positive.</li> </ul> <p><u>Center Staff &amp; Faculty</u></p> <ul style="list-style-type: none"> <li>Requires documentation of physician clearance to return or adherence to the University Campus process.</li> </ul>
<p>Close contact</p>	<ul style="list-style-type: none"> <li>Identified through contact tracing.</li> </ul>	<ul style="list-style-type: none"> <li>If no symptoms develop, release 14 days from date of last contact with confirmed positive individual.</li> <li>If symptoms develop, test for COVID and modify release protocol accordingly.</li> </ul>

**APPENDIX C: VERSION CHANGE LOG<sup>5</sup>**

<b>Date Changed</b>	<b>Version Number</b>	<b>Change(s) Made</b>
10/6/2020	3.2	Updated ICT membership. Updated language regarding face masks, Hybrid Classroom, athletics and quarantine. Added quarantine release protocol as Appendix B.
8/20/2020	3.1	Updated language around group gathering sizes, added version change log.
8/18/2020	3.0	Updated mask policy, group gatherings, library usage, and quarantine procedures. Added student course requirement, process for changing attendance selection. Removed requirement for isolation after travel for Thanksgiving.

---

<sup>5</sup> Change log initiated with version 3.1 on 8/20/2020

(Version 3.2 Updated  
10/6/2020)