



SAINT LEO  
UNIVERSITY

# A Framework for Supporting the Pride

## Stage 4: Fall 2021/Spring 2022

A guide to help keep our university community healthy and safe from COVID-19.

**Prepared by:**

The Saint Leo University COVID-19 Incident Command Team

Version 4.4

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## INTRODUCTION

For two years, Saint Leo University has been working together as a community to address the unique challenges of the COVID-19 pandemic. While it has been a challenging experience, we were able to successfully implement a number of modifications to the way we learn, live, and work together to protect the health and well-being of all. Following the widespread availability of the COVID-19 vaccine this past spring, we have begun our transition to the next normal.

We have learned a great deal about managing COVID-19 over the past months. Flexibility and patience have proven to be critical to our success. And we have been successful. Indeed, by all counts we have, as a community, been more successful than most of our competitors and other organizations. As the guidance has shifted from the CDC and other public health officials, the university has responded accordingly.

This framework will focus specifically on the remaining protocols that will continue as we advance through the remainder of this academic year. As the situation with the virus continues to evolve, we will continue to respond accordingly. The guidance in this document is based on the information available at the time of publication. Additional versions or addendum of this document may, as a consequence, be published. Every member of the Saint Leo community is responsible for staying current on the guidance provided.

## GUIDING PRINCIPLES

The following guiding principles continue to serve as the foundation for our planning and should guide all members of our community as they turn their attention to *Advancing the Pride*:

- 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
- All members **are responsible** for knowing and following the university guidance, and for themselves and our community.



## GENERAL REQUIREMENTS

Each area and department within the university will be responsible for maintaining plans that are tailored to its function within our community and in compliance with this framework. Any changes to these plans should be submitted to the ICT for review on an ongoing basis. 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>.

In addition to University Campus, Saint Leo also provides instruction at several educational centers across the country. The guidance contained in this document is assumed to pertain to all locations of the university wherever applicable.

We recognize that the plans made to apply to the general population may not be sufficient for everyone, including those defined as vulnerable populations (see page 14). Those with individual vulnerability 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.

The foundation of Stage 4 is based on the widespread availability of vaccination and the assumption that the majority of our community members have or will obtain the COVID-19 vaccine. Vaccination is an important tool in maintaining the public health of our university community as well as the broader community at large. The COVID-19 Incident Command Team and university leadership strongly encourage all community members to get vaccinated to safeguard the health and well-being of all.

All members of the university community are expected to adhere to the guidance provided in this framework and in the communications to follow. As we operate in a new normal, it is important to remember our core value of community, and it is our strong encouragement that we should all assume good intentions of others. Our approach should be to educate and encourage one another to do what is in their best interests and in the best interests of the university and wider community. A disciplinary approach to gaining compliance should only be used as a last resort. We want to be collaborative, encouraging, and supportive of students, faculty, and staff to gain compliance with the guidelines for their good, and for the benefit of Saint Leo University as a whole.

Keeping this in mind, students who fail to comply with applicable behavioral expectations will be subject to conduct charges in accordance with the student code of conduct. Matters involving faculty and staff will be addressed by their supervisor in collaboration with Human Resources.

**Vaccination:** Vaccination against COVID-19 is recommended for all students, faculty, and staff. (S, F, ST)

- Individuals who are vaccinated will be asked to provide proof of vaccination to the university. Students should send an email photo of their COVID-19 vaccination card to [health.center@saintleo.edu](mailto:health.center@saintleo.edu). Staff and faculty should submit an email photo or scan to their HR business partner.
- Individuals who notify the university of their vaccination may be exempted from some of the COVID-19 safety protocols outlined in Stage 4.

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

- All individuals in the university community are asked to govern themselves according to our values of excellence, integrity, and respect and adhere to the protocols applicable to their vaccination status.
- Vaccination against COVID-19 is a personal choice. While the university very strongly encourages vaccination, it is not required at this time. As such, individuals at the university may not compel others to become vaccinated and should not place undue influence upon them to do so.
- The university will, in general, assume everyone who can be vaccinated will be vaccinated and operate accordingly.

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

- Testing for all University Campus students and employees who develop symptoms of illness will be available through the Student Health Center.
- Certain student groups may also be subject to routine testing (for example student-athletes).
- The university may conduct random testing on asymptomatic groups of students or employees who are not vaccinated against COVID-19.

**Health Status Check:** The university will no longer require a daily health status check on the university's mobile app. Individuals (both vaccinated and unvaccinated) will be asked to report concerns about possible illness and potential exposure to COVID-19. (S, F, ST)

- All students, faculty, and staff, regardless of vaccination status, 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 health care provider
- Anyone who has a fever, and/or any of the above symptoms, must not enter the Saint Leo community until they have been cleared by Student Health (students) or Human Resources (employee).
- Individuals who have been exposed to or diagnosed with COVID-19 will be required to notify the university and must not enter the Saint Leo community until they have been cleared to do so.

**Face Coverings/Masks:** The use of cloth face coverings or masks is strongly encouraged for all individuals while indoors regardless of vaccination status. In the classrooms, each instructor will communicate whether masks are optional or required. (S, F, ST, V)

- At this time, face masks or face coverings are strongly encouraged when indoors in public settings (for example, in all campus buildings, when walking about common spaces, while working in cubicles, when riding in a car together, while in line in the Dining Hall, Fuz, or Benedict's, etc.). Mask usage in the classroom is at the discretion of the instructor.
- Masks are also highly recommended for any outdoor large group events as an added measure of security.
- Masks should cover both the nose and the mouth. Use of a face mask or covering is a crucial tool in minimizing the risks to other community members. Neck gaiters/buffs, and face shields alone do not meet the requirement for face coverings/masks at Saint Leo as they provide

insufficient protection. Masks should be of sufficient thickness that light does not pass through the material<sup>2</sup>.

- Masks may be worn anytime as a matter of personal choice/preference. Those wearing masks should not be queried regarding their vaccination status nor should they be encouraged or asked to remove them.

**Social or Physical Distancing:** Mandatory social distancing is no longer required. The community is still encouraged to engage in practices which create safe environments for all. Regular use of handwashing, sanitizer, and other good hygiene practices are encouraged.

- The community is strongly encouraged to utilize zoom or other remote solutions when possible.

## ACADEMIC PROGRAM DELIVERY

We are committed to the delivery of high-quality academic instruction in a face-to-face environment this academic year. All classrooms will return to normal capacity and instruction will be provided in-person. The Connected Classroom option will no longer be available as a full-time option for study.

### 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 in the unexpected situation where the progression of the pandemic requires 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 continue across our university facilities to promote the health and safety of our community:

### Cleaning and Sanitizing

- Enhanced cleaning protocols will remain across all Saint Leo facilities including classrooms, offices, housing and dining facilities, restrooms, and public spaces.
- The use of CDC-approved disinfectants will remain standard with special attention paid to common touchpoints.
- Hand sanitizers and sanitizing stations will remain across all university facilities.
- HVAC filters and coils will remain 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,

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<sup>2</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>



printers, computers, A/V and other equipment, coffee makers, desks, tables, light switches, doorknobs, and other shared surfaces.

### **Social Distancing in Facilities**

- “Sneeze” guards will remain in place 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 return to full occupancy.
- The use of conference rooms, classrooms, common areas, and outdoor spaces are still encouraged for one-on-one meetings.
- It is also appropriate to hold meetings or office hours using Zoom.

## **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 protocols in place and positive support for the changes outlined in the framework 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 and Family Engagement, Residence Life, and other departments, will continue to offer fun and engaging ways for students to unwind and enjoy time with one another. Activities may resume as normal at this time. Masks are strongly encouraged to be worn in all indoor public settings and at all large group events whether indoors or outside.

Outlined below are specific considerations for housing and dining services.

### **Housing**

- Student housing is now open at full capacity.
- All policies regarding visitors will return to normal.
- Students who experience symptoms of illness are asked to immediately report their concerns to the Student Health Center by calling (352) 588-8347.
- Airport shuttles, Safe Ride, and Lions Express will operate at full capacity.

### **Dining**

- Dining Services at all four locations will be open for students at full capacity (Dining Hall, Fuz, Benedict’s Coffeehouse, and Café 36).
- Service in our Dining Hall will return to full capacity for students and is now open for faculty and staff.

### **Library**

- The library has returned to normal operations and full capacity.

## ATHLETICS, RECREATION, AND FITNESS

The ICT and the Athletic Department continue to work collaboratively to implement a plan for our student-athletes to practice and compete in accordance to guidance from the Sunshine State Conference (SSC) and the National Collegiate Athletic Association (NCAA). Measures are in place to govern all aspects of athletics, including recreation and fitness, practice, locker rooms, athletic training, competition, and spectators and are outlined in the Athletic Department's departmental plans.

## 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 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, which 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:*

- All individuals, regardless of vaccination status, should report any concerns about possible exposure to COVID-19 or symptoms of illness to the Student Health Center directly by emailing [health.center@saintleo.edu](mailto:health.center@saintleo.edu) or calling (352) 588-8347 or via the app.
- Students will be seen by appointment by the Student Health Center.
- The Student Health Center will be separated into sick and well spaces to safeguard the health of our students seeking routine care.

#### *Quarantine and Self-Isolation:*

- Student Health personnel will confirm the diagnosis and direct the self-quarantine if necessary. Student Health also will educate the student about self-quarantine and other health-related information.
- Students who have been tested for COVID-19 and are pending results will be asked to self-quarantine until results are obtained. This will also apply to their close contacts who are not vaccinated. Consequently, students are encouraged to take advantage of the rapid-response testing available at the Student Health Center.
- 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 tests positive for COVID-19 and is placed into isolation may not be able to remain in their residence hall rooms and may be moved to a designated isolation location.
- Students whose permanent residence is within the state of Florida are asked to return to their homes to quarantine/isolate. Exceptions will be made on a case-by-case basis upon request to the COVID-19 Response Team. CDC and Department of Health guidelines restrict travel by any form of public transportation while in quarantine or self-isolation. The university is required to report any knowledge of such travel to the Department of Health.

- Students are asked to maintain regular contact with Student Health and report any new or changing symptoms immediately.
- Residence Life and COVID-19 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 for those in university sponsored quarantine/isolation.
- Students will be provided an excused absence for any missed class sessions due to required quarantine/isolation and will be given the opportunity to submit late coursework.
- Students may not leave quarantine/isolation for any reason other than to seek medical attention. Students must notify the quarantine manager prior to leaving, except in the case of a medical emergency.
- Information on the university's quarantine/isolation release protocol is provided in Appendix A.

*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.
- Unvaccinated students and those who are more than 6 months from Moderna/Pfizer vaccination or 2 months from J&J vaccination and have not yet received the booster, and who are identified as close contacts under the DOH definition will be required to quarantine. Testing and an additional self-isolation period may be necessary if symptoms develop or if there is new or ongoing exposure to someone with COVID-19.
- Most individuals who have received their booster or who are within the timeframes outlined in the bullet above with no COVID-like symptoms will not need quarantine after an exposure to someone with known or suspected COVID-19. However, they should wear a mask for 10 days and monitor for symptoms of COVID-19 for 10 days following exposure. A test for COVID-19 is recommended (but not required) 5 days after exposure.

**WorldWide Education Centers**

- All students who become symptomatic or test positive for COVID-19 or are exposed to someone with known or suspected COVID-19 are asked to immediately self-isolate and seek medical attention from a local health care provider. Most individuals who have received their booster or who are within the timeframes above with no COVID-like symptoms will not need quarantine after an exposure to someone with known or suspected COVID-19. However, they should wear a mask for 10 days and monitor for symptoms of COVID-19 for 10 days following exposure. A test for COVID-19 is recommended 5 days after exposure.
- 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 will be provided an excused absence for any missed class sessions due to required quarantine and will be given the opportunity to submit late coursework.

## VULNERABLE POPULATIONS

According to the CDC<sup>3</sup>, individuals with certain conditions may have a higher risk for COVID-19 infection. Based on what we know now, those at increased 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:
  - Cancer
  - Chronic kidney disease
  - COPD
  - Serious heart conditions
  - Immunocompromised state from solid organ transplant
  - Obesity (body mass index [BMI] of 30 or higher)
  - Type 2 diabetes
  - Pregnancy
  - Sickle cell disease
  - Smoking

Additional conditions identified by the CDC might create an increased risk for severe illness from COVID-19. For a list of those conditions and more information on the above, please click [here](#). Students who believe they are a member of a high-risk group and who wish to seek ADA Reasonable Accommodations should reach out to the Office Accessibility Services, (352) 588-8464. Faculty and staff who believe they are a member of a high-risk group will need to submit an updated accommodation request form and supporting medical documentation prior to the start of each semester for review. Please contact your HR business partner or Human Resources (352) 588-7226 for more information.

## SPECIAL CONSIDERATIONS FOR STAFF AND FACULTY

### Work-from-Home

The university has resumed normal operations. All areas should return to full capacity. Employees who are currently utilizing work-from-home strategies in response to COVID-19 protocols are expected to return full-time to the workplace on February 7, 2022.

### Events

Events may resume without restriction. As a reminder, all external parties who wish to hold an event on campus must be approved by the Facilities Committee according to our pre-pandemic policy.

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<sup>3</sup> See <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html> updated on September 11, 2020.

## **Quarantine and 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 COVID-19 Response Team and HR staff are certified as contact tracers for this purpose. Employees who are identified as close contacts under the DOH definition may also be required to quarantine. Testing and an additional period of self-isolation may be required if symptoms develop or there is ongoing or new exposure to an individual with COVID-19. Individuals who have been tested for COVID-19 and are pending results will be quarantined until results are obtained. This will also apply to their close contacts. Consequently, employees are encouraged to take advantage of the rapid-response testing available at the Student Health Center.

Most individuals who have received their booster or who are within 6 months of a second Moderna/Pfizer vaccination or 2 months of a J&J vaccination, with no COVID-like symptoms, will not need quarantine after an exposure to someone with known or suspected COVID-19. However, they should wear a mask for 10 days and monitor for symptoms of COVID-19 for 10 days following exposure. A test for COVID-19 is recommended 5 days after exposure. Please see Appendix A for further details on the university's quarantine release protocol. Individuals who are required to quarantine will be able to utilize their vacation and sick benefits as with any other illness or absence.

## **Travel**

During Stage 4, all international travel for university business must be approved in advance of any travel arrangements being made and requires a high-need justification. 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, 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 international travel via email to [covid19travel@saintleo.edu](mailto:covid19travel@saintleo.edu) at least 48 hours prior to departure. Please include your name, telephone number, 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 COVID-19 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. Vacation or sick leave must be taken for any required self-isolation period due to personal travel.

Registration of domestic travel (personal or for university business) is no longer required.

## CLOSING COMMENTS

The information contained in this framework is meant to serve as a foundation to begin *Advancing the Pride* to our next normal. Throughout the pandemic, the university has followed the guidance of the Centers for Disease Control and Prevention and the Florida Department of Health to keep our community healthy and safe. In keeping with this practice, the university has continued to follow their guidance and sought the counsel of other medical professionals in the development of the Stage 4 framework. Updates will be provided via the university website, as well as email notices when warranted. Each and every member of the Saint Leo community is fully responsible for staying current on published guidance and subsequent updates. We continue to stress the need to remain patient and flexible as we all work to address the unique challenges posed by this pandemic. It is imperative that we continue to work together to achieve our collective best interests. 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: SAINT LEO UNIVERSITY QUARANTINE/SELF-ISOLATION RELEASE PROTOCOL<sup>4</sup>

COVID Status	Definition	Release from Quarantine/Isolation
Confirmed Positive	Received a positive COVID-19 test result.	<ul style="list-style-type: none"> <li>Isolate at home for 5 days following positive test result</li> <li>If, after 5 days, you have no symptoms or your symptoms are resolving <i>and</i> you have been free of fever for 24 hours without the use of fever-reducing medicine, you can resume working (on day 6).</li> <li>You must wear a mask around others for 5 additional days.</li> <li>If you have a fever, continue to stay home until you have been free of fever for 24 hours without the use of fever-reducing medicine.</li> <li>In the case of severe illness, isolation may be extended.</li> </ul>
Presumptive Positive	<ul style="list-style-type: none"> <li>Household member received a positive COVID-19 test result.</li> </ul>	<ul style="list-style-type: none"> <li>If the individual is able to separate from the household member or roommate, guidelines for close contact will apply following the date of last contact.</li> <li>If there is ongoing contact with the positive individual the guidelines for close contact will apply beginning on the 6<sup>th</sup> day following the positive test result.</li> </ul>
Close Contact - quarantined	<ul style="list-style-type: none"> <li>Identified through contact tracing.</li> <li>Is not vaccinated <i>OR</i></li> <li>Completed Pfizer or Moderna vaccination over 6 months ago and has not received a booster <i>OR</i></li> <li>Received the J&amp;J vaccination over 2 months ago and is not boosted.</li> </ul>	<ul style="list-style-type: none"> <li>Quarantine at home for 5 days following exposure.</li> <li>If you are symptom free, you may resume working on day 6 but must wear a mask around others for 5 additional days.</li> <li>Testing for COVID-19 is recommended (but not required) on day 5 regardless of symptoms.</li> <li>If you develop symptoms, stay home and test for COVID-19.</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.

Close Contact – exempt from quarantine	<ul style="list-style-type: none"><li>• Identified through contact tracing.</li><li>• Has received a booster (at least 2 weeks ago) <i>OR</i></li><li>• Completed the primary series of Pfizer or Moderna vaccination within the last 6 months <i>OR</i></li><li>• Completed the primary series of J&amp;J vaccination within the last 2 months</li></ul>	<ul style="list-style-type: none"><li>• If you are symptom free, you may continue working but must wear a mask around others for 10 days.</li><li>• Testing for COVID-19 is recommended (but not required) on day 5 regardless of symptoms.</li><li>• If you develop symptoms, stay home and test for COVID-19.</li></ul>
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## APPENDIX B: VERSION CHANGE LOG

Date Changed	Version Number	Change(s) Made
1.4.2022	2.0	Multiple changes to policy updated to reflect new CDC guidance as well as temporary restrictions in response to the omicron variant surge.
2.2.2022	3.0	Multiple changes to policy updated to return to Stage 4 guidance issued prior to omicron variant surge.