



## NEW ENGLAND INSTITUTE OF TECHNOLOGY

### Reopening Plan

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## **NEIT OVERVIEW – SUMMARY OF OPERATIONS**

New England Institute of Technology (NEIT) is recognized for excellence and its leadership in the hands-on, experiential learning model that provides students with the opportunity to pursue their education in the areas of: Architecture & Design, Automotive Technologies, Building Technologies, Communications, Criminal Justice, Engineering Technology, Health Sciences, Veterinary Technology and Information Technology. A leader in technical career education in southeastern New England, NEIT is a private, non-profit technical university offering Associate, Bachelors, Master's, Doctorate and Online Degrees in over 50 programs.

The NEIT experiential education model begins on the first day of class and incorporates state-of-art simulation labs. Most of NEIT's Associate degree programs can be completed in as little as 18 months and bachelor's degree programs in as little as three years. Today, enrollment has grown to over 2,000 students. NEIT's on-campus student housing facility accommodates approximately 400 students. The balance of students commutes from their homes.

New England Institute of Technology is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.). In addition, several programs have additional, specialized professional accreditations.

### **ACADEMIC CALENDAR**

NEIT conducts academic programs in a four-quarter format – Fall, Winter, Spring, Summer. For the remainder of 2020, the scheduled quarters are:

Spring Quarter, 2020:	May 4, 2020 – July 11, 2020
Summer Quarter, 2020:	July 20, 2020 – September 26, 2020
Fall Quarter, 2020:	October 5, 2020 – December 19, 2020

### **CAMPUSES**

NEIT has three campuses comprising a total of eight buildings. NEIT does not have any athletic buildings. There is a recreation field and outdoor basketball courts on the East Greenwich Campus. Other details follow:

#### **Main Campus, East Greenwich, RI**

Main Building

246,400 gross square feet

3 stories

Academic classrooms, labs, administrative offices, lounges, lecture hall, dining center, fitness center, student center

Meltzer Residence Hall

118,700 gross square feet

4 stories

416 bed residence hall

Traditional and modified suite units, single and double occupancy rooms

Shared bathrooms

**Post Road Campus, Warwick, RI**

CT Building

85,000 gross square feet

3 stories

Academic classrooms, labs, administrative offices, lounge

Gouse Building

34,800 gross square feet

2 stories

Labs, storage, unused space

**Access Road Campus, Warwick, RI**

65 Access Road

20,000 gross square feet

1 story

Classrooms, labs and lounge

100 Access Road

25,000 gross square feet

1 story

Classrooms, labs and lounge

110 Access Road

15,000 gross square feet

1 ½ stories

Automotive Technologies labs, classrooms, administrative offices

101 Access Road

53,000 gross square feet

1 story partial, plus 3 partial stories

Automotive Technologies labs, classrooms, administrative offices

## REOPENING GOALS AND OBJECTIVES

NEIT has developed this Reopening Plan outlining strategies to begin offering certain academic programs in person and on-campus after having transitioned to all remote learning in response to COVID-19 for its Spring Quarter. The Plan has been formulated in conjunction with the recommendations of the Governor's office and the Rhode Island Department of Health. As the plan continues to evolve, it will be guided by certain important principles: the health and safety of NEIT students, faculty, staff and the community of which NEIT is a part; the future success of NEIT students and the need to remain flexible, respectful and understanding of others as the NEIT community continues to adapt to the coronavirus. Important principles upon which the Plan include:

- Safety of NEIT students, faculty, staff and community is paramount.
- The Plan will provide the opportunity for students to learn and advance toward their degrees.
- This Reopening Plan is intended to guide NEIT and its campus community through its Summer and Fall 2020 quarters.
- The Plan is subject to change as the university continues to adapt to the changing circumstances surrounding the COVID-19 Pandemic. Planning for subsequent phases will be informed and developed based on guidance from Rhode Island Department of Health, the then prevalent circumstances in the community, NEIT's experiences and lessons learned from Summer and Fall 2020 quarters.

## OVERVIEW OF PHASED APPROACH TO REOPEN ON-CAMPUS LEARNING

NEIT conducted its Spring Quarter classes entirely on-line. The university has formulated a phased approach to begin offering certain classes on-campus in a "hybrid" format - consisting of both on-campus and on-line learning. On-campus courses will begin with limited offerings in the Summer Quarter with progressively increased on-campus learning anticipated for the Fall Quarter. Faculty and staff are anticipated to return to campus on a limited basis in advance of the Summer Quarter to plan appropriately for the return of limited on-campus learning. Planning for subsequent quarters will be based on the experiences and lessons learned at NEIT, the other institutions of higher education in the state, the Governor's Office and the public agencies of Rhode Island.

Below is a summary of NEIT's phased approach to returning to on-campus learning over the balance of 2020:

- **NEIT Phase 1 – Summer Quarter: July 20, 2020 – September 26, 2020**
  - Hybrid 1.0
    - On-ground - Courses that have a high need or requirement for on-campus learning
    - Remote – Balance of courses remain delivered remote
  - No residential accommodations
  - Limited dining will be provided. See Dining Services for details.
  - No on-campus student activities will take place.
  - Fitness - not open
  - Student Center – no organized activities, but space will be available for informal use
  - Library and other spaces of public assembly - not open
  - IT Help Desk - relocated from the Library to Room S201 until further notice.

- Administrative, faculty, staff, offices and support services – in accordance with state guidance/requirements for Business Reopening
- **NEIT Phase 2 – Fall Quarter: October 5, 2020 – December 19, 2020**
  - Hybrid 2.0
    - On-ground - Increased courses / sessions that significantly benefit from on-ground learning
    - Remote – Balance remains remote
  - Limited residential accommodations – See Meltzer Residence Hall section for further detail.
    - See Exhibit A for Move-in Plan
  - Limited dining provided – See Dining Center section for further detail.
  - Limited on-campus student activities will be provided. See Activities section for further details.
  - Student Center, Fitness Center – Open. See Student Center and Fitness Center sections for further detail.
  - Library and other spaces of public assembly - Will be open based on the limits for group gatherings in accordance with the Governor’s Executive Order as may be in effect during each phase of the state’s reopening plan.
  - Administrative, faculty, staff, offices and support services – in accordance with state guidance/requirements for Business Reopening

## **GENERAL GUIDELINES AND REQUIREMENTS** – *applies to all places, spaces and activities*

Below is a series of guidelines and requirements that apply to each of NEIT's buildings and activities on each of its campuses. Requirements that may be unique to any specific building or activity are described in separate sections of the Plan.

### **INTRODUCTION**

- The Reopening Plan may be modified over time in response to the evolving character and attributes of the COVID-19 pandemic, the guidance provided by RIDOH and the Governor's Office.
- The Plan is also informed by the guidelines and requirements provided by:
  - CDC, NIH, WHO, OSHA, ADA, EEO, RIDOH

### **GENERAL PRINCIPLES**

- Minimize the opportunity for COVID-19 spread by implementing numerous strategies as described in this Plan.
- Limit group gatherings in accordance with the Governor's Executive Order as may be in effect during each phase of the state's reopening plan.
  - E.g. – During Phase 2, limit group sizes, known as POD's, to 15 people. (If rooms are large enough to accommodate more than one POD, a minimum distance of 14' will be maintained between POD's.). The size of POD's may vary in the Governor's subsequent phases.
- Utilize scheduling and other strategies to limit the interaction of people to groups with common purpose.
  - E.g – Stagger class schedules, stagger arrival times for faculty and staff, maintain minimum faculty and staff time on-campus, implement alternate days on campus for administrative staff where possible.
- Faculty and staff who can effectively work from home will do so consistent with the Governor's Executive Order as may be in effect during each phase of the state's reopening plan.
- All people will be reminded to maintain physical distance of at least 6' in all physical at all times.
- All students, faculty and staff at NEIT will be encouraged to maintain a current personal journal, to supplement the digital app, listing people with whom they may have been in sustained contact with (in excess of 15 minute duration).
- Strict hygiene practices will be encouraged, implemented and maintained.
  - Cleaning and disinfecting regimen for all frequently touched surfaces in all use-specific physical settings
    - Immediately prior to and after change of users
  - Frequent cleaning and disinfecting of frequently touched surfaces in public-use physical settings
  - Where students will have responsibility for cleaning and disinfection, NEIT will provide appropriate materials.

- 20 second handwashing or hand sanitizer use after every change of setting (e.g. moving between classrooms or labs, offices, public spaces, etc.)
      - Hand sanitizing stations will be installed and will be readily available throughout the facilities.
    - Sneezing or coughing into a tissue or the inner side of the elbow.
      - Dispose of tissues in a receptacle.
  - Conditions for Building Entry
    - Face coverings in all campus settings, (except for single occupancy residence hall bedrooms and single user bathrooms or in enclosed administrative offices) including NEIT operated inter-campus shuttle vehicles.
      - Students will be responsible for providing their own face coverings.
      - NEIT will provide employees and visitors with face coverings, if needed.
      - (Face coverings in outdoor areas where 6' physical distance cannot be maintained.)
      - Exceptions to face covering protocol in certain situations relative to safety or health requirements will be made. See Exhibit E for exceptions.
    - NEIT's plans for screening, temperature taking, contact tracing and testing of campus community members are included in the relevant sections below.
  - **Building Circulation**
    - Corridors
      - Where possible, based on building configurations, people will be directed to circulate in one-way patterns.
      - Where corridors do not allow for 6' physical distance between directions, people will be directed to circulate single file.
      - People will be directed to circulate on the right side of the corridor in their direction of travel.
      - Refer to the section on Wayfinding and Signage for details
    - Elevators
      - Elevator capacity will be limited to a single passenger (other than when accompanied by a person required to provide assistance to the passenger).
      - Queuing and spacing lines will be marked on the floor at each elevator
    - Stairs
      - Designate certain stairs as up circulation and others for down circulation
    - Emergency Exiting and Other Emergency Situations
      - Occupants will follow the directions of first responders.
      - Physical distancing will be observed in designated Assembly Points.
    - Public Restrooms
      - Certain plumbing fixtures will be disabled or taped off to disallow use within the prescribed physical distance requirements.
    - General
      - All processes and protocols outlined in the Reopening Plan are contingent on availability of materials, supplies and necessary equipment.



## PHYSICAL SPACE OCCUPANCY AND OPERATIONS

### Building Access

- **Building Entries**
  - *General*
    - Entry to NEIT buildings will be limited to designated access points based on occupant category. E.g. students/faculty/staff, vendors, mail/delivery, service personnel, etc. (with supporting directional signage along the pedestrian route of travel). Based on experience during the Summer Quarter, entry locations may be moved to allow for appropriate separation between occupants and the screening Check-in Stations.
    - See Access and Screening sections below for added detail.
  - *Access – East Greenwich Campus*
    - Students must enter at Door 2A of the Gouse Building (from Student Center Patio) for queuing to Check-In Station in Regan Lounge (Queuing with stanchions and 6' floor spacing markings). Symptom check – see Screening Section for details
    - Public Safety Officer(s) (PSO) to staff Check-In Stations. PSO's will use appropriate PPE.
    - Hand sanitizer, disposable disinfectant wipes and a trash receptacle with cover will be at each check in station.
  - Faculty & Staff will be directed to enter the Gouse Building at the Main Entry. (Doors 5 and 6 will be closed for entry and will serve as exits only.) Faculty and staff will also be screened if they arrive at Door 2A.
    - If arriving at the Main Entrance, faculty and staff will be screened at the Check-in station directly inside the entry doors.
    - If arriving at Door 2A, they will be screened along with students at the Check-in Station in Regan Lounge.
    - Public Safety Officer(s) to staff Check-In Stations. PSO's will use appropriate PPE.
    - Hand sanitizer, disposable disinfectant wipes and a trash receptacle with cover will be at each check in station.
  - Visitors (other than deliveries) must enter at the front Main Entrance for screening in Tech Way.
    - Visitors who enter at door Stair 2 or Door 2A will be directed around the exterior of the building to the Main Entrance
  - Professional cleaning personnel, foodservice associates, other service personnel and vendors will enter at the Main Entrance or Door 2A for screening at the Check-in Stations.

- Mail Deliveries must enter at Door 1A with access granted and screening performed through Public Safety Dispatch Office or Student Mailroom Attendant (S111C)
- Other Deliveries must enter at the Loading Docks with access controlled and screened by: (a) Shipping / Receiving or (b) Chartwells
- *Access – Warwick Campuses*
  - *Post Road Campus*
    - All people seeking entry into NEIT buildings located on the Post Road campus will be directed to arrive for screening to the CT Building, 2480 Post Road, Warwick.
    - People will be directed to enter the door leading to the Student Lounge for screening.
    - The screening process will be the same as described above for the East Greenwich campus.
      - Visitors, vendors and service personnel will receive specific directions to their business destination by the PSO.
  - *Access Road Campus*
    - All people seeking entry into NEIT buildings located on the Access Road campus will be directed to arrive for screening to the Automotive Technology (A-C) building or Building A.
    - People will be directed to enter the door leading to the designated screening area.
    - The screening process will be the same as described above for the East Greenwich campus.
      - Professional cleaning personnel, visitors, vendors and service personnel will receive specific directions to their business destination by the PSO.

### Physical Space Occupancy

- **Common Spaces** – Tech Way, Lounges, Corridors, Elevators, Stairs, Restrooms
  - Tech Way, lounges and other commons spaces in all buildings where gatherings of people may occur:
    - Will be open based on the limit to group gatherings in accordance with the Governor’s Executive Order as may be in effect during each phase of the state’s reopening plan.

- **Academic Spaces – Classrooms and Labs**
  - Revised occupancy capacities for all spaces have been determined based on physical distancing requirements.
  - Revised occupancy capacities have been communicated to the Registrar to serve as the basis for room assignments.
    - The Registrar will coordinate with Office of Teaching and Learning (OTL) to formulate appropriate room and course schedules.
      - Adjustments to section (class) sizes may be required to comply with revised occupancy limits.
      - Adjustments to class schedules may be required to limit crowded corridors, restrooms and other facilities and to accommodate occupancy limits and cleaning protocols.
  - Furniture use will be labeled for occupancy to allow for physical distancing.
  - Certain computers will be disabled to allow for physical distancing.
  - Unneeded furniture, as may be feasible, will be removed from all rooms.
    - Where furniture is fixed to the building structure, seating areas, based on physical distancing standards, will be marked appropriately.
  - Acrylic shields at highly visited and transactional areas (reception desks, Help Desk, Bookstore, cashiers, Admissions, Financial Aid, Registrar’s Office, et. al.) will be installed.
  - Where feasible, acrylic shields in front of instructor podiums in classrooms and computer labs to provide additional separation / protection will be installed.
  
- **Academic Support Spaces – Library, Study, Meeting and Conference Rooms, Lecture Hall, Hall of Fame Room**
  - Occupancy for all spaces - Will be in accordance with the Governor’s Executive Order as may be in effect during each phase of the state’s Reopening Plan.
  - Meeting, Conference and Study Rooms
    - Rooms with less than 200 net square feet will be closed and will not be used during NEIT’s phases 1 and 2.
    - Rooms greater than 200 net square feet will be assigned by the Registrar based on designated room capacities required to accommodate physical distancing.
    - Furniture will be rearranged or appropriately marked to allow for physical distancing.
  
- **Administrative Office Reception Areas**
  - Revised occupancy capacities for all spaces have been determined based on physical distancing requirements.
  - Unneeded furniture, as may be feasible, will be removed from all areas.
    - Where furniture is fixed to the building structure, seating areas, based on physical distancing standards, will be marked appropriately.

- Furniture will be rearranged or appropriately marked to allow for physical distancing.
  - Acrylic shields at Reception Desks will be installed.
- **Administrative Offices**
    - Open offices / cubicles
      - Revised occupancy capacities for all spaces have been determined based on physical distancing requirements.
      - Unneeded furniture, as may be feasible, will be removed from all areas.
      - Furniture, where feasible, will be rearranged to allow for physical distancing.
        - Where furniture is fixed to the building structure or connected to adjacent components (cubicle partitions), seating areas, based on physical distancing standards, will be marked appropriately.
      - Gatherings within open office areas will be limited to the number of people stipulated in the Governor’s Executive Order in effect at the time and will be required to maintain physical distancing of 6’.
    - Enclosed offices
      - In general, offices will be occupied by one person at a time.
        - Formal and informal meetings will be held in conference or meeting rooms and will be scheduled by the registrar in rooms of sufficient size to accommodate the attendees while maintaining a physical distance of 6’.
          - The capacities of all meeting rooms have been determined and will be used by the registrar in scheduling meetings.
      - Enclosed offices of sufficient size to maintain physical distance of 6’ may accommodate small meetings of two or three people.
- **Dining Center**

NEIT’s Dining Center is operated by Chartwells-Higher Education (Chartwells). Chartwells has formulated a series of guidelines entitled “Path to Open Playbook” for the opening and operating of their programs. Below is a summary of their Playbook.

  - Furniture will be rearranged or appropriately marked to allow for physical distancing.
    - Graphics will indicate usable and restricted seating.
  - Other operational procedures relevant to occupancy and circulation patterns:
    - Limited registers with acrylic shields and floor decals for social distancing
    - Limited food stations available with acrylic shields and floor decals for social distancing
    - Food stations will be full service and served by Chartwells’ personnel.
    - No buffet or self-serve food stations will be available.

- One-way traffic patterns in and out of service area. Floor decals and stanchions to help flow
  - Increase in prepackaged and “to go” style items to increase flow
  - Bottle/can beverages only. No fountain. Coffee to be served by Chartwells’ personnel.
  - Pre-packaged or wrapped disposable eating utensils and “to go” style food containers.
  - Condiments will be individual servings provided by Chartwells’ personnel.
- **Student Center**
    - Student Center activities will not be scheduled during Summer Quarter.
      - The Student Center space will be available for informal student use.
    - Revised occupancy capacities for all areas of the Student Center will be determined based on the Governor’s Executive order for maximum gathering sizes in effect at the time of use and physical distance requirements.
    - Revised occupancy capacities will be communicated to the Office of Student Affairs to serve as the basis for space use scheduling.
    - Furniture will be rearranged or appropriately marked to allow for physical distancing.
      - Graphics will indicate usable and restricted seating.
    - The Nooks with seating will be occupied by one person at a time each.
    - Games that can be played without participants handling the same equipment and that allow social distancing may remain in service.
- **Esports Center**
    - The Esports Center will open at the beginning of the Fall Quarter.
    - Revised occupancy capacity has been determined based on physical distancing requirements.
    - The revised occupancy capacity has been communicated to the Student Activities Office to serve as the basis for schedule the space use.
      - Use schedules will be adjusted to accommodate occupancy limits and cleaning protocols.
    - Furniture will be appropriately marked to allow for physical distancing.
      - Graphics will indicate usable and restricted seating.
    - Certain computer terminals will be disabled where not in use in order to maintain physical distance if 6’.
    - Where feasible, acrylic shields in front of coaches or team leader stations will be installed to provide additional separation / protection.
      - Enough time for cleaning will be accommodated by the Office of Student Activities in formulating user schedules.
      - Keyboards and mice will have disposable protective barriers for every individual use or cleaned by an Esports staff person before each use.

- **Fitness Center**

- The Fitness Center is closed and will reopen for NEIT's Phase 2.
  - Entry will be limited by Fitness Center personnel at the check-in desk to prevent people from waiting while others are using equipment.
  - Cardio-machines, assisted weight machines and free weights will be available.
    - Some cardio machines will be disabled to allow for 6' between machines.
    - Some assisted weight machines will be moved or disabled to allow for 6' for distance between machines.
    - Free weight racks, benches and other related equipment will be rearranged to allow for 6' between users.
  - Other equipment and furniture will be rearranged to meet social distancing requirements.
  - Group exercise classes will be held with reservations required to allow for only the appropriate number of participants. Participants will be required to select the time of the same class from week to week to keep the groups to the same individuals.
  - Locker Rooms and Showers will be closed during Fall Quarter.
    - Students will be advised to leave valuables elsewhere.
  - Exercise bands and floor mats will not be made available.

- **Meltzer Residence Hall**

- Spring and Summer quarters, 2020 - Meltzer Hall will remain closed for occupancy and will reopen for NEIT's Phase 2.
- Fall Quarter, 2020 - Meltzer Hall will open for occupancy for Fall Quarter
  - Bedrooms – All rooms limited to single occupancy only. Capacity:
    - General Occupancy – 204 beds
    - Reserved for self-quarantined and isolated students– 18 beds
    - ADA accessible bedrooms/bathrooms – 4 beds
    - Approximate total: 226 beds
  - Bathrooms
    - Students will be assigned to shared bathrooms.
    - Use will be limited to those who have been assigned.
      - 2 students – semi suite occupants
      - 3 students (approximately) – traditional room occupants
  - Common Spaces on floors 2 – 4
    - Enclosed Study, Meeting Rooms and Conference Rooms on floors 2 – 4 with less than 200 square feet will remain closed until deemed appropriate to reopen.
    - Open Lounges on floors 2 - 4– limited by physical distancing requirements (BY POD)
  - Common Spaces on Ground Floor
    - Entry and Reception Lounge and Open Lounges

- Occupancy will be accordance with the Governor’s Executive Order as may be in effect during each phase of the state’s reopening plan.
    - Post graphics illustrating occupancy limits
  - Remove unneeded furniture.
  - Enclosed Study, Meeting Rooms and Conference Rooms on floors 2 – 4 will remain closed until deemed appropriate to reopen.
- Multi-purpose Room
  - Occupancy will be accordance with the Governor’s Executive Order as may be in effect during each phase of the state’s reopening plan.
    - Post graphics illustrating occupancy limits
  - Remove unneeded furniture.
  - Game Room
    - Games that can be played without participants handling the same equipment and that allow social distancing may remain in service.
- Community Kitchen
  - Students may use the Community Kitchen for incidental preparation of snacks and refreshments.
    - The Community Kitchen will not be available for full meal preparation.
  - Occupancy will be accordance with the Governor’s Executive Order as may be in effect during each phase of the state’s reopening plan.
    - Post graphics illustrating occupancy limits
  - Students will not be able to use the refrigerator.
  - Students will use their own pans, plates, utensils, and dish detergent.
  - Students must use disinfecting wipes on counters, sink, handles of microwave and oven.
  - Stools around the high-top table will be removed.
  - Occupancy and use of the Community Kitchen may be modified if additional guidance is provided by RIDOH or a future Governor’s Executive Order.
- Restrooms in the Lounge Area
  - Public restrooms will be closed for student use, but be available for res life staff, including desk assistants, and Public Safety Officers.
- Laundry Room
  - Occupancy will be accordance with the Governor’s Executive Order as may be in effect during each phase of the state’s reopening plan.
    - Post graphics illustrating occupancy limits

- Disable certain machines to allow for 6' physical distancing.
      - Every third machine will be operable.
    - Occupancy will be limited to a maximum of 8 people.
  - The central worktable will be taken out of use.
  - Guidelines for handling and doing dirty laundry will be posted.
  - Disposable gloves and soap for washing hands will be provided by NEIT.
  - EPA-registered disinfectants for residents to clean and disinfect frequently touched surfaces such as buttons, knobs and handles of laundry machines, laundry baskets and shared laundry items will be provided by NEIT.
- Computer Room/Copy Rooms
  - Computer area will be available with certain computers disabled to allow for 6' physical distance between users.
  - Copy room will be available to students with occupancy limited to no more than 1 person at a time.
- Elevators
  - Elevator capacity will be limited to a single passenger (other than the one person assisting a student with move-in or move-out).
  - See section for Wayfinding and Signage for queuing and spacing lines.
- Stairs
  - Where practical, designate certain stairs as up circulation and others for down circulation
- Corridors
  - Direct students and staff to circulate on the right side of the corridor in their direction of travel.
- Administrative Office Reception Area and Administrative Offices
  - See relevant section above
- Outdoor Terrace
  - Since furniture is fixed to the building infrastructure, seating areas, based on physical distancing standards, will be marked appropriately.
- Outdoor Recreation Area
  - Limit group gatherings in accordance with the Governor's Executive Order as may be in effect during each phase of the state's reopening plan.
  - Physical distancing must always be maintained.
- Guests
  - Guests (nonresidents, including NEIT commuter students) will not be allowed in the building.



- Remove unneeded furniture from all rooms, except bedrooms
- **Student Activities**
  - In person, on-campus student activities are suspended until Fall Quarter. Beginning in October:
    - The Student Activities staff will develop programs for group sizes appropriate for the rooms/spaces used allowing for 6' of physical distancing and the maximum number allowed in gatherings by the, then current Governor's Executive Order.
      - Programs will be chosen to avoid the use of shared items/equipment.
    - All on-campus activities will require that students sign up in advance. This will ensure that participation does not exceed the maximum allowed in a gathering.
    - In order to minimize the number of different contacts students have with others, when possible, activities will be offered multiple times per week allowing different groups to participate. If the same activity is offered over multiple weeks, students will be asked to participate in the same timeslot as the previous week.
    - All program materials will be for only one-time use where possible or will be cleaned by the users before and after use and will be cleaned by NEIT staff or professional cleaning personnel.
  - **Student Clubs**
    - Student clubs will be encouraged to hold their meetings via Zoom in both Summer 2020 and Fall 2020 quarters. All on-campus club meetings will be arranged with an advance reservation to ensure that the scheduled meeting room has the appropriate capacity based on the physical distancing requirements of 6'.
  - **Intramural Sports**
    - Contact intramural sports are suspended until further notice and are anticipated to remain suspended throughout the Summer and Fall quarters.
    - Intramural sports will operate in accordance with the Governor's Executive Order for sports in effect at the time. It is anticipated that:
      - Golf will begin in the Fall Quarter. Social distancing will be required. Carts will accommodate no more than one person. Balls and other equipment will be marked appropriately and will not be shared among participants.
  - **Events and Gatherings**
    - The size of events and gatherings will be limited to the stipulations of the Governor's Executive Order in effect at the time of the event or gathering.
    - Physical distancing and all other General Guidelines and Requirements outlined above will be followed.
  - **Admissions and Other Tours**
    - Tours will be limited to the number of people stipulated by the Governor's Executive Order in effect at the time of the tour.
    - Physical distancing and all other General Guidelines and Requirements outlined above will be followed.

- Tours will be scheduled at intervals that allow for adherence to the General Guidelines and Requirements.
- **Shuttle**
  - NEIT operates several shuttle buses that serve students traveling between NEIT campuses.
    - Seating and other operational practices will follow the RIPTA guidelines for buses and will comply with the Governor’s Executive Order in effect at the time of service.
    - Riders will allow 6’ between patrons upon entering and departing vehicles. Passengers should sit one per seat and sit every other row as needed.

## **CLEANING AND DISINFECTING PROTOCOLS**

NEIT has formulated a regimen for the cleaning and disinfection of frequently touched surfaces and equipment used in the delivery of teaching, learning, student activities and supporting services. The regimen consists of several general processes that may be common to all spaces and equipment and other processes that are unique to certain physical settings. In addition, NEIT will encourage the campus community and visitors to practice effective personal COVID-19 hygiene. Below is a summary of initiatives to be implemented:

### **General**

NEIT will engage necessary professional cleaning personnel and all students, faculty and staff in the implementation of the proposed cleaning and disinfection strategies. The protocols and processes that are common to all physical settings are described below:

New England Institute of Technology (NEIT) is undertaking additional enhanced cleaning and disinfection, to ensure that its facilities are as safe as possible for the university community.

### **Professional Cleaning Personnel**

The Auxiliary Services Department coordinates this process and contracts with various qualified janitorial service companies to carry out the routine cleaning of NEIT facilities, as well as any extraordinary cleaning and sanitizing measures when such needs arise, as in the case of COVID-19. There are currently three different contractors that perform these services on NEIT's (3) campuses. These contractors are responsible for:

- Cleaning and disinfection of all public spaces, circulation spaces, elevators, public restrooms and building service areas.
  - Minimum intervals on days buildings are occupied:
    - Mid-day
    - Close of business
- Cleaning and disinfection of all shared bathrooms in the Meltzer Residence Hall
  - Minimum interval:
    - Mid-day
- Cleaning and disinfection of all classrooms, labs, academic support areas as described above at periodic intervals to supplement the processes for which students, faculty and staff may be responsible for.
  - Minimum intervals on days buildings are occupied:
    - Mid-day
    - Close of business
- Using only EPA-registered disinfecting products, following label directions for proper use of each product.
- Providing NEIT with all SDS and other technical data and records, as required by NEIT's Hazard Communication Program (7.11).

## Cleaning & Disinfecting Procedures

- Clean surfaces and objects that are visibly soiled first. If surfaces are dirty to sight or touch, they will be cleaned using a detergent or soap and water prior to disinfection.
- Clean and disinfect surfaces as soon as possible in areas where a person with respiratory symptoms was present. (See Enhanced Cleaning & Disinfection After Notification of a Confirmed Case of COVID-19 below for details.)
- Use an EPA-registered disinfectant for use against the coronavirus. Refer to the EPA approved products list. See Reference Website list attached as Exhibit D.
- Follow the manufacturers' instructions for the safe and effective use, concentration and contact time.
- Follow manufacturers' recommendations on products appropriate for electronics. If no guidance is available, alcohol wipes containing at least 70% alcohol will be used.
- If no sanitizer is available, the following solution can be used on hard surfaces:
  - A 10% diluted bleach solution
    - 5 tablespoons of bleach per one gallon of water
    - 4 teaspoons of bleach per quart of water
  - An alcohol solution with 70% alcohol
  - EPA registered disinfectant for use against COVID-19
- For soft (porous) surfaces such as carpeted floors, rugs and drapes:
  - Remove visible contamination (if present) and clean with appropriate cleaners as indicate for use on these surfaces.
  - After cleaning launder items in accordance with manufacturers' instructions using hot water and dry completely.

## Cleaning & Disinfection Record Keeping

- All cleaning and disinfecting activities of public restrooms will be recorded on a standardized form by the professional cleaning personnel. NEIT Auxiliary Serviced Department personnel will be responsible for coordination and compliance.

## Cleaning & Disinfecting of Specific Physical Spaces

### General

- Cleaning and disinfection will be performed:
  - At least once daily in normal traffic areas
  - Between each change of occupancy for areas used by multiple groups
- CDC cleaning guidelines for businesses can be found here: [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf).

### Building Entries, Incl. Public Restrooms and Service Entries

- All public area high-touch surfaces will be cleaned / sanitized:
  - Periodically throughout the day
  - Deeply cleaned and sanitized nightly.
  - Frequent cleaning and disinfection of all public restrooms to be cleaned and sanitized
  - All trash will be emptied nightly and removed from the building.

### **Academic Spaces - Classrooms and Labs**

- Disinfection of all frequently touched surfaces every time occupants change will be required.
  - Students and faculty will disinfect surfaces they anticipate touching or have touched, including tools, equipment, keyboards and other technology, using wipes or sprays issued by NEIT before and after each class or lab session.
  - Professional cleaning personnel will thoroughly clean all physical settings, touched surfaces in classrooms and labs, equipment and tools mid-day and at the close of business, the times of which may vary, every day the spaces or equipment is used.

### **Academic Support Spaces – Library, Study, Meeting and Conference Rooms, Lecture Hall, Hall of Fame Room**

- Meeting, Conference and Study Rooms
  - The host, as designated in the registrar’s reservation, of each space use will be responsible for cleaning all touched surfaces before and after such use. NEIT will provide cleaning products.
    - Disinfect all touched surfaces every time occupants change.
- For areas such as the Library, Lecture Hall:
  - All surfaces will be cleaned by students, faculty and staff before and after use.
    - NEIT will provide cleaning products.
  - All surfaces will be cleaned by professional cleaning personnel, including office door levers, desk and tabletops, glass, furniture, fabrics, carpet, etc.
    - Clean and disinfect all surfaces at the close of business.

### **Reception Areas**

- NEIT staff at reception stations will be responsible to clean their own desktops, technology, furniture touch points and personal items.
  - NEIT will provide cleaning products.
  - Clean and disinfect all surfaces mid-day and at the close of business.
- All other surfaces will be cleaned by professional cleaning personnel, including office door levers, glass, furniture, fabrics, carpet, etc.
  - Clean and disinfect all surfaces mid-day and at the close of business.

### **Administrative Offices**

- NEIT staff in private offices will be responsible to clean their own desktops, technology, furniture touch points, and personal items. NEIT will provide cleaning products.
  - Clean and disinfect all surfaces mid-day and at the close of business.
- All other surfaces will be cleaned by professional cleaning personnel, including office door levers, glass, fabrics, carpet, etc.
  - Clean and disinfect all surfaces at the close of business.

### **Dining Center – Servery, Kitchen, Support Spaces**

- All cleaning within the servery, kitchen/food preparation and other Back of House areas will be cleaned and disinfected by Chartwells' staff.
  - Food contact surfaces will be washed, rinsed and sanitized every 30 minutes.
  - Chartwells will assign cleaning concierges who will focus on monitoring and cleaning high-contact areas that are often touched by both employees and guests.
  - Chartwells' general cleaning will occur every 30 minutes and be recorded and tracked by Chartwell's management.
  - Back of House cleaning procedures will take place every 30 minutes. The culinary team will clean and sanitize surfaces in the back of the house.
  - Upon closing for the day, the dining team will disinfect the entire facility utilizing Diversey Oxivir TB Cleaner Disinfectant.
  - Hand sanitizer will be readily available to guests. Ongoing trainings will be covered at pre-shift meetings and provide the most up-to-date procedures.

### **Dining Center – Seating Areas**

- All cleaning and disinfection of dining seating areas will be performed by NEIT's professional cleaning personnel.
  - All surfaces, including seating, tabletops, office door levers, glass, fabrics, carpet, etc.
    - Clean and disinfect all surfaces, every day:
      - Prior to and after breakfast hours
      - Prior to and after lunch hours
      - Mid-afternoon (3:00 pm)
      - Prior to and after dinner hours
      - At the close of business

### **Student Center**

- All people will be reminded by posted graphics to clean all surfaces they may come in contact with before and after use.
  - NEIT will provide cleaning products.
- All surfaces will be cleaned by professional cleaning personnel, including door levers, tabletops, glass, furniture, fabrics, carpet, etc.
  - Clean and disinfect all surfaces mid-morning, mid-afternoon and at the close of business.

### **Fitness Center**

- All people will be reminded by posted graphics to clean all equipment and surfaces they may come in contact with before and after use.
  - NEIT will provide cleaning products.
- All surfaces will be cleaned by professional cleaning personnel, including door levers, tabletops, glass, furniture, fabrics, carpet, etc.
  - Professional cleaning personnel will clean and disinfect all surfaces mid-morning, mid-afternoon and at the close of business.

## **Meltzer Residence Hall**

- Cleaning will increase significantly, to include:
  - Professional cleaning personnel will perform an initial deep cleaning of the building prior to the students' return for the Fall 2020 Quarter.
  - Professional cleaning personnel will perform frequent cleaning of the shared bathrooms accessed from the corridors.
  - Students living in modified suites with en suite bathrooms will be responsible for cleaning and disinfecting their bathrooms after each use. Appropriate materials will be provided by NEIT.
    - Upon request, NEIT will provide professional cleaning personnel to clean and disinfect en suite bathrooms.
  - Professional cleaning personnel will perform frequent cleaning of high touch/high use areas, such as:
    - Common Spaces on the Ground Floor
      - Entry, Reception Lounge and Open Lounges
      - Multi-purpose Room
      - Other lounges
      - Elevator buttons/doors
    - Restrooms in Lounge areas
  - Purell dispensers need to be installed in gathering spaces, lounges, in the laundry room, at vending machines, etc. These are already installed near the elevators.
  - Disinfecting wipes will be installed in the kitchen and laundry room.

## **Enhanced Cleaning & Disinfection After Notification of a Confirmed Case of Covid-19**

After notification of a person with confirmed COVID-19 on an NEIT campus, the following protocols will be followed:

- Buildings, areas or spaces that a COVID-19 positive person has spent time within the previous 7 days will be assessed on a case by case basis. The scope of cleaning will be determined by the Director of Auxiliary Services, the Environmental, Health & Safety Officer, and the Facilities Manager in coordination with the Executive Vice-President. If an academic space is involved, coordination will be expanded to include the Provost and the pertinent Department Chair. Maintain communication with the appropriate Department Chair and advise as to remedial plans.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility additional cleaning and disinfection is not necessary.
- If a large area is to be disinfected, Auxiliary Services will make every effort complete the process during non-business hours. If this cannot be accomplished, building occupants shall be made aware of the scheduled timeline for the disinfection process.
- Notify the appropriate contractor and develop a specific cleaning/disinfection plan following the general guidelines below.
- If required, notify jurisdictional regulatory agency.
- Coordinate communication with university community, as appropriate.

**Disinfection Process**

- Follow the CDC Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility.
- If possible, open outside windows to the outside to increase air circulation.
- Wait 24 hours after the ill person was present in a space prior to beginning cleaning and disinfection process.
- Following written plan as issued by Auxiliary Services.
- Workers will wear appropriate PPE.



## SCREENING, TEMPERATURE CHECKING, CONTACT TRACING AND TESTING

- **Screening and Temperature Checking**
  - Screening and temperature checking will be conducted for all people, including students, faculty, staff, contractors, vendors, delivery personnel and visitors, entering an NEIT building. Potential methods include:
    - Digital Screening
      - Students, faculty and staff will be encouraged to self-screen before arriving on-campus.
        - NEIT has developed a COVID-19 Checklist that can be filled out digitally prior to arriving on-campus.
      - Upon arrival at a Check-in Station, a PSO will verify that the individuals' screening is complete.
        - A PSO will also check all arriving individuals' temperature with a contactless thermometer.
      - If screening and temperature checks show no negative answers or fever over 100.4 deg. F, the individual will be authorized to enter the respective NEIT building.
      - If screening shows any negative answer, the individual will be restricted from entry.
    - Verbal Screening
      - If any student, faculty, or staff member arrives having not satisfactorily completed a digital screening process, they will be screened by verbal interview by a PSO based on the attached screening form. See Exhibit B for the form.
      - Vendors and service personnel will be required to complete the verbal screening process described above. They will also be required to provide evidence of their respective companies' Reopen RI Business Plan as filed with the Rhode Island Department of Health prior to arriving on campus. Once a vendor or service person successfully completes the screening, the individual's name will be recorded allowing them to leave and reenter the building by a PSO checking their name for earlier screening.
      - Dining Center – Chartwells managed:
        - Chartwells personnel will be screened by NEIT PSO's as described for vendors above.
- **Contact Tracing**
  - Students, faculty and staff will be encouraged to install and use the CRUSH COVID – 19 app, or an app with similar capabilities.
    - Locational information tracked by the app will remain on an individual's smartphone or tablet and will only be accessible by the RI Department of Health in the event a person tests positive for COVID-19 and only if the individual provides permission.

- All students, faculty and staff at NEIT will be encouraged to maintain a current personal journal, to supplement the digital app, listing people with whom they may have been in sustained contact with (in excess of 15 minute duration).
  - If a student, faculty or staff member tests positive for COVID-19, the tracing process will be conducted by RIDOH and will endeavor to identify individuals who have had sustained contacts (in excess of 15 minutes of contact) with the individual.
  - NEIT has established an in-house Contact Tracing Team to supplement RIDOH's tracing process.
- **Testing**
    - The processes, procedures and efficacy of various testing regimens continue to evolve. NEIT is committed to formulating a testing protocol that provides a beneficial level of safety for students, faculty, staff, visitors, vendors and the surrounding community. The eventual formulation of the NEIT plan will be based on the best scientific and medical information available between the development of this Reopening Plan and the university's on-campus opening in July. In the meantime, below are several initial considerations:
      - Symptomatic people - If a person arrives on-campus having self-identified with COVID-19 symptoms, displays symptoms or develops symptoms during their time on-campus, the individual will be referred to her or his primary care professional, RIDOH or a state certified testing site and will leave campus.
      - Population Testing – Broad testing will be considered for people who live off-campus in a designated “hot spot” areas most likely to have COVID-19 confirmed cases.
      - Asymptomatic Testing – Broad testing of all campus community members will be considered based on availability, public health priorities and as effective testing systems, testing materials and other resources continue to develop.
- **COVID-19 Care Plan for Residential Students**
    - Residential students will complete a COVID-19 Care Plan that, if required to self-isolate or self-quarantine, identifies a way to return home, to live off-campus with a responsible friend or family member in the area, or other such living accommodations that provides for health and safety while self-quarantined.
- **Self-quarantining of Campus Members**
    - Residential students will follow the requirements set out in accordance with the applicable Governor's Executive Orders in effect in advance of the start of Fall Quarter. (As of this writing, people arriving from jurisdictions having a positivity rate exceeding 5% will be required to self-quarantine for 14 days in advance of, or concurrent with, the start of classes. A current list of

jurisdictions exceeding 5% can be found here:

<https://docs.google.com/spreadsheets/d/e/2PACX-1vSUCk9FIHBoJt5ZO0U6PKTTY7jHH8V4MovEDOWiqpTTixdgMSCnUWI25xX5DCmQmtLknzu7Bo0jwY02/pubhtml?gid=0&single=true> )

- All students (whether residential or commuter), faculty or staff members who have been exposed to a person who tested positive will self-quarantine in accordance with their COVID-19 Care Plan if residential or in their place of residence if commuter, or in another location in accordance with an approved COVID-19 Care Plan, and recommendations from RIDOH.
- NEIT has designated space in the Meltzer Residence Hall with single occupancy bedrooms to accommodate self-quarantining residential students during a transition period, if needed, from the time a student has been identified for self-quarantine to the time they have moved off-campus.
  - For residential students who are under self-quarantine during a transition period on campus:
    - A self-quarantined student will remain in a single occupancy bedroom and single user bathroom. If necessary, a self-quarantined student will be transferred from her or his bedroom to a designated self-quarantine room with a designated single user bathroom.
    - Prepared meals and other necessary services will be delivered to each quarantined student's room.
      - Students will be able to order from a special menu. All meals will be prepackaged and delivered to the residence hall in a drop off contactless manner.
    - Self-quarantined students may leave their rooms for limited essentials, based on the then current Governor's Executive Orders and RIDOH directives in a manner similar to those quarantined in the general public. Outdoor exercise should be limited to designated areas. All such activities must not mix with non-quarantined students, must maintain 6' physical distance and all other stipulations of the Reopening Plan.
- On-campus residential students arriving from states with 5% or greater positivity rate will self-quarantine in the Meltzer Residence Hall for 14 days upon arrival. These students may leave their rooms to obtain essentials such as food and medications. They also may socialize among themselves in groups not to exceed 10 and may participate in outdoor exercise in designated areas. All such activities must not mix with non-quarantined students, must maintain 6' physical distance and all other stipulations of the Reopening Plan.
- 
- **Isolating Campus Members**
  - Any student, faculty or staff member exhibiting COVID-19 symptoms will be directed to contact her or his healthcare professional, the Department of Health or a third-party testing site for evaluation and testing.

- Students testing positive will follow the provisions of their COVID-19 Care Plan.
- NEIT has designated space in the Meltzer Residence Hall with single occupancy bedrooms to accommodate self-isolated residential students during a transition period, if needed, from the time a student has been identified for self-isolation to the time they have moved off-campus.
  - For residential students who are under self-isolation during a transition period on campus:
    - A self-isolated student will remain in a single occupancy bedroom. Self-isolated students may continue to share a bathroom only if shared with another self-isolated student who has tested COVID-19 positive. Otherwise, self-isolated students will be provided a single user bathroom.
    - Prepared meals and other necessary services will be delivered to each quarantined student's room.
      - Students will be able to order from a special menu. All meals will be prepackaged and delivered to the residence hall in a drop off contactless manner.
  - Students who live off-campus, faculty and staff members who have tested positive for COVID-19 will be required to isolate themselves off-campus.
  - All campus members who have tested positive for COVID-19 will follow processes in a manner consistent with other medical situations as described in the NEIT Handbook.
- **Quarantining and Isolation Rooms**
  - Refer to Exhibit C for details.
- **Returning to Campus after COVID-19 Recovery**
  - A campus member can return to normal school activities after recovery only if these things have happened:
    - No fever for at least 72 hours (three days) without using medicine that reduces fevers. (Tylenol, acetaminophen, Motrin, Advil, NSAIDS, Aleve)
    - Other symptoms have completely resolved (stopped).
    - It has been at least 10 days since symptoms started, have a negative test, and symptoms have resolved.
  - These conditions for returning to campus may be updated from time to time by guidance from RDOH and/or the CDC.

## RAPID RESPONSE TO OUTBREAKS

- **In the Event of Minimal to Moderate community transmission**
  - NEIT will continuously adhere to the guidance set forth by the State of Rhode Island, the RIDOH and the CDC.
    - NEIT will monitor and assess the progression of COVID - 19 related reports.
  - If community transmissions rise from minimal to moderate based on the number of COVID - 19 positive tests:
    - The NEIT community will continue to be informed on the below steps to keep the community safe from further COVID - 19 transmission.
    - NEIT may implement continued or more significant social distancing strategies, including potential:
      - Cancellation of large gatherings and events
      - Cancellation of or modification of in person classes where students are likely to be in close contact
      - Increased space between desks
      - Scaling back of dining services
- **In the Event of Substantial Community Transmission**
  - NEIT will continuously adhere to the guidance set forth by the State of Rhode Island, the RIDOH and the CDC. The NEIT community will continue to be informed on the below steps to keep the community safe from further COVID - 19 transmission.
  - NEIT may implement continued or more significant social distancing strategies, including:
    - In collaboration with RIDOH, NEIT may implement no in-person classes.
    - Potentially starting remote learning until the threat of transmission subsides.
    - Potentially closing Meltzer Residence Hall.
    - Potentially canceling or postponing all activities and events
    - Limit access to buildings and facilities
      - Possible building and facility closures
    - Staff working on campus will be limited
    - Staff who can perform their job function will work from home
- **Transporting People Who Develop Symptoms On-campus**
  - The COVID - 19 Coordinator will call an ambulance should a sick person need to be transported to the hospital for further treatment and evaluation.
    - The COVID - 19 Coordinator will inform the ambulance that the person is suspected of having COVID - 19 or has been tested positive for COVID - 19 before it being dispatched to campus.
    - NEIT will not transport students, staff or faculty to their residence or to a health care facility.

## COMMUNICATIONS

- **Communications Plan**
  - NEIT formed a COVID-19 Communications Committee in early April 2020, the principal purpose of which was to assure that the university maintain communications with its various audiences during the early stages of the COVID-19 crisis. Initially, the committee shared information and assured students and parents that the university was in the process of developing plans for the advancement of their academic career. The second phase of communication focused on letting the campus community know what the remote learning experience would entail.
  - The COVID-19 Communications Committee remains in operation and comprises senior leadership of the university. Each member has a designated audience with which she or he is responsible to communicate on a weekly or otherwise appropriate schedule. The audiences identified include students, faculty, staff, parents, prospective students, digital communications, media communications, prospective employers of NEIT students and vendors doing business with the university. The COVID-19 Communications Committee will continue its work throughout the phases of reopening described above. Topics to be addressed on a scheduled basis include:
    - Reinforcing the importance of taking personal responsibility for containing the spread of COVID-19 including personal hygiene, frequently washing hands for 20 seconds, physical distancing, disinfecting surfaces and other techniques that have proven to be successful
    - All relevant COVID-19 related university processes, policies and protocols to all community members
      - COVID-19 symptom check-list
      - Where to get tested
      - What happens if a person tests positive?
      - Conditions for returning to campus activities
      - Where to get help if needed
      - Other COVID-19 related information
    - Communication with the Office of Postsecondary Commissioner and the RIDOH relative to the evolving attributes of the COVID-19 pandemic
    - Student activities and major event announcements
    - Student achievements of interest
    - Enrollment, financial aid and student support information
    - Other information of interest as may develop during the next phases of reopening

- **RIDOH Communications Contact Person**

- NEIT has designated Darlene Noret, DNP, MSN, Ed., APRN AC- BC, Director of Nursing/Interim Assistant Provost of Health Sciences, a senior health science leader to serve as the university's point person responsible for communicating with RIDOH with respect to NEIT campus community members who may test positive with COVID-19. Contact information:

Darlene Noret, DNP, MSN, Ed., APRN AC- BC  
Director of Nursing/Interim Assistant Provost of Health Sciences  
Email: [dnoret@neit.edu](mailto:dnoret@neit.edu)  
Tel: 401-739 -5000, Ext. 3709

- **COVID-19 Coordinator**

- NEIT has designated, Pamela Moffatt-Limoges, Director of Public Safety, a senior public safety leader to serve as the university's COVID-19 Coordinator. The coordinator will serve as the single point of contact for any campus member who may have COVID-19 concerns. All students, faculty and staff members will be informed to contact the coordinator directly. The coordinator will then refer the concerns to the appropriate NEIT senior administrator for resolution and will be responsible for follow-up and resolution. Contact information:

Pamala Moffatt-Limoges  
Director of Public Safety  
Email: [pmoffatt@neit.edu](mailto:pmoffatt@neit.edu)  
Tel: 401-780-4347

## TRAINING

- The university has created a training committee that includes, the Assistant Provost for Health Sciences, Director of Public Safety and the Environmental Health & Safety Officer. This committee, in conjunction with MEMIC, the university's insurance carrier, have created a training program which will be offered to faculty, staff and students. It includes information concerning; basic COVID 19 safety, cleaning plan and policies, the university's Reopening Plan, employee and student leave policies and Rhody Returns Business Plan. Additional specialty training topics include staff procedures for: screening, contact tracing, testing, identifying physical and behavioral health concerns.
- The committee will update the training program throughout the pandemic to keep current with CDC and State directives.
  - The training program will be presented through lectures, Zoom meetings and posting it on the university's Intranet system.
- Professional Cleaning Personnel Contractors' Responsibility – NEIT will require all cleaning contractors to provide evidence of appropriate training programs for their personnel.
  - Providing appropriate safety training to their employees, covering all job-related risk protection measures.
  - Providing appropriate product training for their employees who are assigned to NEIT facilities.
- NEIT will educate and inform residential students on appropriate cleaning protocols within their assigned spaces to reduce the spread of COVID-19 within residence halls.



## OTHER CONSIDERATIONS

- **Wayfinding and Signage**
  - Provide exterior wayfinding signage directing people to entrances and Check-in Stations.
  - Post signs at entrances regarding face mask requirement and listing possible COVID-19 symptoms.
  - CDC Stop the Spread of Germs posters (or similar) will be prominently displayed throughout the facility reminding everyone of the need for diligent hygiene practices. Posters prepared by the CDC and can be found:  
  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
  - Mark and or place appropriate devices at restricted-use sinks and other fixtures, as needed, to maintain 6' distancing.
  - Building Circulation Patterns - Post signage as necessary to guide people with respect to:
    - One-way direction corridors and stairs.
      - Mark direction of travel on floor of any one-way corridors, if so designated
    - **KEEP RIGHT** and **SINGLE FILE** designations in all corridors and staircases where one-way circulation is not possible.
    - Exceptions will be separately posted at each location.
    - Mark queuing line and spacing at each elevator and anywhere else lines may form.
- **Special Equipment**
  - All PSO personnel will be provided the appropriate Personal Protection Equipment at Check-In Stations.
  - Install acrylic shields at highly visited and transactional areas.
  - Where feasible, install acrylic shields in front of instructor podiums in classrooms and computer labs to provide additional separation / protection, beyond the standard 6' distance guideline.
  - All Dining Center staff:
    - Will be always required to wear a face mask.
    - Will be required to wear gloves at all times when handling ready to eat food
    - Must wash their hands and change gloves every 30 minutes or less.
- **Academics**
  - Remote academic coursework options for students who are quarantined, isolated on-campus or in their homes will be provided.

- **Scheduling**
  - All scheduling will be prepared by the registrar to minimize the sizes of groups of people and the interactions between groups and to allow for required cleaning and disinfecting of surfaces.
    - Class schedules will be staggered to minimize the number of students sharing corridors and restrooms.
    - Class schedules will be adjusted to allow for required cleaning of surfaces before and after class use.
    - Faculty and staff schedules will be formulated to either stagger arrival time or stagger days on-campus.
    - For Meeting, Conference and Study rooms reserved through the registrar - Enough time for cleaning will be accommodated between each change of occupants.
  
- **Policies**
  - NEIT has prepared or modified several policies in connection with employee and student concerns with respect to COVID-19. These include:
    - Employee Sick Leave
    - Medical and Family Leave for Employees
    - Considerations for People in Higher Risk Groups
    - Guidance for Student Absenteeism
    - Class Attendance
    - Financial Aid Policies and Practices
  - The policies listed above are included in Exhibit F

**Exhibit A**  
**Meltzer Residence Hall Move-in Plan**

The move-in process is usually a two-day process, but will be extended to up to four days, despite having only approximately half the number of residents for the 2020 fall term, to allow for social distancing in the corridors and common areas of the residence hall.

- Students will be assigned a move-in time and told not to arrive to NEIT any earlier than 10 minutes before that time. The times will be staggered by at least a half hour to have only one student and one assistant arrive to a hallway at a time.
- The schedule will have break periods to allow the cleaning staff to do hourly cleaning of high touch surfaces outside of the students' rooms.
- Students can have only one person assist with move-in. They will be told that if others accompany them to campus, they must stay in their cars. Therefore, they will be encouraged to arrive to NEIT with only their assistant.
- Upon arrival to NEIT, students will be directed by Public Safety to park in the assigned move-in parking area (cars at least 12 feet apart) and wait in their cars until their assigned arrival time.
- At the scheduled arrival time, students and one "designated helper", or assistant, can go to the housing check-in table located in front of the residence hall. They will be greeted by move-in staff to check in and to be screened. Screening will be the same as described in the screening section of this plan. Signage for social distancing will be visible.
- Students will be advised that they have 1 hour to move their belongings into their rooms.
- Two carts will be available per student, one for the student and the other for the assistant.
- Carts will be disinfected after every use and stored separately from carts that have not yet been disinfected.
- Face masks must be worn from the time the students and their assistants leave their cars and are in any location in or near the residence hall.
- Staff will circulate throughout the floors to ensure that social distancing is maintained and people are not gathering. Staff will also monitor the elevators to ensure that no more than a student and the student's assistant are in an elevator at one time.
- The traffic flow will have students and their assistants entering the building from the main entrance and exiting from the east side door.
- Hand sanitizer will be available at the front desk, near elevators and on each hallway.

## Exhibit B

### REOPENING RI COVID-19 Screening Tool

Use this tool to screen employees, clients, and/or visitors for symptoms of COVID-19.

#### SYMPTOMS

HAVE YOU HAD ANY OF THE FOLLOWING SYMPTOMS IN THE PAST THREE DAYS?	YES	NO
COUGH		
SHORTNESS OF BREATH OR DIFFICULTY BREATHING		
FEVER OR CHILLS		
MUSCLE OR BODY ACHES		
SORE THROAT		
HEADACHE		
NAUSEA OR VOMITING		
DIARRHEA		
RUNNY NOSE OR STUFFY NOSE		
FATIGUE		
RECENT LOSS OF TASTE OR SMELL		

#### RISK FACTORS

	YES	NO
Have you been in close contact (less than six feet) with anyone with COVID-19 or symptoms of COVID-19 in the past 14 days? <sup>1</sup>		
Have you traveled anywhere outside the 50 United States in the past 14 days?		
Have you traveled to Rhode Island for a non-work-related purpose from another city, town, county, or state that currently has a stay-at-home restriction, a shelter-in-place restriction, or a similar restriction, declaration, or announcement due to a COVID-19 outbreak? <sup>2</sup>		
Have you been directed to quarantine or isolate by the Rhode Island Department of Health or a healthcare provider in the past 14 days? If so, when does/did your quarantine or isolation period end?		
<p><b>IF YOU HAVE ANSWERED "YES" TO ANY OF THE QUESTIONS ABOVE, YOU WILL BE ASKED TO LEAVE THE BUILDING.</b></p> <ul style="list-style-type: none"> <li>• <b>Employees:</b> Please contact your supervisor and your Human Resources representative.</li> <li>• <b>Visitors:</b> Please call to discuss when you can return to this facility.</li> </ul>		

<sup>1</sup> Does not apply to people who come into contact with people with symptoms of COVID-19 during the course of their daily work while wearing full and appropriate personal protective equipment (PPE). See <https://www.dhs.gov/coronavirus/covid-19-qa> for more information.  
<sup>2</sup> Public health, public safety, and healthcare workers are exempt. Does not apply to anyone traveling for medical treatment, to attend funeral or memorial services, to obtain necessities like groceries, gas, or medication, to drop off or pick up children from day care, or to anyone who must work on their boats.

06/28/2020

reopeningri.com | health.ri.gov/covid  
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**Exhibit C**  
**Quarantining and Isolation Rooms**

- The isolation and quarantine rooms will be physically separated from other residential student rooms.
- The rooms will have private bathroom facilities and be stocked with a thermometer, sanitizing wipes, tissues, soap, hand sanitizer, and toiletries.
- Spaces will be labeled externally with appropriate signage that states restricted access (e.g., “Private Quarters” or “Authorized Personnel Only”) but does not state the reason for the restricted access due to concerns about potential for stigma and FERPA/ HIPAA violations. Any signage decisions will be reviewed with NEIT general counsel. Minimally, a select group of individuals within housing/residence life, campus safety, and facilities will be aware of the rooms used for isolation.
- Rooms have been pre-identified to accommodate an increase in need. CDC may later provide guidance on adequate numbers of rooms; if/when that guidance is released, these considerations will be updated.
- A designated health professional will remotely monitor students on a daily basis (temperature checks and symptom screening) and transfer to an on- or off- campus site for a clinical evaluation if symptoms advance or the patient requests (ACHA.2020).

## Exhibit D

### WEBSITE REFERENCES (Partial List)

#### **Social Distancing**

[www.reopeningri.com](http://www.reopeningri.com)

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

#### **Gathering Sizes**

<https://health.ri.gov/covid/>

[www.reopeningri.com](http://www.reopeningri.com)

#### **Signage/Posters**

[CDC's Stop the Spread of Germs poster](#)

[CDC's Stay at Home from Work poster](#)

#### **Cleaning**

[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

#### **Approved Disinfectants** - A full list of EPA-registered disinfectants for use against SARS-CoV-2

<https://www.epa.gov/coronavirus>

#### **Screening**

[https://health.ri.gov/forms/screening/COVID19\\_Employee\\_Screening\\_Tool.pdf](https://health.ri.gov/forms/screening/COVID19_Employee_Screening_Tool.pdf)

[https://health.ri.gov/otherlanguages/spanish/forms/screening/COVID19\\_Employee\\_Screening\\_Tool.pdf](https://health.ri.gov/otherlanguages/spanish/forms/screening/COVID19_Employee_Screening_Tool.pdf)

#### **Symptoms**

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

#### **Temperature Checks**

<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

#### **How to get a test for COVID-19**

<https://health.ri.gov/covid/testing/>

#### **Face Coverings not Required**

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

#### **Other Face Covering**

<https://commerceri.com/masks>

**Exhibit E**  
**Face Covering Exceptions**

- Students, faculty and staff that require more extensive facial coverings due to industry specific safety regulations, laws or guidelines should continue to comply with the PPE requirements outlined within their respective industry-specific laws, regulations, and guidelines (i.e., medical professionals, professionals who use respiratory equipment, and professionals who handle hazardous waste).
- Face coverings are required unless student, faculty member, staff and/or visitor can **easily, continuously, and measurably** maintain at least six (6) feet of distance from other people for the duration of his or her work and/or time in a building.
- Such protective coverings are not required for certain individuals, per CDC guidance: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> or when a face covering would inhibit an activity of daily living (e.g., eating).
- Further guidance on the use of face coverings can be found here: <https://commerceri.com/masks>.

**Exhibit F**  
**Policies**

**EMPLOYEE SICK LEAVE**

Due to the recent outbreak of Coronavirus Disease 2019 (COVID-19) , employees who have symptoms of acute respiratory illness (i.e. cough, shortness of breath) are required to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

Until further notice, employees who are sick with acute respiratory illness and are out for more than 3 days will not be required to provide documentation signed by a health care professional indicating that sick leave time is necessary.

Employees who arrive at work and appear to have acute respiratory illness symptoms or who become sick during the day will be sent home immediately.

Employees who are well but who have a sick family member at home with symptoms of acute respiratory illness should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

**FAMILY AND MEDICAL LEAVE (FMLA)**

NEIT's current practice is to require a notice of eligibility for FMLA to be sent to employee on the 4<sup>th</sup> day of the employee's absence. The FMLA application requires the employee to provide medical documentation within 15 days. NEIT's Notice of Eligibility for FMLA states:

**RIGHTS AND RESPONSIBILITIES OF EMPLOYEES ELIGIBLE FOR FMLA LEAVE**

FMLA time may be taken if an employee meets the eligibility requirements for taking FMLA leave and still has FMLA leave available in the applicable 12-month period. However, in order for NEIT to determine whether the employee's absence qualifies as FMLA leave, she or he must return the information outlined in the Employee Handbook to NEIT to us by (15 days). If sufficient information is not provided in a timely manner, her or his leave may be denied.

However, in consideration of the COVID-19 pandemic, the 15 day requirement may be extended 30 days, upon request, to enable an employee additional time to get the required documentation form her or his medical provider.



## **CONSIDERATIONS FOR EMPLOYEES IN HIGHER RISK GROUPS**

Employees in higher risk groups will be encouraged to work from home whenever possible. However, NEIT may not prevent an employee who is in a higher risk group from coming to work if they choose to.

The following Groups are at Higher Risk for Severe Illness with COVID-19

- People 65 years and older
- People of all ages with underlying medical conditions.

Supervisors should be flexible and creative in determining ways to meet critical and essential campus work requirements while maintaining the safety of members of NEIT's campus community. It is particularly important to evaluate and utilize alternative work measures for higher risk employees as defined above for employees who must remain or who choose to remain on site to perform their jobs. These employees should work with their supervisors to review work plans.

Actions an employee can take based on his/her conditions and other risk factors:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html>

Employees are not required to disclose a medical condition which places them at higher risk.

## **GUIDANCE for STUDENT ABSENTEEISM**

Students will be advised to review attendance and sick leave policies in the Student Handbook. Students should not attend class when sick. They will be allowed to stay home to care for sick household members. Faculty should make reasonable accommodations (e.g., extended due dates, electronic submission of assignments), as possible, for individuals who may be temporarily unable to attend class due to restrictions placed on them related to possible exposure to the virus that causes COVID-19. Considerations in addressing absenteeism in a COVID environment:

- Determine what level of absenteeism will disrupt continuity of learning.
- Establish procedures for students, who are sick (with any illness) on campus.
- Establish procedures to ensure students, who become sick (with any illness) on campus or arrive on campus sick are sent to their place of residence as soon as possible.
- Make reasonable accommodations (e.g., extended due dates, electronic submission of assignments), as possible, for individuals who may be temporarily unable to attend class due to restrictions placed on them related to possible exposure to the virus that causes COVID-19.

## **CLASS ATTENDANCE**

AS PUBLISHED ON TECHNET, NEIT'S INTRANET (Similar provisions appear in the Student Handbook.)

*Regular and prompt attendance at all classes is expected of all students. Each course syllabus clearly states the attendance policy and the makeup policy for that class. Students who know that they will be absent are expected to obtain assignments from instructors so that the necessary work will be completed immediately upon their return. For online courses, participation in discussions and posting of assignments according to the schedule are all evidence that students are attending the course and completing course requirements.*

### **COVID-19 Provision**

During the COVID-19 pandemic, class attendance policies that penalize a student for being absent from class should be suspended until further notice.

## **NEIT FINANCIAL AID POLICIES AND PRACTICES**

CONSECUTIVE CLASS ABSENCES (As appearing in the Student Handbook.)

*The Federal Government requires universities that take student attendance to also monitor the attendance of students who receive Title IV financial aid funds (Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Stafford Loans, etc.) in order to determine, in a timely manner, when a student withdraws from the university. If a student receiving Title IV financial aid has not attended classes in 14 consecutive calendar days (including weekends and holidays) and has not indicated that he/she plans to return, NEIT is required to withdraw the student from the university.*

### **COVID-19 Provision**

During the COVID-19 pandemic, for students receiving Title IV financial aid who have not attended classes in 14 consecutive calendar days, NEIT will proactively try to determine if they are coming back so they don't lose financial aid assuming they can somehow make up the missed academic work.