

# NKU Moving Forward: Enhancing NKU as a Student-Ready Institution for Fall 2020

In the Spring Forum address on April 21, 2020, President Vaidya outlined two scenarios to be considered for NKU for Fall 2020. The NKU COVID-19 Preparedness Team was tasked with providing a recommendation.

## **RECOMMENDATION: CAMPUS OPEN WITH RESTRICTIONS**

The COVID-19 Preparedness Team recommends that NKU undertake a hybrid approach to “**Scenario A: Campus Opens with Restrictions,**” that is flexible and adjustable based on constant monitoring of the local, regional, national, and international COVID-19 situation. Under this approach, NKU would open in stages as follows:

- **June 2020:** Virtual continuity of operations continues with essential personnel only on campus
- **July 1, 2020:** “Soft” limited opening with some office/services available with reduced staffing
- **August 1, 2020:** Wider opening of a blended, flexible environment that includes some in-person interaction with modifications that minimize risk for all NKU constituents and follow the state of Kentucky’s guidelines and the guidelines of the U.S. Centers for Disease Control and Prevention (CDC)

### **The blended environment will involve several elements, including the following:**

- Social distancing, including reduced numbers of seats in classrooms
- Restrictions on the number of individuals gathering together (following state and federal guidelines)
- Possible reductions or expansions in hours of service to enable social distancing
- Increased use (compared to pre-COVID-19) of remote working and hybrid/online classes to accommodate the need for social distancing and the possibility of a resurgence of COVID-19
- NKU’s “Healthy at NKU” plan that works in conjunction with community partners (St. Elizabeth Healthcare, Gravity Diagnostics, Northern Kentucky Health Department, and others) for testing and tracing of the virus and its transmission, staff training, and trigger protocols

The recommendations of the COVID-19 Preparedness Team are based on the following guiding principles:

- Health and safety of students, faculty, and staff
- Student success
- Academic excellence

These recommendation are designed to be flexible and subject to change as the COVID-19 situation continues to evolve.

The details of the COVID-19 Preparedness Team's recommendation are outlined in the following sections. As NKU moves forward, many additional details and updates will be provided on all of these matters.

- Health and Safety
- Academics
- Athletics
- Human Resources
- Information Technology (IT)
- Student Affairs and Student Experience

## HEALTH AND SAFETY

The sections below outline health and safety considerations for NKU's reopening.

### Timing for Reopening

The following criteria will be used as part of NKU's plan to reopen on the recommended dates:

- NKU's ability to comply with federal and state requirements, including Kentucky Executive Orders. Guidelines issued by bordering states will also be considered.
- The availability of rapid testing for all individuals exhibiting COVID-19 symptoms.
  - NKU will collaborate with St Elizabeth Healthcare to ensure the availability of testing.
  - Faculty, staff, and students exhibiting symptoms will primarily receive testing at the new St. Elizabeth facility near NKU. Limited testing may also be available at NKU Student Health Services.
  - Contact tracing will be conducted by the Northern Kentucky Health Department as appropriate.

### Health

- **MANDATORY FACIAL COVERINGS**

Facial coverings are required for faculty, staff, students, vendors, and visitors.

- Facial coverings must be worn at all times on campus **except** while eating or while alone in a private room such as a personal office. Facial coverings will not be required while exercising outdoors, as long as there is proper social distancing and no clustering with others.
- Facial coverings should cover the nose, mouth, and chin.
- As the university expands its on-campus activities, NKU is providing each employee who works on the campus and each enrolled student with a reusable facial covering or disposable mask. Individuals may also choose to make or purchase a facial covering for their use while on campus. Faculty, staff, and students picking up facial coverings will be asked to show NKU ID. More information regarding distribution of facial coverings will be provided as it becomes available.

- Some individuals should not wear facial coverings. Faculty, staff, and students may request an exemption from wearing a facial covering through Human Resources. **Exemptions will be provided for the following reasons with adequate documentation:**
    1. Facial coverings in the work setting are prohibited by law or regulation;
    2. Facial coverings are a violation of documented industry standards;
    3. Facial coverings are not advisable for health reasons;
    4. Facial coverings are in violation of the documented safety policies; or
    5. There is a functional (practical) reason for an individual not to wear a facial covering in the workplace.
    6. Facial coverings should also not be used by anyone who has trouble breathing or who is otherwise unable to remove the facial covering without assistance, such as a child under the age of two.
  - NKU is requiring facial coverings to be worn in accordance with the Governor's Healthy at Work initiative and recommendations made by the Centers for Disease Control and Prevention. NKU will re-evaluate this requirement on a regular basis and communicate any changes.
- ***FACILITIES RECOMMENDATIONS***
    1. Make approved hand sanitizer available in existing dispensers and in additional high-traffic areas. Additional areas should be communicated to Facilities Management and will be frequently re-evaluated.
    2. Provide signage about face covering and 6-foot social distancing.
    3. Place floor distancing decals or markings in areas where queues may form, such as the University Bookstore, Dining Services, or Parking Services.
    4. Install physical barriers (Plexiglas) where in-person interactions are required, based on recommendations submitted to Facilities Management.
    5. Institute increased cleaning/disinfecting processes, with high-touch/high-traffic areas disinfected in regular, defined intervals.
    6. Using the 6-foot social distancing recommendations, determine appropriate room capacities in classrooms, offices, labs, etc.
- ***SCREENING, TESTING, AND CONTACT TRACING***
    1. Establish a temperature- and symptom-screening policy.
      - This will include a daily check before reporting to work or school—to be determined whether this will be self-check or on-campus check.
    2. Establish a centralized reporting and monitoring system-vetted by Legal.
      - SafeColleges could be an avenue for reporting-automatic notification to Safety and Emergency Management and/or Health Services.
      - Establish a procedure for communication to the campus community following a confirmed positive (e.g., class cancelation, cleaning/disinfection required, areas closed).

3. Implement rapid (accurate) testing in conjunction with contact tracing for positive COVID-19 cases.
  4. Make testing available through NKU Health Services or through St Elizabeth's Urgent Care as rapid Clinical Laboratory Improvement Amendment (CLIA)-waived tests become available.
  5. NKU Health Services will suspend the availability of service to walk-ins. Appointments will be required so that they can be staggered to allow for physical distancing in the waiting room.
  6. Minimum standards of symptoms for testing will follow CDC recommendations:
    - Cough
    - Shortness of breath or difficulty breathing

***Or at least two of the following symptoms:***

    - Fever
    - Chills
    - Repeated shaking with chills
    - Muscle pain
    - Additional symptoms, including loss of smell or taste, diarrhea, sore throat, moderate to severe fatigue, confusion, and/or new skin rashes.
  7. Establish quarantine procedures for individuals exhibiting symptoms until they are confirmed negative. Provide food delivery to quarantined on-campus housing residents.
  8. Require mandatory 14-day quarantine for faculty, staff, and students arriving from outside of the country. How this will be monitored and a protocol for this has not yet been established. These individuals would be required to do the following:
    - Check their temperature twice daily
    - Report fever > 100.4, cough, or trouble breathing
    - If fever or illness is present, the individual should stay home, avoid contact with others, and should not go to work or school.
- ***REGULAR AND INCREASED COMMUNICATION***  
Establish regular communication with the campus community that includes updates on changing epidemiology and recommendations for testing, face covering, social distancing, reporting requirements, decontaminating, and vaccinations (flu and SARS-CoV2).
  - ***MENTAL HEALTH CAMPAIGN***  
Create an awareness campaign regarding the availability of mental health services, either in person or by telehealth. It will be imperative to assist students in this regard during this difficult time.
  - ***FLEXIBILITY IN ATTENDANCE AND CLASS DELIVERY***
    1. Provide attendance flexibility for faculty, staff, and students when exposed to COVID-19 or in recent contact with a confirmed case.

2. Provide flexibility for instruction to shift from in-class to online if a pre-determined threshold of COVID-19 cases occurs. Establish thresholds for classes and for the entire campus.
  3. Provide additional accommodations for vulnerable populations, including those individuals that are over 60, are immunocompromised, have diabetes or hypertension, are obese, and have compromised heart and/or lung function.
- **RESTRICTIONS ON GATHERINGS/SOCIAL DISTANCING MEASURES**
    1. Promote Zoom meetings, remote instruction, and/or work-from-home when appropriate.
    2. Restrict/limit university travel; exceptions require administrative approval.
    3. Limit events/capacity. Maximums will be determined by Facilities with guidance from the Health Department with maximum capacity based on CDC guidelines and with proper 6-foot social distancing.
    4. Limit congregating in spaces such as dining, library, School of the Arts (SOTA), by physically removing furniture or restricting/covering it.
    5. Delay the opening of the Campus Recreation Center until a plan is developed that will limit the spread of COVID-19, and the plan is approved by the state and/or university administration.
  - **THRESHOLD FOR RETURNING TO VIRTUAL OPERATIONS**

Establish pre-determined thresholds for returning to virtual operations and the responses that will be taken should testing/monitoring demonstrate an increase in spread or campus cases of COVID-19. This threshold will be defined in collaboration with the Northern Kentucky Health Department and St. Elizabeth Healthcare.

## Safety

- NKU Police staffing will return to normal as the campus reopens.
- Building hours will be restricted until campus is back to normal operations.
- As the campus reopens, in-class offerings may be consolidated to specific buildings to prevent criminal activity and reduce contamination.
- Identify all of the areas (e.g., classrooms, basketball courts in the Rec Center) that could be open. If it is found that there is a high level of effort to maintain the area for usage and the area is not significant for student success, then the area may be closed if the risk is greater than the reward.
- Model foot traffic patterns around campus to determine the congestion areas. Use the information to predict the patterns and times of heavily congested areas and build processes for better social distancing. Consider building models at 50%, 75%, and 100% capacity to build action plans for all three scenarios.
- Determine the additional staffing required to enforce COVID-19 processes and procedures to reduce the risk of infection transmission (e.g., COVID-19 Safety Team).
- Consider creating a training officer for each department to ensure every team has someone to go to with COVID-19 safety questions and to have a team lead that has

been certified by Human Resources to be a subject matter expert to ensure that area is COVID-19 compliant from a safety standpoint.

## ACADEMICS

The following plans are being made for a return to campus.

Under the recommended approach, some level of in-person class meetings with substantial mandatory health and safety accommodations will resume in Fall 2020. Flexible approaches to instruction will be required.

### Classroom Health and Safety

- Classrooms will be reconfigured to allow for social distancing.
- For in-person classes, faculty should encourage students to stagger entrances and exits to maintain social distancing.
- Students and faculty will be expected to follow the mandatory facial covering requirements described in the “Health” section. Faculty should state this facial covering requirement in their syllabi and may require additional Personal Protective Equipment (PPE) (e.g., safety goggles) as needed. Additional guidance on the facial covering requirement will be provided as it is developed.
- Students and faculty should follow the screening, testing, and contact tracing requirements described in the “Health” section. More information on these requirements will be announced to the campus when available.
- Classes that offer in-person meetings will be required to have the following plans:
  - approved measures that will be implemented to minimize the infection risk for students and faculty.
  - concrete plans for the possibility of transitioning to a fully online/remote environment either on a class-wide or individual student basis, i.e., a hybrid-flexible model.
- Because of unknowns related to COVID-19 and the possibility for a resurgence, all classes with an in-person element will be designed with the possibility for an online element, as is currently done for hybrid classes. Faculty teaching these classes must be prepared to pivot to fully online if circumstances dictate. Faculty will communicate these plans to students at the beginning of the semester and work with students to be sure they have back-up plans in place for being able to pivot to remote learning.
- All faculty will notify their department chairs/school directors in the event they fall ill.

### Class Formats

A variety of class formats will be offered. Faculty will work with their department chairs/school directors and deans to determine the format that best suits their classes:

- **In-Person/Hybrid/Hybrid-Flexible (HyFlex)/Combination.** For classes involving an in-person element, faculty should choose the format that best suits their pedagogy and student success, realizing that space/time availability may put constraints on the available options:
  - Meet in a large space that accommodates social distancing AND allows an enrollment close to typical for the course.

- Divide sections for separate meeting days. In this case, only a portion of the students will be able to meet in person in any given class session. This could mean that some students would join the class via technology, or that there would be A/B subsections that do the same activities on alternate days in and out of class.
- Design a flexible combination of these options that meets the instructional needs of the course.
- **Synchronous Online.** Some classes will be taught entirely in an online/remote environment, but in a synchronous setting with regularly scheduled virtual class meetings.
- **Asynchronous Online.** As always, some classes will be offered in the asynchronous online mode.

### **Flexibility in Attendance and Class Delivery**

- In establishing attendance requirements, faculty should remain cognizant of issues pertaining to COVID-19. Students cannot be required to attend class when they are ill or in quarantine.
- Faculty should be prepared to shift from full or partial in-person instruction to fully online instruction if a pre-determined threshold of COVID-19 cases occurs. As described in the “Health” section, thresholds will be established for classes and for the entire campus.
- Instructors of classes that offer in-person meetings will be required to submit and have approved measures that will be implemented to minimize risk of infection.
- Students who are part of a vulnerable population or otherwise have special circumstances relating to COVID-19 should work with their instructor. Faculty will also need to be flexible if students cannot attend due to living with or caring for a vulnerable individual. Faculty who have such circumstances should consult with their supervisor in establishing their work arrangements.

### **Other Academic Spaces and Programs**

- Academic spaces on campus, such as areas within Steely Library and the Chase Law Library will be available to students with proper social distancing and increased cleaning.
- Labs and studio spaces will reopen for student learning and research experiences, providing the proper health and safety accommodations are made.
- Internships, practicums, and community experiences will proceed as circumstances allow with proper accommodations for social distancing.

## **ATHLETICS**

The Department of Intercollegiate Athletics is currently making plans and preparations for both the Summer and Fall 2020 semesters. The NCAA has instituted a recruiting dead period, which severely limits the recruiting activities for coaches. NKU Athletics summer workouts and countable athletically related activities could potentially begin as early as July 6, 2020, based on university permission and guidelines provided by health officials and the state of Kentucky. The

safety and well-being of student-athletes, coaches, and staff will be at the forefront of these decisions.

The Department of Athletics has created an Athletics Preparedness Team, led by team physician Dr. Matt DesJardins, to formulate a plan for reopening athletic-related activities under the guidance set forth by government and health agencies, NCAA/Horizon League, and the University.

The Athletics Preparedness Team's plan is being formulated with considerations for the following topics:

1. Compliance with the University's July 1 soft opening
2. Preparing office areas to adhere to social distancing guidelines
3. Determining proper social distancing protocols, as well as proper cleaning/disinfecting procedures, for the following areas:
  - Strength and conditioning
  - Athletic training
  - Locker rooms, restrooms, etc.
  - Film room
  - Academic centers
  - Campus Housing
4. Identifying staff who are essential versus those who can continue effectively working from home
5. Acquisition of necessary PPE for staff and student-athletes
6. Testing requirements

Nurse coaches, staff, and student-athletes will adhere to campus guidelines set forth for all students, visitors, and staff while on campus.

Additionally, all Fall 2020 athletic competition is subject to decisions pending by the NCAA and Horizon League. Four possible scenarios being considered for the Fall 2020 semester include the following:

1. Athletic competition resumes in the Fall 2020 semester with no interruptions or restrictions
2. No Fall 2020 home events—or Fall 2020 home events held without spectators
3. No Fall 2020 home events and basketball games played without spectators until Jan. 1, 2021
4. No Fall 2020 home events and no home basketball games—or home basketball games played without spectators

## **HUMAN RESOURCES**

As summarized below, Human Resources is working on several items for the transition back to campus. These will all be done in accordance with [Kentucky's Healthy at Work](#) guidelines. Healthy at Work is a phased approach to reopening Kentucky's economy and is based on criteria set by public health experts and advice from industry experts.



## Human Resources Considerations

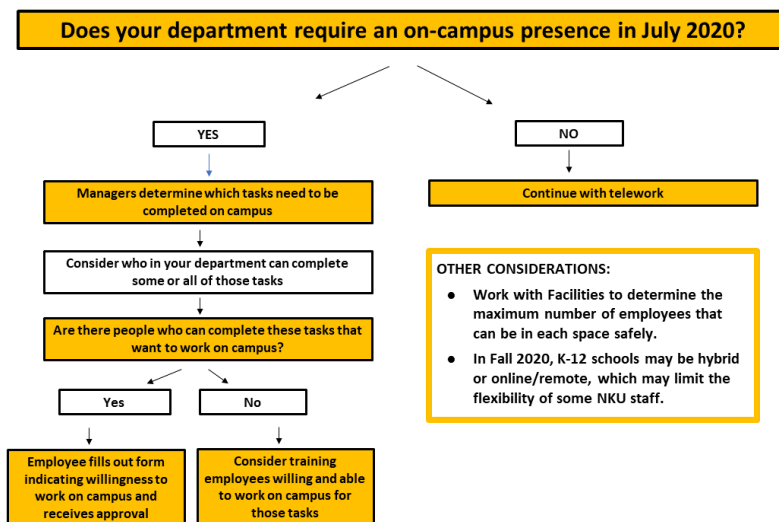
- **Healthy at Work Officer.** Designate at least one Healthy at Work Officer, with guidance from [Kentucky's Healthy at Work](#) guidelines. As stated in the Healthy at Work Phase 1 Reopening Guidelines (#12), this individual will be responsible for NKU's compliance with the Healthy at Work guidance and any other guidance provided. Employees will be allowed to identify and communicate potential improvements and/or concerns to the Healthy at Work Officer or other administrators.
- **Employee Mental Health.** Mental health of all employees is an important consideration in the changing and stressful environment caused by COVID-19. Therefore, we will establish new resources and emphasize existing resources for employee mental health, including the following:
  - Re-Orientation Training (transition to on-campus work) for employees and supervisors
  - Returning to Work webpage with tips for transitioning back to campus and links to Northern Kentucky regional resources
  - [NKU's Aetna Employee Assistance Program \(EAP\)](#)
- **Considerations for At-Risk Employees.** Human Resources will work with employees to ensure that they understand and utilize the following resources if relevant to their particular needs:
  - ADA accommodations
  - Emergency Paid Sick Leave Act
  - FMLA and Emergency Family and Medical Leave Expansion Act
  - Increased measures to protect employees when working on campus, such as isolated workstations, additional personal protective equipment (PPE), and fewer days on campus
- **FAQs for Employees and Supervisors.** Human Resources will establish easily accessible answers to frequently asked questions such as, but not limited to, the following:
  - Which employees need to work on campus?
  - How will employees be kept safe?
  - Does everyone have to wear a mask?
  - Will NKU be providing masks, gloves, etc.?
  - What happens if an employee gets sick?
  - What if someone in an employee's family gets sick?
  - Will employees get paid time off?
  - What if a coworker gets sick? How will employees know?
- **Increased Employee Relations.** Human Resources will increase the availability of its staff to accommodate increased need for employee/supervisor assistance in areas such as the following:
  - Employee work-from-home requests/alternative schedule requests

- Resources for employees who are unable/unwilling to return to work for COVID-19 related issues, such as fear, childcare needs, or quarantine

As needed, more information on these accommodations will be presented in supervisor transition training or added to the FAQs or Returning to Work webpages.

- **Compensation Issues.** Human Resources will be prepared to address and establish guidelines regarding compensation issues that arise, such as the following:
  - Will any changes need to be made to employees' Fair Labor Standards Act (FLSA) status in order to reopen (exempt to nonexempt, nonexempt to exempt, full time to part time, or part time to full time)?
  - Trainings and health checks are paid time.
- **Community Readiness.** Refer to [Kentucky's Healthy at Work](#) guidelines. Human Resources will keep up to date and respond appropriately to issues within the state and nation regarding the following:
  - Government orders
  - Testing capacity
  - Virus trajectory
  - Supply chain
- **Facilities Readiness.** Refer to the Health and Safety section. As needed, Human Resources will help address questions needed to implement the various health and safety issues that will need specific guidance from a Human Resources standpoint:
  - Social distancing guidelines
  - Cleaning/disinfecting protocols
  - Space configuration
  - Use of common spaces/conference rooms
  - Guidelines for the number of individuals deemed "safe" to be in certain areas—for example, will approvals be needed for gatherings of various sizes? Or will there only be so many "spaces/slots"? How will the number or percentage of people on campus be determined? Is the number allowed by building or department? Will there be maximum numbers for elevator usage?
- **Workforce Readiness.** Human Resources will continually monitor the issues below.
  - **Four possible scenarios.** In order to maintain flexibility, Human Resources will continue to evaluate whether it is necessary to scale up or down to various scenarios.
    1. NKU 100% on-campus
    2. NKU more than 50% on-campus (hybrid)
    3. NKU less than 50% on-campus (hybrid)
    4. NKU Virtual Continuity of Operations - only employees with required on-campus work
  - **Phased/staggered return plans.** Human Resources will provide guidelines for establishing plans to facilitate a phased/staggered return.

- Even after the proposed soft opening July 1, 2020, employees should remain remote when possible. See the figure below for guidance in determining departments' on-campus presence in July.



- Staggering start/end work times may provide greater protection for employees.
- Consider asking employees to report in shifts, using seniority or other non-discriminatory factors for selection.
- Within units, systems can be established for alternating work-from-home days and office days (e.g., A/B Teams).
- Stagger meal/rest breaks.
- **Special circumstances.** From the perspective of the university as a whole and in working with individual employees, it is essential for everyone to remain flexible and responsive to all issues that arise.
  - NKU must be prepared to pivot based on federal and state government guidelines.
  - Supervisors must remain cognizant of childcare issues relating to K-12 schools being remote and daycares being closed.

## Safety Considerations

- 1. Required Training Before Returning to Campus.** Human Resources will coordinate required trainings for all employees and additional trainings for facilities staff:

### ALL EMPLOYEES:

- Use of elevators and stairwells
- Facial covering/mask wearing
- Acceptable types of mask for various roles
- Exceptions to face covering requirements
- Glove requirements
- Social distancing

- Disinfection of workspace
- Proper handwashing technique
- Non-compliance reporting

**FACILITIES STAFF (already in process):**

Facilities staff will develop protocols and training in enhanced cleaning and self-protection procedures (possibly in partnership with St. Elizabeth Healthcare):

- PPE training (e.g., masks, gloves)
- Deep cleaning/disinfection of areas of known COVID-19 exposure
- Understanding routes of transmission
- Self-protection when cleaning

**2. Confirmed COVID-19 Case Protocol (from Kentucky Healthy at Work)**

- Establish guidelines and process for reporting case on campus.
- Ensure that managers and employees participate in contact tracing if an employee tests positive. This includes answering questions from public health officials and completing the Contact Tracing Form (Northern Kentucky Health Department); ensure that managers and employees have access to this form and are trained how to accurately complete it.

**3. Preparation of Worksites for Reopening**

- Clean and disinfect surfaces, equipment, etc.
- Ensure that sufficient cleaning supplies are available.
- Reconfigure worksites to allow for social distancing.

**4. Employee Self-Screening for those Working On-Site**

- Establish procedures for temperature-taking and logging those results and reporting any fevers to supervisors.
- Require reporting of any exposure to COVID-19 positive individuals, respiratory symptoms, sore throat, or dry cough to supervisors.
- If an employee indicates any of these conditions, the supervisor must require that the employee stay home, and the employee should seek guidance from their healthcare provider.

**Communication Considerations**

1. Establish a clear communication plan that allows employees to understand how the institution plans to reopen and the new processes and procedures that will be in effect.
2. Possible topics to be included within this communication plan include the following:
  - Staying home when sick
  - Physical distancing policies and other policy changes
  - Training on new workplace safety and disinfecting protocols
  - Highlighting what NKU is doing to support and protect employees and students from exposure
  - Increasing on-campus safety/cleaning signage

## **Policy and Procedure Modifications/Additions**

Several modifications and additions to NKU policies and procedures will be necessary. These changes will be reviewed by the COVID-19 Preparedness Team and approved by the President's Cabinet. Examples of such changes include the following:

1. Health screening guidelines
2. Attendance policies relaxed to encourage sick employees to stay home
3. Flexible scheduling options/Alternative work schedules
4. Meal and rest break policies adjusted to stagger times to encourage social distancing
5. Telecommuting guidelines detailed to reflect types of work that can be done remotely and procedures for requesting work from home
6. Addition of Emergency Paid Sick Leave and Emergency FMLA policies
7. Travel restrictions
8. Scheduling on-campus work
9. Remote work options
  - Guidelines for supervisors
  - Guidelines for employees
10. Meeting guidelines:
  - Define meeting protocols
  - Continue use of virtual meetings with 10 or more people
  - Consider if information can be shared via email or phone conferencing
  - Physical distancing guidelines for in-person meetings, e.g., must remain 6 feet apart
  - Specified limits on number of people in any given area
  - No handshakes

## **Parking**

Parking enforcement will begin on August 1, 2020, and parking fees will be in effect as usual for the Fall 2020 semester.

## **INFORMATION TECHNOLOGY (IT)**

IT is planning a flexible approach to the Fall 2020 semester with regards to classroom technology, tech support, equipment loan program, Norse Tech Bar, system support and administrative support. IT's goal is to support the university's administrative and academic needs independent of decisions made with regards to mode of learning. IT will execute plans this summer to be prepared for in-person classes, flexible hybrid, and fully online instruction. These plans include the following:

- Prepare as many classrooms as possible for the hybrid instruction mode, which allows the most flexibility. Leverage prioritization of classrooms based on the input of the COVID-19 Academic Workgroup. This will require the procurement of the necessary equipment as soon as possible and then installation over the summer.

- Procure media kits containing webcams, microphones, and other necessary equipment available for faculty, which would allow them to teach in person or remotely.
- Adjust classroom support/IT staff on campus as demand dictates.
- Add as many of the required academic software titles as possible to our virtual lab solution for remote access.
- Maintain/open our physical labs with the correct social distancing.
- Operate the Norse Tech Bar per social distancing guidelines to provide direct student/faculty/staff support.
- Replenish the laptop and iPad carts in time for the fall semester, replacing the loaner devices that were removed. The procurement of these devices will be made in May and replacement within the classrooms will occur over the summer.
- Procure enough high-end loaner laptops for students and faculty that support remote working/learning for faculty and students for the more advanced academic programs.
- Procure enough equipment and be prepared to cover student loaner requests for wifi hotspots, laptops, headsets, and webcams.
- Procure enough equipment and be prepared to cover faculty loaner requests for wifi hotspots, laptops, headsets, webcams, and monitors.
- Enhance evening and weekend helpdesk and support hours.
- Develop/provide online trainings that support hybrid learning and staff efficiencies.
- Provide best practices and security procedures for a successful online experience.

## STUDENT AFFAIRS AND STUDENT EXPERIENCE

Below are key elements of the plans of Student Affairs for the summer and Fall 2020.

- **University Housing.** Callahan Hall will be open for summer housing, with one student per room in rooms with shared bathroom facilities. In Fall 2020, Callahan will be open with one student per room in rooms with full bathrooms. Other campus housing facilities will either be closed or open with a reduced number of students. In both the summer and fall, certain wings will be designated as quarantine areas. University Housing will examine a depopulated residency model for Fall 2020 based on CDC recommendations and guidance from national University Housing and Residence Life guidelines.
- **Norse Commons (Housing Office).** Reduced staff in office (25%); limited or no student employment at the front office; hire additional students for Operations & Maintenance (O&M); mailrooms will remain open (potentially limited hours); residential village information desks will not be open except during opening/closing; no visitors in the main office. University Housing will promote phone and Zoom appointments. University Housing will also set up a Zoom conference station for individuals who arrive to Norse Commons.
- **Dining Services.** In Fall 2020, the service model will shift to limited options with limited hours in the Student Union; continuous serve at one residential dining location; corporate-mandated strategies regarding cleaning, uniforms, and social distancing;

limited point-of-service interaction. The plans will be designed to adapt to the changing situation.

- **Student Union (SU) and the University Center (UC).** The SU and UC will open with limited hours of operations. Social distancing strategies will be enforced for common areas, lounge areas, and meeting spaces.
- **FUEL NKU.** Operations will continue with limited paid and volunteer staff. To avoid contamination, donations of products are not accepted. There will be social distancing on site and constant cleaning/disinfecting.
- **Campus Recreation Center (CRC).** For Fall 2020, classes will get priority over any open recreation. CRC will limit people in the building, implement regular disinfection, and require masks/temperature checks, following the guidelines stated in the Screening, Testing, and Contact Tracing section. Although challenges with enforcement and availability of PPE will need to be addressed, CRC will abide by recommendations of the CDC and the national collegiate campus recreation suggested practices. The virtual+ programming that has been in place during Spring 2020 and Summer 2020 will continue until modified recreational and fitness operations open tentatively in August.
- **Counseling Services.** Counseling Services will continue to provide telehealth services, as well as offer in-person sessions as appropriate based on University decisions. Crisis services are also available 24/7 for our students.
- **Early Learning Campus.** NKU's Early Learning Campus will be open as the state of Kentucky permits and pending the University's reopening recommendations for Fall 2020. Likely, additional classrooms will be added to create smaller class sizes, as well as additional disinfecting and staff.
- **International Student and Scholar Services (ISSS).** Below are some of the key elements of the plan for addressing the arrival and check-in of international students:
  - Thermometer and facial covering should be added to the student packing list.
  - Advise international students to arrive July 27-July 29, 2020, to quarantine for 14 days before immigration check-in and orientation on August 5, 2020.
  - Orientation is in the process of being created for virtual use. International students may need devices to use for virtual immigration check-in since most students will not yet have phone chips/plans.
  - Starting August 1, 2020, international students will begin the check-in process, including paperwork and training. Staff will need to be present.
  - Remove furniture in ISSS lobby; add plexiglass barriers; encourage/require masks; utilized gloves as needed.
  - Once international students are settled in, staff can revert to being more virtual. Rotate staff - 1 or 2 people per day in the office; encourage/require masks; ensure necessary cleaning supplies are provided.
- **Events.** Events will be scheduled either in-person or virtually depending on the timing and number of participants. Below are some examples:

- **Fraternity and Sorority Life.** Sorority recruitment will take place January 28-31, 2021.
- **Fresh Start.** For Fall 2020, this program is working on a virtual experience but would like it to be in person for the 140 new and returning students.
- **Registration Day.** The Student Organization Fair is being designed to be a potentially virtual experience.
- **Fresh Fusion.** This Fall 2020 event involves 3,500 people outside. It is being designed to be a potentially virtual experience in which student organizations film a 1-minute video for recruitment.
- **Summer Spark.** Summer Spark, which involves 125-150 students, will be virtual for Summer 2020.
- **Orientation.** The new student convocation in the BB&T Arena will most likely be a virtual experience on August 14, 2020.
- **NKU ROCKS, LAMP, LGBTQ Ambassadors.** Depending on University decisions, these programs will be modified to include social distancing and virtual experiences.

## CONCLUSION

We hope this outline gives a solid picture of our recommendations for NKU's approach to the Fall 2020 semester. We strive to plan as much as possible but also be prepared to be flexible to adapt and respond to situations as they arise.

There are "Give Feedback" buttons throughout this site for you to provide input on each section. If there are additional areas of concern, please email the NKU COVID-19 Preparedness Team at [covid19@nku.edu](mailto:covid19@nku.edu).