



# A Framework for Protecting the Pride

Stage 2.5: Spring 2021

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

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The Saint Leo University Incident Command Team

Version 2.1  
Issued: 2/2/2021

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## ACKNOWLEDGEMENTS

The university would like to acknowledge the contributions of the following individuals provide ongoing support in response to the COVID-19 pandemic, either through direct service on the Incident Command Team (ICT) or a working group, the submission of recommendations, consultation, or review of our ideas during development.

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

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

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

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

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

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

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

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

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

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

*Marie Thornsberry, Interim Associate Vice President, University Marketing & Communications, COVID-19 ICT*

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

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

*Jessica Weaver, Quarantine Manager, COVID-19 ICT*

*Dr. Tory England, Director, Residence Life*

*Sean Van Guilder, IT Project Manager*

*Joseph Tadeo, Executive Director Academic Administration*

*Erin Bean, Assistant Athletic Director*

*Stan Kaszuba, Retail Manager, Dining Services*

*Susan Cross, Director of Sports Medicine*

*Robin Lavalle, Dining Manager, Dining Services*

*Sheryl McCarty, Senior Coordinator, Dining Services*

*Jennifer Alexander, Director HR Services*

*Mike Madagan, Associate Director of Athletics*

*Dr. Jacob Aguilar, Assistant Professor of Mathematics*

*Dr. Iain Duffy, Assistant Professor of Science*

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

*Dr. Mau Tran, Adjunct Faculty Science*

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

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

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

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

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

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

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

## INTRODUCTION

For the past nine months, Saint Leo University has been working together as a community to address the unique challenges of the COVID-19 pandemic. We have implemented a number of modifications to the way we learn, live, and work together in order to allow us to be together while protecting the health and well-being of all. This Fall we moved to Stage 2 of our planned response to COVID-19. While we had hoped that we would be able to progress to Stage 3 by this Spring, that does not appear to be the case. As this update is published, the cases in Florida and the U.S. are on the rise and the number of new cases are reaching record levels across the country. However, here at the University we have been able to maintain relatively low case rates.

We have learned a great deal about managing COVID-19 over the past months. Flexibility and patience have proven to be critical to our success. And we have been successful. Through our careful efforts we were able to complete the Fall semester in-residence classes without disruption. Accordingly, we believe it is appropriate to implement only minor modifications to our Fall framework as we return for the Spring, while maintaining many of the protocols which have proven successful thus far. We will continue to monitor the metrics and prepare our plans for Stage 3 so that we can continue to progress as the situation allows.

The choice to call this a framework is deliberate. We intend for this document to serve as the foundation upon which individual departments can build detailed plans for implementation. We expect our thinking to continue to evolve as the status of COVID-19 and vaccination availability develop. It is important to note that we do not expect this document to address every single question that everyone in our community could have. Rather it is intended to serve as a foundation, a common understanding and overview of our strategy as we move into Spring. We must continue to rely on one another, model our expectations, and all do our part for the plan to be effective in protecting the well-being of our University community.

## GUIDING PRINCIPLES

The following guiding principles serve as the foundation for our planning and should guide all members of our community as they continue *Protecting the Pride* this Spring.

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

## GENERAL REQUIREMENTS

Each area and department within the university will be responsible for maintaining plans that are tailored to their function within our community and in compliance with this Framework. Any changes to departmental plans must be approved by the ICT on an ongoing basis. However, the following guidelines are general requirements, which apply to all members of our institution, students, faculty, and staff (and in many cases visitors as well)<sup>1</sup>. These guidelines, the information in this framework, and the policies and procedures developed by individual departments and locations are all designed to safeguard the health and well-being of our university community.

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

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

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

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

- Testing for all University Campus students and employees who develop symptoms of illness will be available through the Student Health Center.
- Certain student groups may also be subject to testing (for example student athletes).
- The University may conduct testing on asymptomatic groups of students or employees based on trends in virus development, identification of high-risk scenarios, or for the purposes of random screening.

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

- Every employee must complete a symptom and temperature check-in daily before reporting to work. Employees on approved vacation are exempted from the daily check-in.

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

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

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

- Face masks or face coverings must be worn by all when in the presence of others and in public settings both indoors and outdoors (For example, when walking about common workspaces, entering break rooms, while working in cubicles, when riding in a car together, etc.). Masks should cover both the nose and the mouth. Use of a face mask or covering is a crucial tool in minimizing the risks to other community members.
- Neck gaiters/buffs, and face shields alone do not meet the requirement for face coverings/masks at Saint Leo as they provide insufficient protection<sup>2</sup>.
- The mask or cloth face covering is not considered a substitute for social distancing.

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

- Always stay at least 6 feet (about two arms lengths) from other people – this is true even when wearing a mask.
- Stay out of crowded places and avoid mass gatherings.
- Gatherings are limited to no more than 15 participants, with less than 10 recommended, with masks and social distancing in place (excluding the Dining Hall where capacity is limited to available seating). All events must have prior approval by the ICT. Please see Appendix A and B for the form to submit for approval.

It goes without saying: Do not shake hands, hug, or otherwise have physical greetings that require touching. Please do say hello and warmly greet one another!

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

## ACADEMIC PROGRAM DELIVERY

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

### Two Attendance Options

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

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

OR

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

Students who wish to change their attendance option for the Spring semester can do so online [here](#). Those who wish to change their attendance after the semester begins will need to contact their advisor or success coach to submit a request to do so

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

### Online Course Registration

At University Campus, students will have the option to select one online course that will be taken during either the first or second eight-week session of the Spring semester. This change will also allow us to reduce the number of students inside our classrooms at any given time. Students at the education centers may opt to register for online courses following consultation with their advisor.



### **After Spring Break**

In order to minimize the need for University Campus students to travel, the last weeks of the Spring semester will be completed online via the Connected Classroom (4/19-27). University Campus students are welcome to return to campus after Spring Break to complete the semester or finish the semester entirely online from their homes. All student services including Residence Halls and Dining facilities will remain open through the last day of the semester.

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

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

## **FACILITY CONSIDERATIONS**

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

### **Cleaning and Sanitizing**

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

### **Social Distancing in Facilities**

- Seating in common areas will continue to be reduced to encourage social distancing. (Please do not move furniture in common areas.)

- Signage and other indicators will remain throughout the university to demarcate 6-foot spacing, dedicated entrances and exits, one-way pathways, and so on.
- Seating will remain reduced in areas to reduce congestion and increase distance between individuals.
- Elevator occupancy will continue to be reduced. The use of stairs will be strongly encouraged, for all who are able, which will reserve elevator usage to those who are in need.
- “Sneeze” guards will remain in place at common points of service, including for example at cashier stations, mailroom, financial services, and in other locations as appropriate.
- All facilities, including the library, computer labs, and other shared spaces will be limited to no more than 50% occupancy to promote social distancing.
- The use of conference rooms, classrooms, common areas, and outdoor spaces are encouraged for one-on-one meetings to promote social distancing practices.
- It is also always appropriate and encouraged to hold meetings or office hours using Zoom.

### **General Measures**

- Thermal camera temperature readers have been installed at Bowman Activities Center and the Dining Hall entrances.
- Signage promoting face coverings, social distancing, symptom monitoring and reporting, among other important safety measures, will remain throughout the university facilities.

## **STUDENT LIFE AT UNIVERSITY CAMPUS**

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

Student activities have always been a vibrant part of student life on campus. We anticipate student organizations, Student Activities, as well as Residence Life and other departments, will continue to offer fun and engaging ways for students to unwind and enjoy time with one another. Specific strategies for maintaining safe engagement will be shared with student leaders. Organizations will be responsible for adhering to the guidelines provided and submitting plans for their activities that demonstrate a shared sense of ownership for the safety of our community. Events should be submitted for pre-approval using the form provided in the Appendices.

Saint Leo University is requiring students to abide by University safety requirements both on campus and off. That means that hosting or attending an off-campus party of more than 10 people, or any event where face coverings and social distancing are not used (family events excluded), may result in Student Code of Conduct charges with possible sanctions up to and including suspension without refund.

All departments providing critical services to students are focused on enhancing virtual options to increase accessibility while decreasing inappropriate social distancing. These include the Daniel A.

Cannon Memorial Library, Center for Academic Vision and Excellence (CAVE), Career Services, Office of Military Affairs and Services, Counseling, Office of Accessibility Services, Student Financial Services, Registrar, Information Technology, and others. In addition, departments will be relying on videoconferencing (e.g., Zoom or Teams) and meetings by appointment to minimize students congregating unnecessarily in lobbies. We will continue to provide walk-in services in many areas; however, we hope these measures will reduce the need to do so.

Outlined below are specific considerations for housing and dining services.

### **Housing**

- Student housing will be open this Spring and will remain open through the end of the semester. Students may choose to remain on campus following Spring Break. All residence halls and services will be open through the last day of the semester.
- Rooms that normally house three or four students will be reduced to two. That is, we are eliminating triples and quads for this year.
- In order to safeguard the health of our residential community, external visitors will not be permitted inside residence halls this year. Saint Leo visitors will be permitted; however, all residents in the unit must agree that guests are permitted.
- Students will be required to wear face coverings when they are not in their own residence hall room/apartment.
- All students in housing will be required to complete a daily health status check, which will monitor for fever, symptoms of illness, and travel beyond the local area. Thermometers will be provided to each resident who needs one.
- Airport shuttles, Safe Ride, and Lions Express will operate with reduced capacity and enhanced cleaning protocols in place. Face coverings will be required during the use of these transportation options.
- Move-in for incoming students and continuing students who did not live on campus Fall 2020 will occur on January 9. All students new to university housing will check-in at the parking garage. To prioritize health and safety and streamline the process of new student arrival, the university requests that all students create their IDs and register their vehicles for parking decals before arrival. In doing so, students ensure that their ID and parking decal are ready for pick up, along with their residence hall room key, at check-in. Students will be allowed to bring a maximum of two (2) guests to assist with moving in and must pass through the parking garage for temperature checks before entering any university building. Incoming commuter students are also encouraged to pick up their ID and parking decal at check-in on January 9.
- Move-in for returning students will be January 10. All students will be required to complete the COVID-19 Daily Check-In app, including additional supplemental questions, before returning to the residence halls. Failure to complete the Daily Check In app will result in deactivating a student's ID card until completed.
- An addendum to our Housing Agreement will be provided to new residents this Spring, which will outline the expectations for on-campus housing.

### **Dining**

- Dining Services at all three locations will be open for students with some modifications (Dining Hall, Fuz, Benedict's Coffeehouse).

- Service in our Dining Hall will remain limited to students only. Seating will be provided at a limited capacity. All meals will be served in disposable containers to support To-Go dining. During service times, the entry and exit doors to the Dining Hall will be propped open for touchless passage by the patrons.
- All eating utensils, bowls, plates, cups, and so forth will be disposable only. All food condiments will be served in individual portions and will be individually wrapped.
- We will continue to offer To-Go service in the Student Community Center Boardroom lobby at lunchtime. Boxed meals will be available as an alternative to entering the Dining Hall during lunch to lessen crowds and provide students with a quicker option between classes.

### **Library**

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

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

The ICT and the Athletic Department continue to work collaboratively to implement a plan for our student-athletes to practice and compete in accordance to guidance from the Sunshine State Conference (SSC) and the National Collegiate Athletic Association (NCAA). Measures are in place to govern all aspects of athletics, including recreation and fitness, practice, locker rooms, athletic training, competition, and spectators and are outlined in the Athletic Department's departmental plans. In accordance with the decision of the SSC, Fall and Winter athletic competitions were postponed. Additional details will be shared as they become available.

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

### **University Campus**

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

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

*General Care Considerations:*

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

*Quarantine and Self-Isolation:*

- Student Health will confirm the symptoms and direct the self-quarantine after consultation with the Department of Health and AdventHealth. Student Health also will educate the student about self-quarantine and other health related information.
- Students who have been tested for COVID-19 and are pending results will be quarantined until results are obtained. This will also apply to their close contacts. Consequently, students are encouraged to take advantage of the rapid-response testing available at the Student Health Center.
- Students will receive an official letter outlining the self-quarantine requirements, and if the student permits, faculty will be notified of the situation.
- Any student who is placed into quarantine related to COVID-19 may not be able to remain in their residence hall rooms and may be moved to a designated isolation location. Agreements with housing providers are in place to isolate additional students should the need arise.
- Students may return to their permanent residence to quarantine if local. CDC and Department of Health guidelines restrict travel by any form of public transportation while in quarantine or self-isolation. The University is required to report any knowledge of such travel to the Department of Health.
- Students are asked to maintain regular contact with Student Health and report any new or changing symptoms immediately.
- Residence Life and COVID Response Team members are available to address any personal needs that may arise while students are in quarantine.
- University Safety will provide meal delivery and trash pick-up for those in University sponsored quarantine.
- Students may continue participating in class virtually through the Connected Classroom as long as they are well enough to do so.
- Students may not leave quarantine for any reason other than to seek medical attention. Students must notify the Quarantine Manager prior to leaving quarantine, except in the case of a medical emergency.
- Information on the University's quarantine release protocol is provided in Appendix D. Please note that the University reserves the right to be more conservative than current guidance for the general population due to the nature of our in-residence community.

*Contact Tracing:*

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

**WorldWide Education Centers**

- All students who become symptomatic or test positive for COVID-19 are asked to immediately self-isolate and seek medical attention from a local health care provider.
- Students should contact their center director to notify him or her of illness and need for self-isolation.
- Students should not return to the university until they are cleared to do so by University personnel.
- Students may continue participating in class virtually through the Connected Classroom as long as they are well enough to do so.

## VULNERABLE POPULATIONS

According to the CDC<sup>3</sup>, individuals with certain conditions may have a higher risk for COVID-19 infection. Based on what we know now, those at increased risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - Cancer
  - Chronic kidney disease
  - COPD
  - Serious heart conditions
  - Immunocompromised state from solid organ transplant
  - Obesity (body mass index [BMI] of 30 or higher)
  - Type 2 diabetes
  - Pregnancy
  - Sickle cell disease
  - Smoking

Additional conditions identified by the CDC might create an increased risk for severe illness from COVID-19. For a list of those conditions and more information on the above, please click [here](#). Students, faculty, or staff who believe they are a member of a high-risk group and who wish to seek ADA

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

Reasonable Accommodations should reach out to the Office Accessibility Services, [\(352\) 588-8464](tel:3525888464) (students) or Human Resources, (352) 588-7226 (faculty and staff).

## **SPECIAL CONSIDERATIONS FOR STAFF AND FACULTY**

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

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

### **Office and Cubicle Locations**

The need to reduce the number of employees on-site to meet the social distancing requirement is expected to continue during Stage 2.5. Work areas are required to maintain less than 50% capacity. As indicated above, managers will create individual plans for their teams within this parameter. In addition to WFH strategies, managers are encouraged to consider alternating days in order to limit the number of employees on-site, and stagger reporting/schedules to accommodate entering and exiting the buildings to reduce traffic in common areas, stairways, and elevators. In open work environments, a distance of at least 6 feet must be maintained between co-workers. In areas with open workstations, an empty cubicle must always be maintained between workers to ensure social distancing.

### **Meetings & Events**

During the Stage 2.5 period, all meetings should continue to be conducted in a virtual format using Zoom, Microsoft Teams, or a similar online or telephonic meeting approach whenever possible. In-person employee gatherings should occur only in large rooms (TECO hall, certain large classrooms) with no more than 15 participants, and with less than 10 recommended. Employees must be able to maintain 6-foot distance or more between each other to be compliant with the social distancing requirement.

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

Employees who wish to host events on campus, or sponsor an external agency event on campus, must submit the event for pre-approval by the COVID-19 ICT. A form is available for employee use and is included in the Appendices of this document.

### **Quarantine and COVID-19 Leave**

Employees who test positive for COVID-19 will be required to immediately self-isolate in accordance with the guidance from the Department of Health (DOH). The university will work with the DOH to conduct contact tracing and notification of close contacts as warranted. Members of the COVID Response Team and HR staff will be certified as contact tracers for this purpose. Employees who are identified as close contacts under the DOH definition will also be required to quarantine. Testing and an additional period of self-isolation may be required if symptoms develop or there is ongoing or new exposure to an individual with COVID-19. Employees with a confirmed COVID-19 positive lab result will be required to provide evidence of a negative test result in order to return to work. Individuals who have been tested for COVID-19 and are pending results will be quarantined until results are obtained. This will also apply to their close contacts. Consequently, employees are encouraged to take advantage of the rapid-response testing available at the Student Health Center. Please see Appendix D for further details on the University's quarantine release protocol.

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

### **Visitors on Campus**

Employees are expected to communicate safety expectations to any visitors that they plan to have on campus. At this time, only visitors conducting essential university business such as vendors, prospective students, and business partners should be invited to campus. To reduce the number of people on campus, we are asking that family or non-work-related guests do not visit during the Stage 2.5 period. All visitors to campus are subject to temperature screening and are required to follow the same guidelines required of employees and articulated here, including the use of masks/face coverings, social distancing, and so on.

### **Travel**

During Stage 2.5, all international travel for university business is generally prohibited. Essential travel must be approved in advance of any travel arrangements being made and requires a high-need justification. In addition, all university domestic travel must be pre-approved by the ICT prior to travel arrangements being made. Unapproved travel will not be eligible for reimbursement. Travel requests should be submitted to [covid19travel@saintleo.edu](mailto:covid19travel@saintleo.edu). Please include your name, telephone number, and destination, dates of travel, and business reason for travel.

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



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

## CLOSING COMMENTS

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

## APPENDIX A: STUDENT ON CAMPUS EVENTS FORM



### COVID ICT: Student On Campus Events Form

Please fill out the form below completely. Forms not filled out completely will be returned. Completed forms should be emailed to [mia.senese@saintleo.edu](mailto:mia.senese@saintleo.edu). NOTE: This approval is only for purposes of COVID protocol review. All other events and contract approval processes must be followed.

Date of Event: \_\_\_\_\_

Name of the Event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

Student Org/Dept: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Day of Event Contact Info  
(Name, Phone, Email): \_\_\_\_\_

Description of Event:  
\_\_\_\_\_  
\_\_\_\_\_

Event Details						
Will there be food or drinks at this event?	Yes	<input type="checkbox"/>	Will hand sanitizer be provided?	Yes	<input type="checkbox"/>	Who is monitoring mask wearing?
	No	<input type="checkbox"/>		No	<input type="checkbox"/>	
Will there be temperature checks and where will they be located?						
What is the plan for Social Distancing?						
What will be the check-in/check-out process?						
Anticipated Event Attendance:						

          
X
          
X

Approved by (Signature)
Date

For any questions please contact Mia Senese at [mia.senese@saintleo.edu](mailto:mia.senese@saintleo.edu) or (352) 588-8839

## APPENDIX B: EMPLOYEE ON CAMPUS EVENTS FORM



Please fill out the form below completely. Forms not filled out completely will be returned. Completed forms should be emailed to [mia.senese@saintleo.edu](mailto:mia.senese@saintleo.edu). NOTE: This approval is only for purposes of COVID protocol review. All other events and contract approval processes must be followed.

Date of Event: \_\_\_\_\_

Name of the Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Department: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Day of Event Contact Info (Name, Phone, Email): \_\_\_\_\_

Description of Event:

\_\_\_\_\_

\_\_\_\_\_

Event Details			
Will there be food or drinks at this event?	Yes <input type="checkbox"/>	Will hand sanitizer be provided?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>		No <input type="checkbox"/>
Who is monitoring mask wearing?		Will alcohol be served?	Yes <input type="checkbox"/>
			No <input type="checkbox"/>
Will there be temperature checks and where will they be located?			
What is the plan for Social Distancing?			
What will be the check-in/check-out process?			
Anticipated Event Attendance:			

X \_\_\_\_\_ X \_\_\_\_\_

Approved by (Signature) Date

For any questions please contact Mia Senese at [mia.senese@saintleo.edu](mailto:mia.senese@saintleo.edu) or (352) 588-8839

**APPENDIX C: EXAMPLE ACTIVITIES BY STAGE<sup>4</sup>**

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

<sup>4</sup> Activities may be modified based on external guidance and in response to the current situation with the pandemic. This chart is offered as a series of examples of what is to be expected by Stage. Students, faculty, and staff are expected to adhere to guidance as it is published in email and policy when it differs from examples provided here.

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

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

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

## APPENDIX D: SAINT LEO UNIVERSITY QUARANTINE/SELF-ISOLATION RELEASE PROTOCOL<sup>5</sup>

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

<sup>5</sup> Exact quarantine duration and release dates are determined by the COVID-19 Response Team and may be modified based on individual circumstances.



<p>Presumptive positive</p>	<ul style="list-style-type: none"> <li>Household member received a positive COVID-19 test result</li> <li>Roommate in shared bedroom in on-campus housing received a positive COVID-19 test result.</li> </ul>	<p><u>NOTE FOR ALL:</u></p> <ul style="list-style-type: none"> <li>These guidelines only apply if the household member with COVID is able to fully isolate within the shared residence.</li> <li>All dates are determined by the date of last contact with the positive individual.</li> <li>If there is ongoing contact with the positive individual the 10 days begins on the last date of contact if separation is feasible, or on the 11<sup>th</sup> day following the positive individual becoming ill or testing positive if asymptomatic.</li> </ul> <p><u>All Students</u></p> <ul style="list-style-type: none"> <li>At least 10 days have passed since the initiation of quarantine <i>and</i></li> <li>If symptomatic or become symptomatic:             <ul style="list-style-type: none"> <li>At least 10 days have passed since symptom onset <i>and</i></li> <li>24 hours have passed since resolution of fever without the use of fever-reducing medicine <i>and</i></li> <li>Other symptoms have improved (loss of taste and smell may persist for weeks/months after recover).</li> </ul> </li> <li>In the case of severe illness, quarantine/isolation may be extended.</li> <li>Testing may be required in certain circumstances as determined by the Health Center.</li> </ul> <p><u>University Campus Staff &amp; Faculty</u></p> <ul style="list-style-type: none"> <li>Employees are asked to test if symptoms develop.</li> <li>If asymptomatic, requires 1 negative test for return.</li> <li>Release after day 10 if negative result obtained.</li> <li>If positive result obtained, retest once after day 10.</li> <li>If positive again, requires documentation of physician clearance.</li> </ul> <p><u>Center Staff &amp; Faculty</u></p> <ul style="list-style-type: none"> <li>Requires documentation of physician clearance to return or adherence to the University Campus process.</li> </ul>
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Close contact	<ul style="list-style-type: none"><li>• Identified through contact tracing.</li></ul>	<ul style="list-style-type: none"><li>• At least 10 days have passed since last contact with the individual who tested positive <i>and</i></li><li>• No symptoms of COVID-19 and no use of medications designed to address symptoms.</li><li>• If symptoms develop, test for COVID and modify release protocol accordingly.</li></ul>
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## APPENDIX E: VERSION CHANGE LOG

Date Changed	Version Number	Change(s) Made
2.2.2021	2.1	Corrected language in quarantine release protocol.
1.25.2021	2.0	Quarantine release protocol changed in accordance with CDC guidance.