

Office/Contact: Return to Campus Taskforce

Sources/Links:

CDC's Considerations for Institutes of Higher Ed: <https://www.cdc.gov/coronavirus/2019-ncov/community/collegesuniversities/considerations.html#environments>

CDC's Gatherings and Community Events: <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html>

CDC's Guidelines for Shared and Congregate Housing: <https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/index.html>

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## NORTHERN STATE UNIVERSITY

### Policy and Procedure Manual

SUBJECT: DRAFT NSU COVID-19 Common Spaces Policy

NUMBER: 9.4

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#### 1. Purpose

The purpose of this policy is to present guidelines that will help prevent the spread of COVID-19 in common spaces at NSU by having fewer people congregate in such spaces and promoting the wearing of masks.

#### 2. Policy

##### a. All common spaces

- i. Signs will be posted encouraging masks and social distancing.
- ii. All seating arrangements will adhere to social distancing guidelines. Furniture may not be removed, and instead, signage will notify individuals which seats are available, due to social distancing. This includes seating areas in the Student Center, Barnett Center, Library, Tech Center, JFAC, MJ, Science Center, Tutoring Center and residence hall spaces.
- iii. Staff (including student workers) will monitor these arrangements daily, rearranging as needed.
- iv. Hand sanitizer stations will be strategically placed throughout the space.
- v. Doors in all common spaces will be clearly marked as "enter" and "exit." Hands-free door openers will be installed whenever possible.
- vi. Stairs in high-traffic common spaces will be clearly marked as "up" or "down."
- vii. Signs will be posted in all elevators encouraging social distancing.
- viii. All commonly shared items such as pens, pencils, markers, magazines, etc. will be removed or have a cleaning process in place.
- ix. Windows will be opened to maximize ventilation (weather permitting).
- x. High-traffic common spaces will be cleaned more frequently by facilities staff, and deep cleaning will be provided after any large events (see cleaning policy 9.3).

- b. Student Center/Dining Services/Einstein's/Caribou
  - i. Aramark will follow procedures outlined by the corporate office and in compliance with CDC and SD Department of Health guidelines.
  - ii. Pool tables and ping pong will remain available, but the equipment will be cleaned between uses by Info Desk staff as part of the checkout process. Staff will also sanitize TV remotes daily with IT approved cleaning supplies.
  
- c. Library
  - i. Floor markings will encourage one-way use of main entrance doors, single direction use of book stacks, and social distancing between students using the reference desk.
  - ii. Study rooms will be locked, and access will be granted by reference desk staff.
  - iii. Chairs in all shared spaces will be propped against the desk/study carrel. Once used, they will remain down to show the space was used. Students will be asked to disinfect spaces after use with the cleaning supplies provided, and library staff will follow up to be sure spaces are ready for use again.
  - iv. The library will open at 9:00 am to allow for proper cleaning each morning.
  - v. Interlibrary loan and requested print items will be available at reference desk. If a student or university employee wants to check out print materials but not go into the stacks, staff will have those items pulled and available at the desk upon the individual's arrival.
  - vi. Periodicals and newspapers will be available by request only, and electronic version use will be encouraged. Furthermore, all printing will be cashless, using only print accounts.
  - vii. Books will be quarantined for four days upon return before being shelved.
  - viii. Maps and instructional handouts will be created to answer common questions, and online/text services will be encouraged.
  - ix. All events will be virtual unless proper social distancing can be assured.
  
- d. Johnson Fine Arts Center and Krikac Auditorium
  - i. When possible, online and streaming options will be considered for events. Capacity for live events will be cut to 25%. Seats will be marked to ensure social distancing.
  - ii. Performers will be socially distanced and will not share a common microphone.
  - iii. Outside doors will be propped open as patrons arrive and depart (weather permitting).
  - iv. Paid admission and reserved seating for all events sponsored by the School of Fine Arts will be temporarily suspended.
  - v. Traditional tickets will be function as unreserved seat passes. The total number of seat passes will be pre-printed, prepared, and distributed to the

general public and students beginning one hour prior to each event by masked and gloved personnel at strategically-placed stations throughout the JFAC lobby.

- vi. Seat passes designated for Friends of the Arts/NSU members will be mailed to them in advance of each concert.
- vii. Ushers wearing masks and gloves will assist with program distribution and social distancing and patrons enter the theater.
- viii. Congregating and clustering in the lobby will be discouraged. The emphasis will be on channeling patrons into the hall and to their seats.
- ix. Mask wearing by attending patrons will be highly recommended.
- x. A staggered means of exiting the theater at the conclusion of each concert will be explored.

e. Barnett Center

- i. Have several hand sanitizer stations around facility for student and patrons to use.
- ii. Develop new flow for entering and leaving the building so that there is no cross traffic for classes and daily operations within the building – game day will require a different protocol
  - 1. For classes, students could enter in main south entrance with multiple door so they can enter spaced out. Classes could then have staggered exits in two-minute intervals post class to prevent gatherings and traffic near doorways.
- iii. Develop a new strategy for entry and exit on game day
  - 1. Volleyball – less attendance than basketball – should be able to space crowd appropriately without reducing total capacity.
  - 2. Basketball – Balance attendance reduction with social distancing.
  - 3. Some families may show up together and be comfortable sitting close together – this may change total number that is allowed into arena.
- iv. Ask fans to show up early if possible to spread out group entrances on game day.
- v. Develop plan for appropriately deterring people from gathering in large groups in between classes or on game day.
- vi. Develop signage and other visuals as reminders as to what safe practices are.
- vii. Arena entrance and ticket line will have markings on floor to visualize how far apart groups should stand.
- viii. Routine and heavy cleaning before and after use (events).
- ix. Distribute information of the precautions that are being taken to fans so that they know what to expect on game day, and so that they feel reassured that NSU is taking every precaution to keep them and their families safe.

f. Tutoring Center

- i. Before the semester begins, all tutors and front desk workers will meet with the director to discuss safety procedures and changes to daily operations.

- ii. Sessions will continue to be held via Zoom. If a student requesting services does not have access, the session will be held in an alternate space to allow for social distancing.
- iii. The number of sessions occurring at any one time will be limited to five to allow for social distancing.
- iv. As much as possible, appointments will be made via email and phone rather than drop-in.
- v. Tutors will sit at the same table each time they work, and tables will be socially distanced. Tutors will disinfect the tables before and after each shift with the cleaning supplies provided.
- vi. Student workers at the front desk will sanitize the keyboard, desk, and phone before and after each shift with the cleaning supplies provided.
- vii. If conditions improve, plexiglass shields could be installed at each table and face-to-face sessions could resume, but the number per hour would still be limited to five. Students seeking assistance would be encouraged to wear masks.

3. Responsible Administrator

The Co-Chairs of the NSU Return to Campus Taskforce are responsible for bi-monthly and ad hoc review of this policy and its procedures. The University Cabinet is responsible for approval of modifications to this policy and its procedures.

**Source History:**

Proposed NSU Return to Campus Taskforce 7/10/2020