

**DREW UNIVERSITY  
RESTART  
PLAN**

**ADDENDUM**



**DREW**

**December 3, 2020**

# Table of Contents



<b>Introduction</b>	<b>4</b>	<b>Research</b>	<b>13</b>
<b>Planning Process</b>	<b>5</b>	<b>Student Services</b>	<b>14</b>
<b>General Safeguarding</b>	<b>6</b>	<b>Transportation</b>	<b>15</b>
<b>Screening, Testing, and Contact Tracing Protocols</b>	<b>7</b>	<b>On-Campus Dining</b>	<b>16</b>
<b>Instruction</b>	<b>9</b>	<b>Study Abroad, Travel, and International Students</b>	<b>17</b>
<b>On-Campus Residential Housing</b>	<b>10</b>	<b>Athletics</b>	<b>18</b>
<b>Computer Labs/Libraries</b>	<b>11</b>		

# Appendix A

## Submission of Institutional Plan for Restart Cover Sheet



### Institution Name: DREW UNIVERSITY

Date Submitted: December 3, 2020  
Key Contact(s): Barb Bresnahan  
Title: Chief of Staff  
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### Website for Restart Plan Posting: [Coronavirus \(COVID-19\) Information & Updates](#)

*Note: Institutions do not need to wait for OSHE confirmation prior to posting to the website. The plan should go live on the website when it is submitted.*

### Components of Institutional Plan for Restart Checklist

*(Note: Before submitting, please review and check that the following components are included in the plan. The plan should be submitted with the headings below. If you are only submitting for certain sections, check only those that apply).*

- |  |                                     |
|--|-------------------------------------|
| 1. General Safeguarding                              | <input checked="" type="checkbox"/> |
| 2. Screening, Testing, and Contact Tracing Protocols | <input checked="" type="checkbox"/> |
| 3. Instruction                                       | <input checked="" type="checkbox"/> |
| 4. On-Campus Residential Housing                     | <input checked="" type="checkbox"/> |
| 5. Computer Labs/Libraries                           | <input checked="" type="checkbox"/> |
| 6. Research  | <input checked="" type="checkbox"/> |
| 7. Student Services                                  | <input checked="" type="checkbox"/> |
| 8. Transportation                                    | <input checked="" type="checkbox"/> |
| 9. On-Campus Dining                                  | <input checked="" type="checkbox"/> |
| 10. Study Abroad and International Travel            | <input checked="" type="checkbox"/> |
| 11. Athletics  | <input checked="" type="checkbox"/> |
| 12. Other Information/Appendices (as needed)         | <input type="checkbox"/>            |

By signing below, the institution certifies that all statements provided are true and correct and that the institution will comply with all applicable requirements set forth in the Governor's Executive Orders.

Signature of President or Appropriate Designee

12.2.2020

Date

**The following subsections will either amend specific language or replace the original subsections from the plan submitted to the Office of the Secretary of Higher Education on July 17, 2020:**

# Introduction & Reopening Campus University Principles



## **UPDATES TO THIS SECTION:**

As of this date, the state of New Jersey is operating in Stage 2 of [“The Road Back: Restoring Economic Health Through Public Health.”](#) Reopening Drew University (Drew or the University) to students, faculty, and staff is dependent upon the state of New Jersey remaining in Stage 2, which allows higher education to operate “most in-person learning with safeguards” or safely entering Stage 3 in which “colleges may operate in person with reduced capacity”.

# Planning Process



## UPDATES TO THIS SECTION:

The plan explained a phased approach for a safe return to campus that includes (1) a staggered move-in for maximum attention to health and safety, with the same plan in reverse for move-out later in the semester; (2) a mix of in-person and remote learning, contingent on New Jersey remaining in Stage 2 or achieving Stage 3; (3) students arriving for the semester from out of state who need to quarantine will arrive on campus at least 14 days (or current CDC and NJ DOH guidance, if updated) prior to the start of classes; (4) an updated academic calendar for undergraduate students to reduce movement from and back to campus wherein the originally scheduled week-long spring break has been replaced by one-day breaks throughout the semester; and (5) an effort to reduce uncertainty, while remaining flexible and nimble during this quickly evolving health crisis.

As we move forward with our plan to reopen campus, in support of lower density on campus, many non-instructional employees whose positions do not require face-to-face interaction with students and do not have job functions that can only be completed on campus will work virtually whenever possible.

Staff will be designated either as "V" for working entirely virtually, or "C" for campus access based on departmental determinations; all employees designated "C" will be required to demonstrate strict adherence to all campus health and safety required protocols.

# General Safeguarding



## UPDATES TO THIS SECTION:

- Required use of face coverings for faculty, staff, students, and visitors, both indoor and outdoor, except when wearing a face covering would endanger one's health.<sup>1</sup>
- Institution of screening and disclosure process of symptoms for faculty, staff, students, and visitors prior to entering campus or leaving their residence hall, and the performance of screenings and testing at regular intervals.

## Drew's Approach to On-Campus Public Health and Prevention

Drew has established a COVID-19 Dashboard that will inform the community of current COVID-19 data, including the anonymized testing results of community members throughout the semester. Furthermore, the Open Campus Task Force has organized and posted educational and training materials to our training hub that articulate Drew's expectations of our prevention practices in order to educate the community prior to the start of the fall semester. Some of the protocols that will be in place for the opening of the University are:

**1. Communication Hub:** Drew is providing the following communication protocols to the community:

- [Coronavirus \(COVID-19\) Information & Updates website](#);
- Weekly email communications to Drew community;
- COVID-19 Dashboard; and
- On-campus behavioral signage.

**2. Training Hub:** Drew's Task Force has gathered all training and education materials and policies within one webpage, which describes and lays out required review, engagement, and virtual training sessions with our re-opening protocols. In addition, Drew faculty, staff, and students and visitors are expected to complete a daily COVID-19 health screening prior to entering campus or leaving their residences, via the *LiveSafe* app. Additionally, all community members and visitors will be encouraged to utilize the State's "COVID Alert NJ" app in an effort to check in daily on local exposure, review alerts and enter any daily symptoms.

## Employee Shared Accountability for the Health & Safety of the Community

The University and all of its community members must share in the accountability of maintaining the safest environment possible in accordance with the Community Pledge. In the event employees violate the Drew Community Pledge, the COVID-19 health and safety protocols of the Drew community and/or state regulations or guidelines, the University will take corrective action for noncompliance up to and including termination. Corrective action, from verbal warning up to termination, may begin at any level depending on the severity of the offense.

<sup>1</sup>The University's Accommodation Policy and Procedures will be followed to review all accommodation requests for medical-related face covering exceptions for students and employees.

# Screening, Testing, and Contact Tracing Protocols



## UPDATES TO THIS SECTION:

### Testing Protocols

Students showing symptoms compatible with COVID-19; symptomatic students who have been in close contact with an individual with known or suspected COVID-19; and asymptomatic students who have been in close contact with an individual with known or suspected COVID-19 will receive prioritized testing services. **Methods of testing will include rapid point of care (POC) antigen and PCR testing performed onsite, and/or collection of upper respiratory or saliva specimens to send to a reference laboratory for testing.**

In addition, Drew will implement three additional levels of testing starting in the Spring 2021 semester: Pre-entry testing, where all students planning to be on campus will be required to submit proof of a negative COVID-19 test performed within 5 days of their arrival to campus; arrival testing, where all students planning to be on campus will be required to have a test performed upon their arrival to campus; and weekly screening testing, where a certain percentage of students and employees will be randomly selected to have a COVID-19 test each week. The amount and frequency of screening testing, as well as additional targeted testing, may change and will be determined and informed by campus health conditions and guidance from the Madison Health Department. The University will continue to work with NJDOH and the Madison Health Department to keep protocols and testing options progressing as technology improves.

### Communication of Results

Reporting and communication of results will be done in accordance with New Jersey Department of Health Communicable Disease Service guidelines.

- All positive and negative results performed on site via rapid testing methods: Health Services will report results to the Madison Health Department by phone or secure fax. Results will also be reported electronically via the Communicable Disease Reporting and Surveillance System (CDRSS), either by the Health Service staff or the Madison Health Department. The student will be informed of the result at the time of the visit.
- Tests collected by Health Service staff during a patient visit and sent to outside reference laboratories: The laboratories report results directly to Health Services, and staff will notify the student of the results upon receipt. Any positive results are automatically reported by the lab to the local public health jurisdiction in which the student resides.
- Testing performed as part of the weekly screening testing protocol: Results will be reported according to an agreed upon method between the laboratory vendor and Drew University, and in accordance with New Jersey Department of Health Communicable Disease Service guidelines, including ensuring that the location of the positive test is attributed to the Borough of Madison for residential students (and not their hometown/state)
- Additionally, all test results performed on campus will be reported on Drew's COVID-19 Dashboard.
- Testing performed at off-site testing centers: Students who elect to have testing done off-site will receive the results directly from the testing site. They will be asked to report any positive results to Health Services.
- Drew will encourage employees to seek testing from their personal providers if they present with symptoms consistent with Covid-19 or have been in contact with an individual (student, faculty, staff, or others) who tested positive for COVID-19, as determined by contact tracing protocols discussed below. Employees who have a positive test performed at an off-site testing location will be asked to report to Human Resources.

# Screening, Testing, and Contact Tracing Protocols (cont.)



## UPDATES TO THIS SECTION:

### Contact Tracing

A contact tracing team will be developed in order to expeditiously identify members of the on-campus community who test positive for Covid-19 or who are identified as being a close contact of an infected individual. Health Service staff will initiate the case investigation and contact tracing process when a Drew student tests positive on campus or is named as a close contact of another person who is infected, and will work in collaboration with the Madison Health Department. If an on-campus employee tests positive, designated Human Resources personnel will work in collaboration with the Health Service staff to initiate contact tracing protocols. Once initiated on campus, the contact tracing protocols will then be executed by the Madison Health Department, or the appropriate jurisdiction in the case of employees, with additional assistance from Health Services staff as requested. This protocol includes steps in which the contact tracers will interview the infected person (the “case”) to determine with whom they have had close contact during the time frame since their exposure and infection. The contact tracers will then inform the potentially exposed individuals (contacts) about their possible exposure and assist those individuals with arrangements for quarantine, medical care, or social work services. The University and Health Services staff will abide by all state and federal health privacy regulations throughout this process, including maintaining the confidentiality of individuals who test positive for COVID-19 while conducting contact tracing protocols.

Additionally, the University will institute the following contact tracing protocols:

- The University strongly recommends and will continually encourage the community to download and regularly utilize New Jersey’s COVID Alert NJ app.
- Drew will maintain an ongoing log of on-campus students, faculty, staff, and visitors to facilitate contact tracing and the reporting of instances of COVID-19 to Madison Health Department, when necessary.
- Any individual who is named as a close contact of another person who is infected is required to quarantine and maintain physical distance from others while monitoring symptoms. The length of the quarantine period will be based upon the current CDC and NJ Department of Health guidance.
- Contacts who develop symptoms should seek medical attention and get tested for COVID-19.
- Drew will provide isolation housing, food service, academic support, health monitoring, and other essential services for residential students who test positive for COVID-19. Students will be advised to follow the guidelines outlined in the: [Housing Guidelines for Isolation and Quarantine](#).
- Drew will also provide quarantine housing, as well as food service, academic support, health monitoring, and other essential services, to residential students who are identified as close contacts of a person who has tested positive for COVID-19.



# Instruction



## **UPDATES TO THIS SECTION:**

Drew University will offer a mix of in-person and remote learning, contingent on New Jersey remaining in Stage 2 or achieving Stage 3. This instructional approach will provide flexibility for faculty and students, will facilitate physical distancing, and can accommodate necessary adjustments for either faculty or students as health conditions emerge. In the case of a resurgence of COVID-19, instruction can transition to a fully remote learning model for a period of time. If New Jersey returns to Stage 1, all instruction will pivot to remote learning.

- Faculty and students who are immunocompromised or at high-risk for COVID-19 according to guidelines from the CDC will have the option to provide or receive instruction remotely. Faculty who will be teaching in-person courses will be teaching in tech-mediated classrooms in the event that a student must isolate or quarantine.
- Theatre and dance studios and physical education courses will operate either remotely or, if in person, with expanded physical distancing requirements.

## **Academic Calendar**

- Drew will begin January term and the Spring semester classes as originally scheduled on January 4 and 20, 2021 respectively.
- Residential life will coordinate a staggered and scheduled move into on-campus living prior to the start of courses. Students arriving from out of state who need to quarantine will arrive on campus at least 14 days (or current CDC and NJ DOH guidance, if updated) prior to the start of classes.
- The academic calendar remains unchanged for graduate students.
- The academic calendar for undergraduate students in the College of Liberal Arts has been changed to reduce movement from and back to campus around spring break. The originally scheduled week-long spring break has been cancelled and replaced by one-day breaks throughout the semester.

# On-Campus Residential Housing



## UPDATES TO THIS SECTION:

In order to comply with New Jersey restart standards, residential living spaces will operate with reduced capacity following principles highlighted below. Drew's Residence Life staff will be responsible for implementing and enforcing all required health and safety protocols in our residence halls.

- For all Stages, on campus housing will operate at a reduced capacity and residential housing will be provided for any students for whom it is necessary for an equitable education. If there is a shift to Stage 1, only students with extenuating circumstances (e.g., Drew is their primary residence, home life precludes their ability to be a fully functioning student due to family illness or other factors, or on campus living is necessary for an equitable education) will be permitted to reside in on campus housing. All common areas will be closed under Stages 1 and 2, with the exception of kitchens, which will remain open with notice that they are not able to share utensils for cooking or eating. Residents utilizing these spaces must comply with healthy practices including maintaining physical distancing, wearing face coverings, and limiting occupancy. Facilities cleans and sanitizes residence hall kitchens in use daily.
- Students are not required to live on campus because courses will be accessible through virtual delivery. All resident students are required to complete the "Spring 2021 Residency Confirmation" form to notify the University of their intentions for on-campus housing. Density reduction has already occurred, and we have utilized single occupancy rooms to the maximum extent possible. Drew's overall occupancy rate is 1,549, and our currently reduced occupancy rate for spring 2021 is 750; we anticipate further fluctuations in residency numbers as students and families finalize their housing decisions.
- Throughout the pandemic, we have assisted our students with the greatest needs, and we intend to continue to do so as we restart in the spring and summer primarily by maintaining our residence halls and dining operations so that all can have access to education, while complying with state and federal guidance for healthy optimization.
- Move-in and move-out days will occur in staggered, scheduled shifts over a minimum of 11 days to reduce the number of people on campus and inside buildings at any single time. Additionally, room/suitemates have been asked to stagger their scheduled move-in shift. Drew will also limit the number of family members who may accompany a student to assist with move-in, require completion of health screenings including temperature check upon arriving on campus, and limit the amount of time permitted for move-in for individual students.
- Room occupancies will be limited, and quiet hours will be extended by one hour.

## Guests

- Access to residence halls will be limited to only residents of the respective building and essential staff. No visitors or outside guests will be permitted. This includes students of the University who reside in other residence halls. Commuting students will not be allowed access to the residence halls.
- In addition, Resident Assistants will work with all residents to establish roommate agreements. Stage 3 of the New Jersey reopen plan allows students to host guests on a limited basis from their own residence hall in their rooms, but this will be done in concert with any roommate/suitemates and monitored by Residence Life staff to facilitate contact tracing, and in addition to any further conditions that apply.

# Computer Labs/Libraries



## UPDATES TO THIS SECTION:

Drew University will minimize use of shared lab computers and printers during the 2021 spring semester, following the protocols described below. This approach will be evaluated on an ongoing basis and modified as needed and as guidance changes. As Drew operates in Stage 2 and Stage 3, when applicable, Drew's computer labs and libraries will be open in accordance with the state's capacity restrictions. Further, scheduled curbside pickup of equipment and materials will continue as needed following all state guidelines and dependent on the current stage.

## Computer Labs

All shared computing spaces will be modified to adhere to general capacity rules and the physical distancing guidelines issued by the state. All community members will wear face coverings in accordance with state restrictions. Behavioral signage in the computer labs will reinforce these requirements and health and safety precautions and protocols as described below. The computer labs will adhere to health, safety, and sanitation guidelines in place for the University. Hand sanitizer stations will be available, and University staff will routinely clean shared surfaces in accordance with prescribed health and safety guidelines.

When a computer lab needs to be used for specialized work and printing, the University will put the following protocols in place to minimize the use of shared computers and printers:

- Behavioral signage in all computing labs will direct individual users to disinfect the keyboard, the mouse, and any other high-touch work surfaces before and after usage with provided cleaning supplies.
- Computer labs will offer reserved designated periods of access, locations, &/or other accommodations for high-risk individuals, as defined by the Centers for Disease Control and Prevention.

## Drew Libraries

The Drew University Libraries consists of the Main Library and the United Methodist Archives and History Center facility (hereafter referred to as the "Archives"). The plan is to safely re-open facilities, with modified hours, using a phased opening approach that aligns with state, local, and federal guidelines; this plan will be evaluated on an ongoing basis to be modified as guidance changes. The Libraries will require face coverings, and implement and maintain physical distancing and maximum occupancy policies for community members in accordance with state restrictions. Signage in the Library will reinforce requirements for physical distancing and health and safety precautions and protocols. The Libraries will adhere to health, safety, and sanitation guidelines in place for the University. Hand sanitizer stations will be available, and University staff will routinely clean tables and other surfaces in accordance with prescribed health and safety guidelines.

# Computer Labs/Libraries (cont.)



## UPDATES TO THIS SECTION:

### Main Library

- The Library will offer reserved designated periods of access, locations, &/or other accommodations for high-risk individuals, as defined by the Centers for Disease Control and Prevention.
- No food is permitted. Drinks in covered containers are permitted, provided face coverings are replaced immediately after use.
- The Library's Academic Commons computing area will have a significantly reduced density of workstations to ensure all users are working at a safe distance in accordance with physical distancing rules. Printers will not be available.
- If Academic Commons workstations are available, computers will be disinfected before and after usage, with behavioral signage directing individual users to disinfect the keyboard, mouse, and any other high-touch work surfaces before and after usage, using provided cleaning supplies.

# Research



## UPDATES TO THIS SECTION:

### Capacity and Mitigation

- All instructional research labs will run at 50% capacity, which provides ample space for physical distancing requirements.
- Staggered schedule of in-person and virtual labs that is in accordance with the University's **mix of in-person and remote learning** will be implemented to ensure that all students are accommodated while also maintaining appropriate physical distancing.

# Student Services



## UPDATES TO THIS SECTION:

The University is primarily interacting through virtual appointments and remote work. Drew's student services plan adheres to all general safeguarding measures regarding face coverings, reduction of capacity whenever possible, physical distancing requirements, and cleaning protocols as recommended and outlined in Executive Order No. 155 and in accordance with state, CDC, and University policies.

Drew's Ehinger Center (campus student center), Simon Forum (recreation, pool, and gym) and Dorothy Young Building (theatres and galleries) will continue to adhere to all current Executive Orders, Directives and Administrative Orders that apply as if these entities were freestanding. This includes face covering, sanitization, physical distancing, and occupancy protocols. Student service offices outside of these areas have been consolidated into one location and are staffed in a low-density capacity.

## Additional Protocols for Student Activities and Student Engagement

- Virtual student events will be encouraged and primarily utilized for student programming and events.
- Social gatherings for the Drew community and in-person event capacity will be limited based on state guidelines for indoor and outdoor spaces and in alignment with University policies. Drew may authorize a limited number of in-person events to occur on campus each day, if permitted by the State guidance and as permissible based on the specific Stage in which the State is operating. Outdoor events are being explored and, if implemented, will adhere to all state outdoor gathering limitations.
- Departmentally supported student organizations will meet virtually, whenever possible, in adherence to the University's preferred method of meeting while in Stages 2 and 3 and will be the only method if the State returns to Stage 1.
- Student Engagement will manage all University ID Cards remotely and will use contactless delivery for new students and employees whenever possible.

# Transportation



## UPDATES TO THIS SECTION:

- University vehicles, golf carts, and bicycles that are shared will be cleaned and disinfected after each use or regularly between shifts by employees using University supplied cleaning kits.

# On-Campus Dining



## UPDATES TO THIS SECTION:

The Campus Dining program and its operation will adhere to physical distancing guidelines, promote community health and safety in all dining venues on campus for Drew faculty, staff, and students only until permitted to open up to the general public. When the State is in Stage 1, all operations remain grab-and-go, and seating from dining locations will be removed. When permitted by the state and in accordance with safety regulations, seating areas in the Commons and Ehinger Center will be reopened in accordance with safety regulations, physical distancing protocols, requirement of face-coverings when not actively consuming food or beverages, and occupancy limits in Stages 2 and 3 while still providing grab-and-go options. Drew is working with Aramark Dining Services to guarantee the appropriate level of supervision and dynamic line management, which will include creating separate lines during service and pick-up hours.

## Health, Safety, and Cleaning Protocols

- Dining facilities are set up to adhere to all CDC and DOH protocols and sanitation practices. The seating in these facilities will be reduced to allow for appropriate physical distancing and adherence to capacity limitations in accordance with state guidelines. Any dining spaces that do not allow for required physical distancing, even with appropriate modifications, will be closed.

## Dining Locations

- The McLendon Convenience store will have a capacity limit in accordance with state guidelines based on the stage in which the State is operating. The University will ensure posted signage indicates the maximum capacity in alignment with all state and CDC guidance. Clear plastic barriers will be in place to separate customers from employees.
- Peet's Café will only be open during times when in-person courses are planned, and will have a capacity limit in accordance with state guidelines based on the stage in which the State is operating. The University will ensure posted signage indicates the maximum capacity in alignment with all state and CDC guidance. Clear plastic barriers will be in place to separate customers from employees.
- Starbucks will have designated standing locations so that customers can maintain appropriate distancing. Clear plastic barriers will be in place to separate customers from employees.



# Study Abroad and International Travel



## UPDATES TO THIS SECTION:

The University will continue its restrictions to non-essential travel throughout fall 2020 and spring 2021; **these plans will be re-evaluated periodically and on a case-by-case basis.**

## Study Abroad

- Study abroad will be suspended for fall 2020 **and spring 2021.**

## International Students

- The university will comply with Immigration and Customs Enforcement guidance for the reporting of procedural adaptations for the fall **and spring** semesters, and will monitor and update F-1 student SEVIS records to meet current and anticipated SEVP requirements for fall 2020 **and spring 2021.**

# Athletics



## UPDATES TO THIS SECTION:

### Travel

- Team travel will be limited to ground travel for both conference and non-conference play for **all sports**. Athletic trainers will communicate with opposing institutions regarding campus protocols for visiting teams to ensure adherence to health and safety precautions.