

**Pontifical John Paul II Institute  
for Studies on Marriage and Family  
at The Catholic University of America**

**COVID-19 Campus Reopening Plan**

**Responsible Officials**

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## Table of Contents

- I. [Overview and Approach](#)
- II. [Guiding Principles](#)
- III. [Coordination of Pandemic Response](#)
- IV. [Campus-Wide Measures](#)
  - A. Cleaning and Disinfecting Protocols
  - B. Signage
  - C. Space Modifications
  - D. Supplies and Resources
  - E. Ventilation Systems
  - F. Face Coverings
- V. [Employee Health, Safety, and Wellness](#)
  - A. Phased Return to Campus
  - B. Employee Training
  - C. Containment and Mitigation Measures
- VI. [Community Health, Safety, and Wellness](#)
- VII. [Research Continuity](#)
- VIII. [Student Health, Safety, and Wellness](#)
  - A. Testing Prior to Return to Campus
  - B. Student Orientation
  - C. Student Training
  - D. Containment and Mitigation Measures
  - E. Testing and Contact Tracing and Communications
  - F. Isolation and Quarantine Facilities
  - G. Mental Health Support
  - H. Spiritual Support
- IX. [Residential Facilities](#)
- X. [Meals and Dining Facilities](#)
  - A. University Dining Facilities
- XI. [Instruction and Learning](#)
  - A. General Physical Health and Safety Measures
  - B. Instructional Continuity Measures
    - 1. Instructional Plan and Contingencies
    - 2. Instructor Contingency Plans
  - C. Technology Improvements
  - D. Academic Support
  - E. Off-Campus Activities and Study Abroad
- XII. [Libraries](#)
- XIII. [Athletics, Fitness, and Student Organizations](#)

- A. Gyms and Indoor Fitness Facilities
- B. Athletics Teams and Student Organizations
- XIV. [Chapels and Practice of Faith](#)
- XV. [Ongoing Communication and Reporting Mechanisms](#)
  - A. Internal Communications
  - B. Raising Questions and Concerns
  - C. External Communication and Coordination
- XVI. [Resurgence Plan](#)

#### Appendices

- A. [Employee Training for Return to Campus](#)
- B. [Procedure for Reporting and Responding to Potentially Positive COVID-19 Cases](#)
- C. [Student Training for Return to Campus](#)

## **I. Overview and Approach**

The Pontifical John Paul II Institute for Studies on Marriage and Family at The Catholic University of America is a small, graduate-only institute of Catholic theology, located on the campus of The Catholic University of America. The Institute employs a full-time staff of five and a full-time faculty of nine and expects a student body in the Fall 2020 semester of approximately sixty students. We lease our instructional and office space on Catholic University's campus through a long-term lease with the University, which is responsible for all building maintenance, cleaning, and environmental functions relevant to our space in McGivney Hall, and it also provides certain academic and student service supplements to the services offered by the Institute itself. The Institute offers no residential housing or dining services, and all its students live off-campus and are considered commuter students.

As a small, specialized institution on the campus of The Catholic University of America, both our response to the Coronavirus/COVID-19 pandemic in the spring of this year and the current reopening plan for Fall 2020 align closely with the decisions and planning of the University.

In response to District Mayor Muriel Bowser's March 11 Declaration of Public Emergency, Emergency Order 2020-045, and the Mayor's subsequent [Stay-At-Home Order of March 30, 2020](#), the Institute moved all of its Spring 2020 courses to online delivery and instituted a telework policy for staff that allowed all staff members to work from home. As the District of Columbia moves through Phase II of reopening and beyond, the Institute has developed the following Reopening Plan to allow for the institution to return to in-person instruction and work for the Fall 2020 semester, with appropriate modifications to mitigate risk and manage future resurgence of the COVID pandemic.

This COVID-19 Campus Reopening Plan describes the physical modifications, administrative measures, policy revisions, and safe work practices the Institute will implement for all official activities, programs, and operations to protect the health and safety of our academic community and prevent the spread of infection. This Plan also details the Institute's communication plan to our own community, the larger campus where we are located, and local and federal officials.

This Plan is focused on prevention, containment and mitigation, and monitoring and coordination of the novel coronavirus. It prioritizes the health and safety of all members of the University community while resuming in-person education and supporting critical services, all within the context of the guiding principles set forth below.

## **II. Guiding Principles**

- Fulfillment of the Institute’ academic mission
- The health, safety, and well-being of students, faculty, staff, and visitors
- Mitigation of the risk of broader spread of COVID-19
- Compliance with D.C. Department of Health requirements and the guidance or requirements of the federal government, to include the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA). Where appropriate, it follows the guidance of the Roman Catholic Archdiocese of Washington, D.C.

In light of the nature of COVID-19, this reopening plan remains under continuous reassessment and is subject to modification as institutional needs and local and federal guidance may require.

Please direct questions regarding this plan to Nick J. Bagileo, Associate Dean for Programs and Administration, tel. 202-526-9693 or [nbagileo@johnpaulii.edu](mailto:nbagileo@johnpaulii.edu).

### **III. Coordination of Pandemic Response**

The Institute’s pandemic response and reopening efforts have been led by the Provost/Dean, in consultation with the Associate Dean for Academic Affairs, the Associate Dean for Programs and Administration, the Director of Admissions/Associate Registrar, and other staff and faculty members.

The significant areas of planning and coordination include:

**Instructional Continuity:** All of the Institute’s courses switched to fully online delivery during the second half of the Spring 2020 semester. These capabilities have been reviewed and extended along with changes to course schedules, available technology, classroom layouts, and other considerations to allow the Fall 2020 semester instruction to take place in person with the flexibility to offer hybrid or online classes as called for student and faculty needs and by the development of the pandemic.

**Health and Wellness:** The Institute has implemented a [Social Distancing Policy](#) and developed recommendations for contact tracing, reporting of positive COVID test results, and health information for faculty, staff, and students.

**Communication:** The Institute has developed training and guidance for supervisors, staff and faculty returning to work on campus, and students to communicate the institutional response to the pandemic and the new requirements and restrictions governing the Institute's programs and events.

Because of the Institute's location on the campus of The Catholic University of America and formal arrangement for the University to provide services related to our building, maintenance, and cleaning, plans related to other significant issues relies heavily on the operations of the University, as detailed in Section IV below and other sections throughout.

#### **IV. Campus-Wide Measures**

Measures implemented campus-wide regarding cleaning, signage, space modifications, and ventilation systems by The Catholic University of America also apply to the Institute's leased facilities in McGivney Hall:

##### **A. Cleaning and Disinfecting Protocols**

The University adopted enhanced cleaning and disinfection protocols for classrooms, offices, bathrooms, and common spaces in the spring of 2020, including in the Institute's leased space, McGivney Hall. The University's ongoing protocols and practices are in accordance with [CDC Reopening Guidance](#) and [OSHA's Guidance on Preparing Workplaces for COVID-19](#). Those protocols include identification and cleaning of high-traffic areas and high-touch surfaces using EPA-approved cleaning products, signage to indicate sanitized spaces, adding numerous hand-sanitizing dispensers across campus, and modification of cleaning schedules based upon space usage. All classrooms will be cleaned by University staff between each class session. The Facilities Division also is assessing the feasibility of repurposing touchless wall-mounted soap dispensers for hand sanitizer use.

To allow essential personnel to ensure the success of online instruction during the Spring 2020 semester, the Institute's leased space in McGivney Hall has never been closed down, although employee presence was greatly reduced. During this time, the University has taken care of proper cleaning and disinfecting of McGivney Hall according to the protocols referenced above.

The University's cleaning and disinfection protocols work in tandem with the modified employee work and rotation schedules and other safety measures for employees discussed below and will continue during the phased reopening for the Fall 2020 semester. With the comprehensiveness and continuous nature of the revised cleaning

protocols, in general there should not be a need to “deep clean” an area based on the prior presence of an individual later diagnosed with COVID-19. Anyone identifying a location that seems as though it might be associated with COVID-19 infections should raise such concerns to Facilities, which can assess and remediate as needed.

## **B. Signage**

The University has acquired durable, self-adhesive posters that address distancing, hand washing, and the proper use of face coverings. The posters—which are in both English and Spanish—are posted in all campus buildings, including the common areas, elevators, and bathrooms of the Institute’s McGivney Hall.

Additional signage that describes modified spaces and occupancy limits is being positioned in all University buildings. Directional signage for foot traffic in high traffic areas, especially where there is a high likelihood of congestion, and modified entry and exit routes also have been installed.

## **C. Space Modifications**

The University is enacting a number of measures to increase space between individuals in academic and administrative buildings, and other facilities and workspaces where feasible. These measures include posting social distancing signage, closing or restricting the use of common areas, reconfiguring work areas, and re-routing foot traffic in University buildings to implement one-way routes as practicable. In McGivney Hall all Institute employees have individual offices, so modification of workspaces has been minimal.

In addition, as needed, the University is installing acrylic shields and other barriers and modifying building entry and exit routes to maintain appropriate distances where feasible. New signage and capacity limitations have been implemented for all elevators, as well.

## **D. Supplies and Resources**

To effect the enhanced cleaning and disinfecting protocols, the University has established a supply chain to obtain and maintain the necessary supplies and personal protective equipment (PPE) per [OSHA's Guidance on Preparing Workplaces for COVID-19](#) for cleaning personnel, and to distribute those supplies and resources to staff, faculty, and students during the Fall 2020 semester. All employees who use PPE will be trained on its proper use (see the University's [Environmental Health and Safety Manual](#)) relying on existing University training delivery methods and systems.

The University will continue to work with local business, government, and community leaders to secure an adequate supply of, and funding for, PPE and other COVID-19 resources.

In addition to these supplies and resources used by University employees in cleaning and caring for the Institute's space in McGivney Hall, cleaning supplies are on hand at the Institute for the use of employees and students for extra cleaning of personal spaces.

## **E. Ventilation Systems**

The University maintains an inventory of all buildings and their HVAC and ventilation systems. It is now undertaking, in coordination with an external professional engineer, an HVAC and ventilation assessment to identify possible improvements. As part of that assessment, the University is exploring fresh air exchanges/purges in designated buildings, where feasible. Air filters are also being upgraded to more efficient models, and the schedule of window air conditioning unit inspections has been accelerated. An assessment of the HVAC system of McGivney Hall has been performed by the University and will be maintained and upgraded as needed by University personnel.

## **F. Face Coverings**

The Institute has implemented a [Social Distancing Policy](#), consistent with local and federal guidelines and requirements: all members of the Institute community (faculty, staff, and students) will be required to wear face coverings during in-person academic and non-academic activities until no longer required by the corresponding University or local government regulations. The Institute will provide two washable face coverings to all members of the community (after which individuals will be expected to provide their own face coverings), and the Institute will maintain a reliable source of new face coverings as needed.

## **V. Employee Health, Safety, and Wellness**

### **A. Phased Return to Campus**

Institute employees began widespread use of telework in mid-March of 2020. Essential employees were able to work on campus as needed, having implemented rotating work schedules and adhering to the Institute's [Social Distancing Policy](#). The social distancing measures remain in effect for the Fall 2020 semester. Every returning employee receives a package that includes two face coverings and hand sanitizer, as well as information reminding them of the basics of COVID-related best practices and precautions.

In July 2020, the Institute began a phased return to campus for some employees who had been working remotely. While employees who can continue to work remotely are being encouraged to do so, the goal is to increase in-person work in preparation for the Fall 2020 semester, using rotating shifts and schedules as needed and continuing to practice social distancing.

The Institute expects that as of August 3, 2020, all staff will return to in-person work, subject to prevailing circumstances and local and federal guidelines and requirements. Telework and rotational scheduling remain available as needed to account for individual health needs, familial responsibilities, and changes in the pandemic.

Employees who cannot return to campus under normal or alternative arrangements and who cannot work remotely will be instructed to use available accrued leave and provided with information to apply for Families First Coronavirus Response Act funding. Employees caring for a family member who is a high-risk or vulnerable individual will be provided with the same instruction.

All medical information entrusted to the Institute's contact person regarding individual health vulnerabilities or COVID-19 diagnoses will be kept private.

## **B. Employee Training**

The Institute has drafted a universal training document for all full-time and part-time faculty and staff.

The training is based the University-wide training module developed under current D.C. and CDC guidance, and it addresses identifying symptoms of COVID-19, recommendations for staying home when ill, use of telework, continued use of virtual communications, safe travel, social distancing, and proper hand washing and use of facial coverings. It includes advice for meals, keeping work areas and work items clean, reconfiguring workspaces, and staying informed. See Appendix A for the full content.

Employees will be provided with the basics of COVID-related best practices and precautions (Appendix A). Supervisors also have been provided with a procedure for addressing employees who are symptomatic or who test positive (Appendix B).

## **C. Containment and Mitigation Measures**

In conjunction with the University-wide policy, the Institute has implemented a procedure concerning employees who report as testing positive for COVID-19 (or are presumed

positive) to enact containment and mitigation measures. Per the protocol (Appendix B), after ensuring the employee or the employee's medical provider has reported their status to the appropriate department of health, when an employee tests positive or is presumptive positive, the Institute notifies all other employees who came in close contact with the symptomatic or ill employee. The Institute will also report information on the employee diagnosis to the University. The Institute's point of contact for employees who test positive is the Associate Dean for Programs and Administration, [nbagileo@johnpaulii.edu](mailto:nbagileo@johnpaulii.edu), tel. 202-526-9693.

For privacy purposes, coworkers are not notified of the identity of the symptomatic or ill individual but are provided with specific guidance for self-monitoring or self-isolation per local and federal guidance. They also receive advice on seeking medical care and on testing and recovery prior to return to work. This protocol will be in place for the Fall 2020 semester, informed by continued coordination with the D.C. Department of Health.

The Institute requires that all employees complete daily self-screenings for symptoms before coming to work, consistent with current CDC requirements. They must also notify their supervisor if they have been asked to self-isolate or quarantine by a medical professional or public health official.

Employees who are sick or who experience symptoms consistent with the coronavirus, or who have family or household members who are sick or experiencing symptoms, are being instructed to: a) stay at home pending the results of proper testing and medical clearance; b) promptly notify the Institute's coronavirus contact at [nbagileo@johnpaulii.edu](mailto:nbagileo@johnpaulii.edu); and c) not return to campus until advised to do so by a medical provider and provided with the requisite documentation that the employee is fit to return to duty.

Employees will not be subject to adverse employment action for following the stay-at-home instruction.

## **VI. Community Health, Safety, and Wellness**

To minimize the spread of infection, the Institute will comply with the University's visitor policy that restricts entrance to campus facilities to members of the University and Institute communities.

Virtual meetings and telework were initiated upon the onset of the crisis and have remained the standard during Phase 2, with any in-person gatherings currently limited to 50 persons (July 2020). Until federal and local guidelines and requirements are amended, larger in-

person events and gatherings will not be organized by the Institute.

## **VII. Research Continuity**

Consistent with its activities as a small, graduate-only theological institute of studies, no specialized research facilities are required for the pursuit of the Institute's educational mission, other than library services and certain academic support services, which are addressed in Sections XI and XII.

## **VIII. Student Health, Safety, and Wellness**

### **A. Testing Prior to Return to Campus**

Because the Institute maintains no residential housing for students, COVID testing will not be required before students return to campus. However, students are encouraged to exercise caution if travelling during the summer months, and the Institute will follow the current CDC recommendation of a 14-day quarantine period for anyone returning from international travel.

### **B. Student Orientation**

Orientation for the Fall 2020 semester will take place on August 21, 2020. The meeting will follow all social distancing guidelines and official capacity limits for in-person gatherings. If needed, electronic means to participate in orientation meetings will be provided.

Both new and returning students are included in part so that proper emphasis can be given to student training in best practices, as explained in Section VIII.C below and in Appendix C. Students will be informed in detail of the expectations of the Institute's [Social Distancing Policy](#), including the use of face coverings, and of the necessity for daily symptom checks before traveling to campus.

### **C. Student Training**

All new and returning full-time and part-time students will be provided with a training module for safely returning to campus life. The training content is similar to the training for staff and faculty. The training is based on existing D.C. and CDC guidance and can be found in Appendix C. With a student population of adult, graduate-level students only, the Institute expects a high level of commitment to and compliance with the standards set in the training module.

In addition to presenting the expectations of the Institute at Orientation, periodic health reminders also will be sent to the entire Institute community, to remind them of social distancing practices, daily symptom checks, and other best practices.

All Institute students are commuters, living in the surrounding neighborhoods of D.C., as well as in Maryland and Virginia. The Institute will encourage its students to remain conscious of their surroundings, comply with local laws and preferences regarding matters such as distancing and face coverings, and look for opportunities to assist others in their communities.

#### **D. Containment and Mitigation Measures**

All students will be asked to monitor their health on a daily basis, including checking their temperatures each morning before coming to campus. The Institute will emphasize that students (as well as faculty and staff) should check their own temperatures first thing in the morning and not come to class if showing signs of a fever or other relevant symptoms. The student training document (Appendix C) gives a list of additional symptoms to be monitored in these daily self-checks, and students will also be referred to the [guidelines issued by the CDC](#) regarding COVID-19 symptoms.

If they develop symptoms after arriving on campus, students should go home immediately and contact their physicians.

#### **E. Testing and Contact Management and Communications**

The Institute's contact management protocol will be coordinated in partnership with the D.C. Department of Health. As a small graduate-only, commuter-only institution, the Institute does not provide any direct health services to students. The Institute will provide all students with information on COVID testing sites in D.C., as well as information on what to expect from the Institute in case of a positive COVID diagnosis.

Any student (or employee) who receives a positive COVID-19 diagnosis is instructed to contact the Associate Dean for Programs and Administration ([nbagileo@johnpaulii.edu](mailto:nbagileo@johnpaulii.edu) or 202-526-9693). The Associate Dean will conduct the appropriate initial review (See Appendix B, Procedure for Reporting and Responding to Potentially Positive COVID-19 Cases). The Associate Dean will report the appropriate information regarding the diagnosis to the University's Senior Director of Environmental Health, Safety, and Risk Management (tel. 202-319-6785 or [cua-ehs@cua.edu](mailto:cua-ehs@cua.edu)), as well as to the D.C. Department of Health. The Institute will provide assistance to the D.C. Department of Health as requested and will not duplicate the tracing process but will inform members of the community known to have

been in recent contact with an infected person or a “presumed positive” patient who shows signs of likely being infected.

#### **F. Isolation and Quarantine Facilities**

Because the Institute does not maintain any residential facilities, any student, faculty, or staff member who is diagnosed with COVID-19 or otherwise directed to quarantine or self-isolate will do so in their own homes.

#### **G. Mental Health Support**

As a small graduate-only, commuter-only institution, the Institute does not provide any direct mental health services to students. Upon request, the Institute will provide interested students with a list of qualified mental health professionals in the D.C. area.

#### **H. Spiritual Support**

The Institute plans to maintain its weekly Mass at Caldwell Hall and other spiritual support for the Fall semester. The Institute will follow the policies suggested by the Catholic Church as well as the CDC and the DC Government in regard to these gatherings. The Catholic University of America has temporarily reconfigured its worship spaces and enhanced cleaning and preventative protocols (See Section XIII).

#### **IX. Residential Facilities**

As a graduate-only, commuter-only institution, the Institute does not maintain any student residences. All students live in their own residences off campus.

Members of the Institute community will comply with any relevant University policies, to include not visiting any campus dormitories as guests.

#### **X. Meals and Dining Facilities**

As a small commuter-only institution, the Institute does not maintain any dining facilities of its own. Students, faculty, and staff have the option to use dining facilities maintained by The Catholic University of America on an *ad hoc* basis and will follow all University policies related to dining services, which are outlined below, when using University dining facilities.

Members of the Institute community who bring their own meals to campus are strongly encouraged to follow the guidelines set forth in the employee and student training modules

(Appendix A and C) regarding meals.

## **A. University Dining Facilities**

For the Fall 2020 semester, or until such time as local and federal guidance and requirements are modified, only individual, pre-packaged, carry-out, or grab-and-go meals will be available through University-maintained dining facilities. All meals will be accompanied by individual use, pre-packaged, disposable utensils.

Meals will be distributed by trained dining services staff, with directional signage and reminders about physical distancing prominently displayed.

Once the academic year begins, the Student Restaurant will be open for carry out only. The University will provide covered space (large tents) just outside the dining facility for outside dining.

Thorough cleaning will be performed in all dining areas between meals according to protocols prescribed by University Facilities, consistent with best practices and federal guidance. In addition, all individuals involved in preparation or delivery of food or the sanitation of the premises will undergo daily temperature checks and symptom checks. The [Dining Services Website](#) sets forth the enhanced cleaning and sanitation protocols using chemicals designed for food service environments, hand hygiene, and food and product safety measures.

## **XI. Instruction and Learning**

### **A. General Physical Health and Safety Measures**

All classrooms will be cleaned more often and more thoroughly by the University's Facilities Division. To accommodate social distancing, the University is working to increase the space between desks, add acrylic shields and dividers where feasible, and add disinfectant spray or hand sanitizer dispensers in classrooms. In addition to these physical measures, the Institute will abide by occupancy limits in classrooms by reducing class sizes, scheduling classes in larger classrooms, or increasing the number of class sections, as needed.

Following the University's calendar, the Institute has modified the academic calendar to begin the semester one week early and conclude in-person instruction at the Thanksgiving holiday, which will be followed by one week of remote learning and final examinations being administered as take-home versions or online.

The Institute is temporarily implementing flexible and less restrictive policies regarding in-person attendance for students who cannot attend class or who choose to attend remotely due to concern even if they are themselves not sick.

The Institute will also encourage faculty to schedule office hours online, ensuring at least the same amount of access time to professors.

Although this semester our classes will not exceed more than fifteen students, students will be asked by instructors on the first day of class to sit in the same seat for the remainder of the semester in the event contact tracing is necessary.

## **B. Instructional Continuity Measures**

The Institute implemented fully online course instruction in the Spring 2020 semester and is prepared for a mixed modality of in-person and online instruction in the fall semester. If circumstances require a return to fully online instruction, the Institute is technologically prepared to return to virtual coursework. See also the Resurgence section at the end of this Plan document.

### **1. Instructional Plan and Contingencies**

The instructional plan for the Fall 2020 semester will be in-person instruction at scheduled times with synchronous remote participation by students who may be unable to attend in person due to distancing requirements, self-quarantine, or inability to be present on campus for other reasons. The goal is that most students will meet in an in-person mode for all classes.

The first contingency for the in-person instructional plan will be hybrid classes with a mix of in-person interactions and remote content delivery. This option may be utilized for classes in which substantially fewer than half of students would be able to attend in person, classes that are not able to be scheduled in tech-equipped classrooms, etc. The final contingency for the in-person instructional plan will be fully online classes, which can be utilized for instructors who receive an accommodation due to age or underlying health conditions for themselves or members of their household.

For all of the above options, synchronous modes of instruction will be preferred.

### **2. Instructor Contingency Plans**

In the event an instructor has to quarantine or self-isolate, the instructor will enact a contingency plan and inform the Provost/Dean. The individualized contingency plan could include synchronous remote teaching or providing content in an asynchronous fashion. In the event an instructor becomes unable to continue instruction, the Institute will assign a different qualified instructor—hiring additional instructors as necessary—to assume the duties of the course and avoid interruption of study. Instructors who have safety concerns regarding the Fall 2020 semester will make those concerns known to the Provost/Dean and offer suggestions on how to serve the students they teach and satisfy safety concerns.

If, in the event of a resurgence of the virus, it becomes necessary to return to virtual instruction, the Institute is fully prepared for that eventuality.

### **C. Technology Improvements**

The University has modified all the classrooms used by the Institute to support mixed modality by adding flat screen displays, cameras, and microphones.

Students who have difficulties accessing computer resources will be directed to the Associate Dean for Programs and Administration for assistance in obtaining such resources to maintain instructional continuity.

In addition to its own contracted IT support, Institute faculty and staff have access to the University's Technology Services for support regarding new classroom technology, and emergency classroom needs.

### **D. Academic Support**

In addition to the academic support offered by Institute faculty to students in their courses on an individual basis, Institute students also have access to the University's Writing Lab, which provides both in-person and virtual appointments with qualified tutors.

### **E. Off-Campus Activities and Study Abroad**

The Institute's degree programs do not require clinical placements, externships, or other off-campus activities as part of the program requirements. The Institute also does not sponsor any study abroad programs.

However, as all Institute students are commuters and thus will travel off campus daily,

students will be strongly encouraged, wherever possible, to avoid public transportation and follow the posted requirements (generally regarding distance and face coverings) if they do use it. Individual transportation, such as biking, walking, and driving personal vehicles, will be recommended methods of travel.

## **XII. Libraries**

For their academic research, all Institute students, faculty, and staff are members of the University's library system with full borrowing privileges. The University's provisions for their libraries are outlined below.

For the spring and summer sessions of 2020, University libraries were closed to patrons. On-demand digitization and electronic or curbside pick-up of library materials were utilized, along with online instruction and research consultations provided by University librarians.

The University plans to open University libraries during the Fall 2020 semester. It is still considering whether libraries will operate on the regular fall schedule or whether changes will be needed to accommodate physical distancing for patrons and staff. Once open, seating will be reduced, in consultation with Facilities and based on guidance for such structures, adapted to the unique configurations of Mullen and other libraries. At this time, the University does not anticipate needing to enforce a fixed occupancy limit. However, in consultation with the Facilities division, library staff continue to explore options to ensure safe physical distancing.

In support of those unable to come into the main Library through the Fall 2020 semester, the University will continue curbside pickup of materials, digitization of print materials on demand, and online instruction and research consultations.

## **XIII. Athletics, Fitness, and Student Organizations**

### **A. Gyms and Indoor Fitness Facilities**

The Institute does not have its own fitness facilities. Institute students are given the option of using fitness facilities maintained by the University. The University's provisions for these facilities are outlined below, and Institute students will abide by all relevant policies and limitations.

Indoor athletics and fitness facilities were closed to students, staff, and faculty during Phase 1 of reopening, and then reopened for use only in accordance with local and federal guidance and requirements. Employees working in such facilities will continue

to do so consistent with current social distancing, telework, and other health measures in place and being adopted for the reopening.

When fitness facilities are in use in subsequent phases, all users will complete temperature checks and a quick review of symptoms (both conducted by trained medical staff) prior to entering the facility.

## **B. Athletics Teams and Student Organizations**

The Institute does not sponsor any athletic teams or student organizations.

## **XIV. Chapels and Practice of the Faith**

The Institute celebrates one weekly Mass together in a University chapel, and students, faculty, and staff have access to the University chapels for private prayer at any time they are open. The provisions of the University for their chapels, which the Institute will follow, are outlined below.

University chapels will be open for Mass and other Catholic religious services during all phases of reopening in accordance with guidelines issued by the [Archdiocese of Washington](#) and applicable local and federal regulations. Chapel seating has been reconfigured to provide for physical distancing, while signage and dividers to maintain distancing have also been installed. All participants in the liturgy will be expected to wear face coverings.

Worship aids will not be provided or will not be re-used, and singing will not be part of the congregation's worship. Distribution of Holy Communion will be in the hand when at all feasible.

Worship schedules will be adapted to provide sufficient time for thorough cleaning between services. The Sacrament of Reconciliation will remain available, adapted to allow for social distancing and the seal of confession.

## **XV. Ongoing Communication and Reporting Mechanisms**

### **A. Internal Communication**

The Institute provides updates to its community regarding ongoing and new health and safety measures, as well as information for employees about where to get tested, the staff point of contact for questions, and information about CARES Act and other resources for students and employees.

Per the Signage section above, posters and signage in both English and Spanish addressing social distancing, hand washing, use of face coverings, modified space and occupancy limits, and readjusted entry and exit routes are being posted by the University in all campus buildings including the Institute's space in McGivney Hall. Examples may be found on the University's [Environmental Health and Safety Website](#).

As noted earlier in this Plan, health and safety training for employees and students, with links to additional resources, have been developed and will be implemented prior to reopening (Appendices A and C).

## **B. Raising Questions and Concerns**

Students and employees who have questions or concerns are asked to contact the Associate Dean for Programs and Administration ([nbagileo@johnpaulii.edu](mailto:nbagileo@johnpaulii.edu) or 202-526-9693). Students and employees may also use another telephone line (202-526-9722) to raise questions or concerns anonymously.

## **C. External Communication and Coordination**

The Institute will communicate and coordinate with the D.C. Department of Health in all matters pertaining to COVID-19. The Institute's primary point of contact for this Plan is Nick Bagileo, Associate Dean for Programs and Administration ([nbagileo@johnpaulii.edu](mailto:nbagileo@johnpaulii.edu) or 202-526-9693).

As noted above, the Institute's primary point of contact for students and employees who test positive is the Associate Dean for Programs and Administration.

The Associate Dean for Programs and Administration will act as liaison to the University and the D.C. Department of Health on matters concerning contact tracing, isolation, and care provisions for potential cases, and to other governmental or external entities as applicable.

## **XVI. Resurgence Plan**

In the event of a resurgence of the COVID-19 pandemic the Institute will maintain coordination with University and the D.C. Department of Health and will follow local and federal requirements regarding limiting or suspending on-campus activities.

In the event there is a need or requirement to limit or suspend on-campus operations, the

Institute already has identified and supplied written credentials to essential personnel who must have continued access to campus to ensure safety and continuity of operations. The Institute also maintains telework and rotating shift arrangements for certain employees and retains the capability to quickly transition to virtual delivery of student instruction.

## **Appendix A**

### **Employee Training Information**

#### ***10 Steps for Safely Returning to Campus***

##### **Introduction**

In response to the coronavirus, the Institute and the University took significant steps to protect the health, safety, and welfare of the campus community, to include increased campus cleaning efforts, implementation of flexible work arrangements, and implementation of a [Social Distancing Policy](#).

The Institute is planning a gradual return to campus for employees over the summer. As we plan for a gradual return, our primary concern remains the health, safety, and well-being of our community, guided by local and federal guidelines.

In preparation, the Institute is taking additional health and safety steps. While the [Social Distancing Policy](#) continues to be in force according to federal and local orders and guidance, we will also cooperate with physical changes implemented by the University: installing plexiglass barriers where needed, reconfiguring places of assembly, assessing entry and exit building patterns, and modifying them as needed to reduce foot traffic and limit the size of gatherings.

The Institute's small class sizes allow for social distancing, but classrooms will be reconfigured as needed. Implementing technology and in-class rotation schedules will allow for hybrid online and in-classroom instruction.

In addition to institutional efforts, a healthy, safe, and phased return will need the cooperation all Institute employees. The ten points below are designed to provide you with information and support as to what you can do to care for yourself and for one another once we begin our return to campus.

##### **1. Care for Yourself if You are Sick**

First and foremost, take care of yourself! If you are sick, or if you experience symptoms, stay home, notify the Institute office, and seek medical attention. Common symptoms of coronavirus include:

- Cough
- Shortness of breath
- Difficulty breathing
- Fever

- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Additional information about symptoms can be found on the [CDC website](#).

***If you are sick, use your available leave to take the time you need to get well, and return to campus when cleared by your medical provider.*** If you are showing symptoms but still are able to work from home, do so. If you have questions, contact the Associate Dean of Programs and Administration.

If you are diagnosed with COVID-19 (either via a positive test result or a presumptive positive diagnosis by a health care provider), contact the Associate Dean for Programs and Administration as soon as possible ([nbagileo@johnpaulii.edu](mailto:nbagileo@johnpaulii.edu) or 202-526-9693). He will ask some questions about the onset of symptoms and your recent activities on campus, so that your “Close Contacts” at the Institute can be notified to quarantine as appropriate. The Institute will also report the diagnosis to the D.C. Department of Health.

If you have been sick and are not sure if you should return to work, contact your health care provider and then your supervisor for guidance.

If a coworker appears to be sick, encourage him or her to follow the guidance above. We all must support one another in protecting our health.

If you are experiencing stress or anxiety during this time, it's normal! Cigna, the Institute's health insurance provider offers a variety of resources for mental and physical health; information about their offerings can be found at the [Cigna Coronavirus Resource Center](#).

## **2. Continue to Use Flexible Work Arrangements When Appropriate**

Since the Institute does not have a Summer semester, a return to campus for all employees and students will start the third week of August. Rotating shifts and a combination of telework and work on campus will occur until the beginning August. Employees who experience difficulty with phased return-to-campus schedules due to personal or family needs and circumstances should contact their supervisors.

Supervisors should be flexible and work with employees to tailor return-to-campus schedules in light of those needs and mission accomplishment.

Employees who are over the age of 65 or who have underlying health conditions and may be vulnerable may continue working from home as appropriate. Discuss your situation with your supervisor. Your health, and the health of those around you, is paramount.

### **3. Travel Safely**

If you will be driving to campus, avoid having more than two (2) other persons in a ride-sharing vehicle at any time. Wear a face covering while traveling with others, and frequently disinfect high-touch surfaces in the vehicle.

If you are using public transportation to get to campus, follow local government and transit guidance for maintaining health and safety when on trains, buses, or Metrorail. See the [WMATA Website](#) for information. This includes, but is not limited to, avoiding high-touch surfaces, maintaining social distancing, and wearing a face covering.

Institute business travel remains prohibited until further notice. With respect to any personal travel, evaluate with extra-caution the need to travel, and be aware of international travel restrictions or limitations (see the [Department of State's Travel Website](#) for further information, as well as the [Transportation Security Administration's Coronavirus website](#) for possible restrictions upon re-entering the United States).

### **4. In-Person Contact**

When on campus, continue to follow the guidance in the [Social Distancing Policy](#). This includes maintaining six feet distance from others if feasible and wearing face coverings when it is not (see below for further information).

Do not shake hands with others; wash your hands with soap and water for at least twenty (20) seconds or use hand sanitizer frequently; cover coughs or sneezes with a tissue, paper towel, or your elbow; and avoid touching your eyes, nose, and mouth.

Avoid lingering in common areas, offices, or enclosed spaces with others to the extent possible; only one person should be in an elevator at a time unless the individuals are family members. As noted below, the University is reconfiguring classrooms and other University spaces to increase social distancing. Current workspaces meet social distancing requirements, with only one occupant in each office.

When needed, meetings could be conducted by telephone, email, or Zoom. In-person meetings are encouraged to remain short and focused. Use face coverings during in-person meetings (see below).

Try to keep track of your interactions with people at work you may come within 6 feet of or remain in their company for longer than 10 minutes. This will help if contact tracing efforts are needed. Note that this is not necessary for instructors in the classroom, as class rosters will enable the Institute to conduct contact tracing if needed.

## **5. Use Face Coverings**

It's not necessary to wear a face covering when working alone. Do, however, follow the [Social Distancing Policy](#), which requires use of face coverings when you are with others. Use your own face coverings or those that the Institute is providing when you return.

Although face coverings may be uncomfortable, they are deemed to be an effective way to help keep your co-workers and their families safe. Please consult the [CDC Guidance](#) on making, wearing, and washing face coverings.

## **6. Keep Work Areas Clean**

CUA Facilities staff will continue increased cleaning and sanitizing efforts across campus. However, we all have a part to play in keeping the campus clean. We each should regularly clean high-touch surfaces, such as doorknobs, handrails, light switches, telephones, mobile devices, keyboards, desktops and tables, copiers, printers, coffee machines, microwaves and refrigerators doors, desk accessories, vehicle controls, vending machines, etc.

To assist you, the Institute is making cleaning materials available in central locations on each floor in the building. The Institute also is providing you with some initial hand sanitizer when you return, along with two face coverings.

Avoid using coworkers' phones, desks, offices, or other work tools and equipment whenever possible. If necessary, clean and disinfect them before and after use.

## **7. Your Workspace**

In preparation for a return to campus, Facilities is reconfiguring classrooms and gathering spaces on campus to avoid close contact and increase social distancing. As noted above, current workspaces at the Institute meet social distancing requirements, with only one occupant in each office.

## **8. Eat Meals Safely**

To minimize unnecessary in-person contact, consider bringing meals to campus and eating at your work location or in an open area where social distancing can be maintained. Use single-use utensils, cups, plates, napkins, sponges, etc. to avoid potential contamination, and throw the items out after use. If you eat at your work location, be sure to clean it thoroughly before you start eating and when you are finished

eating.

### **9. Know Your Work Area**

Each building and work area are different, so health and safety measures may be different. Look for specific guidelines in McGivney Hall.

### **10. Ask Questions and Stay Informed**

If you have questions or concerns about health and safety guidelines, contact the Associate Dean at [nbagileo@johnpaulii.edu](mailto:nbagileo@johnpaulii.edu).

You can also submit a question or raise a concern anonymously through the following telephone line: 202-526-9722.

Employees working on campus also should review regularly the following:

- The Institute Reopening Plan
- [CDC COVID-19 Website](#)
- [D.C. Government Coronavirus Website](#)
- [White House Guide for Opening Up America](#)
- [Catholic University - Responding to the Novel Coronavirus](#) (Updates and FAQs)
- [Occupational Safety and Health Administration COVID-19 Resources](#)
- Notices and orders from the states where you live, as they may change frequently

## **Appendix B**

### **Procedure for Reporting and Responding to Potentially Positive COVID-19 Cases**

#### **Responsible Official**

Nick J. Bagileo, Associate Dean for Programs and Administration

**Implemented:** July 6, 2020

**Purpose of Procedure.** So that the Institute can identify and notify individuals who may have been in contact with an employee who may have COVID-19, students and employees should immediately report to the Associate Dean for Programs and Administration ([nbagileo@johnpaulii.edu](mailto:nbagileo@johnpaulii.edu) or 202-526-9693) if they have tested positive for COVID-19.

**What to Report:** The Associate Dean should collect the following information:

- a) The name and job title of the employee (or class schedule of the student) who has tested positive;
- b) The name and job title, if known, for any “Close Contacts” with the affected employee. “Close Contacts” are defined as persons who were within 6 feet of, or were within the same room as, the affected employee when the affected employee had symptoms, or within 48 hours *before* the onset of those symptoms.

**Example:** Bill noticed he was feeling feverish Wednesday at noon and was seen by his doctor the next day who told him he was likely infected and should be tested for COVID-19. Bill's Close Contacts at work would include anyone who shared his office or spent time with him since the *preceding Monday* at noon.

**What to Ask.** *First and foremost, any interview with the affected employee (or student) should be conducted by phone or video if possible; if not, maintain social distancing and wear a mask. These steps will not only promote health and safety but protect privacy.* To obtain the necessary information for the Institute to notify affected individuals, the Associate Dean should ask the questions below.

- a) When did you first notice you had symptoms, and what symptoms did you have?

*Setting the anchor for the following questions to be 48 hours BEFORE they first noticed symptoms, ask:*

b) Who have you been in contact with since the anchor time?

c) For each of the contacts identified, describe:

1. The nature of the contact;
2. How far away you were;
3. For how long you were in contact;
4. Whether you were symptomatic at the time of contact.

d) Do you share an office or work with anyone closely?

e) Did you share any common areas with others?

**What Will Happen Next:** Following this interview, the Institute will take these actions:

a) The Associate Dean will compile a list “Close Contacts” (defined above) by name, job title, and whether each potential Close Contact is an essential worker. In the case of a student with a positive diagnosis, this list may also include classmates who meet the criteria for “Close Contact.”

b) The Associate Dean will review the list of potential “Close Contacts” to determine which should be notified of potential exposure.

c) The Associate Dean will send an email entitled “Notice of Possible Workplace Exposure” (with appropriate variations for employees and students) to the list of “Close Contacts.”

**Additional Reporting:** Reports of positive COVID-19 cases should be made from the Institute to the University via the designated email address [CUA-CoronaResponse@CUA.EDU](mailto:CUA-CoronaResponse@CUA.EDU) by the Senior Director for Environmental Health, Safety, & Risk Management, and to the D.C. Department of Health.

University Facilities Division personnel will assess the affected employee's workplace and places the affected employee visited on campus to determine what, if any, additional cleaning or other remedial measures are appropriate based on the nature and context of the event.

**How to Protect Privacy Further.** Medical information, including information concerning COVID-19 symptoms or tests, is confidential and may only be shared with Institute or University personnel or external entities on a need-to-know basis.

A report of the names of employees with suspected illnesses, as well as Close Contacts and other pertinent information, is available only to the Associate Dean, the Provost/Dean, designated officials of the University and the D.C. Department of Public Health, or other personnel designated to assist with the reporting and communication process. The identities of employees with suspected illnesses will not be shared with others, including Close Contacts.

**What to Do if You're Unsure.** *Err on the side of caution.* If you are unsure whether an employee has COVID-19 or may have it, or if you are uncertain about how to follow this procedure, contact [nbagileo@johnpaulii.edu](mailto:nbagileo@johnpaulii.edu) and ask for guidance.

## **Appendix C**

### **Student Training Content**

A healthy, safe, and gradual return to campus will need the cooperation and participation of the entire campus community. This document is designed to provide students with information and support as to what they can do to care for themselves and for one another once we begin our return to campus.

#### **1. Care for Yourself if You are Sick**

First and foremost, take care of yourself! If you are sick, or if you experience symptoms, stay home and seek medical attention. Common symptoms of coronavirus include:

- Cough
- Shortness of breath
- Difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Students should perform a self-check for symptoms (including fever) daily before traveling to campus. Additional information about symptoms can be found on the [CDC website](#).

To undergo a COVID-19 test, contact a health care provider for assistance or visit the [D.C. Government Coronavirus website](#) for a list of testing sites.

If you are diagnosed with COVID-19 (either via a positive test result or a presumptive positive diagnosis by a health care provider), contact the Associate Dean for Programs and Administration as soon as possible ([nbagileo@johnpaulii.edu](mailto:nbagileo@johnpaulii.edu) or 202-526-9693). He will ask some questions about the onset of symptoms and your recent activities on campus, so that your “Close Contacts” at the Institute can be notified to quarantine as appropriate. The Institute will also report the diagnosis to the D.C. Department of Health.

If you are showing symptoms (or are otherwise in quarantine) but still are able to join your classes remotely from your place of residence please, do so. To request a remote link to your class(es), contact the Associate Dean for Programs and Administration ([nbagileo@johnpaulii.edu](mailto:nbagileo@johnpaulii.edu) or 202-526-9693).

If you have been sick and are not sure if you should return to class, contact your health care

provider for guidance.

## **2. Travel Safely**

If you will be driving to campus, avoid having more than two (2) other persons in a ride-sharing vehicle at any time. Wear a face covering while traveling with others, and frequently disinfect high-touch surfaces in the vehicle.

If you are using public transportation to get to campus, follow local government and transit guidance for maintaining health and safety when on trains, buses, or Metrorail. See the [WMATA Website](#) for information. This includes, but is not limited to, avoiding high-touch surfaces, maintaining social distancing, and wearing a face covering.

Students who have traveled abroad during the summer months or plan travel should consult the [Department of State's Travel Website](#), as well as the [Transportation Security Administration's Coronavirus website](#) regarding travel restrictions. The Institute requests all international students entering the U.S. to observe a 14-day quarantine before coming to campus.

## **3. In-Person Contact**

When on campus, follow the guidance in the Institute's [Social Distancing Policy](#). This includes maintaining six feet of distance from others if feasible and wearing face coverings when in the company of others.

Do not shake hands with others; wash your hands with soap and water for at least twenty (20) seconds or use hand sanitizer frequently; cover coughs or sneezes with a tissue, paper towel, or your elbow; and avoid touching your eyes, nose, and mouth.

Avoid lingering in common areas, offices, or enclosed spaces with others to the extent possible; only one person should be in an elevator at a time unless the individuals are family members. Classroom spaces will be reconfigured as needed to enable required social distancing.

When needed, meetings could be conducted by telephone, email, or Zoom. In-person meetings are encouraged to remain short and focused. Use face coverings during in-person meetings (see below).

Try to keep track of your interactions with people you may come within 6 feet of or remain in their company for longer than 10 minutes. This will help if contact tracing efforts are needed.

## **4. Use Face Coverings**

It is not necessary to wear a face covering when you are alone. Do, however, follow the

[Social Distancing Policy](#) which requires use of face covering whenever you are with others. Use your own face coverings or those that the Institute is providing when you return. In addition, see the [CDC Guidance](#) on making, wearing, and washing face coverings.

## **5. Keep Classrooms and Common Areas Clean**

The University Facilities staff will continue increased cleaning and sanitizing efforts across campus. However, we all have a part to play in keeping the campus clean. In McGivney Hall common areas such as the Student Lounge and Reading Room, students should regularly clean high-touch surfaces they use, such as doorknobs, handrails, light switches, desktops, and tables. To assist you, the Institute is making cleaning materials available in central locations in the building.

## **6. Eat Meals Safely**

Students who bring their own meals to campus should eat in an open area where social distancing can be maintained. When possible, use single-use utensils, cups, plates, napkins, sponges, etc., to avoid potential contamination, and throw the items out after use. Be sure to clean the area thoroughly before you start eating and when you are finished eating. Avoid bringing food and drink inside classrooms.

If you choose to patronize dining facilities run by CUA Dining Services, please note the following modifications. The Student Restaurant will not be open for in-person dining, only for carry out. The University will provide covered space just outside the Pryzbyla Center for outside dining. The University will make sure that thorough cleaning is performed in all dining areas between meals and all individuals involved in preparation or delivery of food or the sanitation of the premises will undergo daily temperature checks and symptom checks.

## **7. Ask Questions and Stay Informed**

If you have questions about health and safety regulations, contact the Associate Dean at [nbagileo@johnpaulii.edu](mailto:nbagileo@johnpaulii.edu).

Students may also wish to review the following:

- [CDC COVID-19 Website](#)
- [D.C. Government Coronavirus Website](#)
- [White House Guide for Opening Up America](#)
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