COVID-19
Guidelines for Repopulating
FIU Campuses and Regional Academic Locations

Developed by: Repopulating Task Force
May 22, 2020
Introduction

FIU will continue to follow federal, state and local guidelines for COVID-19. Current federal guidelines indicate that the lifting of mitigation measures implemented to stop the spread of COVID-19 should occur in phases, with everyone continuing to follow the recommended non-pharmaceutical interventions of frequent and proper hand washing, maintaining physical distancing and wearing face coverings in congregate settings. Decisions on when states and communities can begin reopening will be made at the state and local levels of government with guidance and support from the federal level. Federal guidelines from Opening Up America Again suggest thresholds to begin lessening community mitigation measures include:

1. Symptoms - downward trajectory of influenza-like illnesses reported within a 14-day period AND downward trajectory of COVID-like syndromic cases reported within a 14-day period.
2. Cases - downward trajectory of documented cases within a 14-day period OR downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests).
3. Hospitals - treat all patients without crisis care AND robust testing program in place for at-risk healthcare workers, including emerging antibody testing.¹

On April 18, 2020, Javier I. Marques, Vice President for Operations and Safety & Chief of Staff sent a memorandum on behalf of President Rosenberg creating the Campus/Site Repopulating Task Force in response to the COVID-19 pandemic. Members are listed below, and additional staff will be added as necessary.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALEXANDER D. CASAS</td>
<td>Chief of Police</td>
</tr>
<tr>
<td>AMY B. AIKEN</td>
<td>Assistant Vice President, FIU Operations and Safety</td>
</tr>
<tr>
<td>ANDRES G. GIL</td>
<td>Vice President, Research &amp; Economic Development</td>
</tr>
<tr>
<td>BRENY DAPARRE GARCIA</td>
<td>Associate Vice President, Student Health and Wellness</td>
</tr>
<tr>
<td>BRIDGETTE CRAM</td>
<td>Assistant Vice President, Academic &amp; Student Affairs</td>
</tr>
<tr>
<td>EL PAGNIER K. HUDSON</td>
<td>Vice President, Human Resources</td>
</tr>
<tr>
<td>ELIZABETH M. BEJAR</td>
<td>Senior Vice President, Academic &amp; Student Affairs</td>
</tr>
<tr>
<td>ENEIDA O. ROLDAN</td>
<td>Chief Executive Officer of the Health Care Network</td>
</tr>
<tr>
<td>JAVIER I. MARQUES</td>
<td>Vice President, Operations &amp; Safety; Chief of Staff</td>
</tr>
<tr>
<td>JENNIFER LA PORTA</td>
<td>Chief Compliance and Privacy Officer</td>
</tr>
<tr>
<td>JOERG REINHOLD</td>
<td>Chair, Faculty Senate, University Trustee</td>
</tr>
<tr>
<td>JOHN CAL</td>
<td>Vice President, Facilities Management</td>
</tr>
<tr>
<td>KENNETH A. JESSELL</td>
<td>Senior Vice President, Administration; Chief Financial Officer</td>
</tr>
<tr>
<td>KENNETH G. FURTON</td>
<td>Provost, Executive Vice President; Chief Operating Officer</td>
</tr>
<tr>
<td>KEVIN COUGHLIN</td>
<td>Vice President, Enrollment Management &amp; Services</td>
</tr>
<tr>
<td>LIZ MARSTON</td>
<td>Deputy General Counsel</td>
</tr>
<tr>
<td>MARC JEAN</td>
<td>Assistant Director, Department of Emergency Management</td>
</tr>
<tr>
<td>MAYDEL SANTANA</td>
<td>Associate Vice President of Communication and Media Relations</td>
</tr>
</tbody>
</table>

¹ White House, Centers for Disease Control (2020) Opening Up America Again
Guidelines for Repopulating FIU Campuses and Regional Academic Locations

MICHELLE L. PALACIO  
**Vice President, Governmental Relations**

PABLO G. ORTIZ  
**Vice President, Regional and World Locations**

ROBERT GRILLO  
**Vice President, Information Technology; Chief Information Officer**

SANDRA GONZALEZ-LEVY  
**Senior Vice President, Division of External Relations, Strategic Communications and Marketing**

TAMECE KNOWLES  
**Director of Environmental Health & Safety**

THOMAS HARTLEY  
**Assistant Vice President, Parking and Transportation**

Furthermore, Javier I. Marques, Vice President for Operations and Safety & Chief of Staff, on behalf of President Rosenberg created four workgroups, which were tasked with the development of specific repopulation guidelines.

<table>
<thead>
<tr>
<th>LEAD</th>
<th>WORK GROUP FOCUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN CAL</td>
<td>Protective Shields</td>
</tr>
<tr>
<td>EL PAGNIER HUDSON</td>
<td>Supervisor, Business Unit Head, and Employee guidelines</td>
</tr>
<tr>
<td>ALEXANDER D. CASAS</td>
<td>Face Coverings, Cleaning Materials Training and Procurement</td>
</tr>
<tr>
<td>MARY JO TREPKA</td>
<td>Guidelines for Guidelines for Screening, Testing, Tracing and Disinfection</td>
</tr>
</tbody>
</table>

Planning Assumptions

- This plan is a living document and subject to change based on federal, state and local guidance.
- Coordination, information sharing and consistent messaging across all university units are critical to a successful repopulation.
- Actions outlined in this plan may not happen sequentially and will be implemented in relation to ongoing, potentially quickly changing conditions.
- Faculty, staff and students will be required to observe physical distancing and wear a face covering when there is a possibility of not being at least six feet away from another person.
- Herd immunity and a vaccine will not exist for a considerable period which increases the risk of resurgence of the virus when states and communities begin reopening.
- If increased numbers of infections or a second wave of the virus occurs, re-implementation of mitigation measures must be executed quickly.
- Protocols for immediate identification and isolation of potential exposures should be in place.
- Employees will receive at least 1 week of notice prior to implementation of each phase and/or re-implementation of the mitigation measures unless other circumstances dictate a different timeline.

General Guidelines

Below are some general guidelines that should be considered as part of the phased process of repopulating campuses and sites:

- Decisions about changes to mitigation measures or implementation of additional measures must be evidence-based and data-driven.
- Mitigation measures are intended to minimize potential exposure to the virus of returning faculty, staff, students, contractors and vendors and reduce opportunities for community transmission emanating from FIU.
• During early phases of repopulating, the number of visitors may be limited.
• Increased frequency of cleaning of common areas and high touch areas will be continuous.
• Occupancy in buildings and classrooms will increase as appropriate and operate with physical distancing measures in place.
• Safety, security and minimized risk of exposure to the university community will remain a priority during this process.
• Adaptations for self-disclosed individuals of high-risk populations (underlying health conditions, above 65, caring for a sick family member, etc.) will be considered.
• Travel restrictions in each phase will be determined using CDC and State Department advisories with recommendations from the International Travel Committee.
• Non-essential travel should be restricted, particularly during earlier phases of repopulating.
• Remote working will transition back to on campus working.
• Classes will gradually transition from remote learning to a hybrid learning or face-to-face learning.
• Frequent and proper hand washing, physical distancing, staying home when sick and wearing of face coverings while around others will be continued during each phase.

The University reserves the discretion to determine when a transition between phases can occur as well as whether a return to any phase is warranted based on such factors as federal, state, and local orders, and guidance from the CDC, state, local, and University health professionals.

Phase 1

Criteria
Phase 1 will begin when FL Department of Health data indicate a 14-day downward trajectory of positive cases of COVID-19 in SE FL (Palm Beach, Broward, Miami-Dade counties) and increased testing and contact tracing is available. FIU will continue to follow federal, state and local guidelines during this phase while increasing the number of employees reporting to campus to continue university operations.

Objective
To recall limited numbers of employees to return to work on-campus while maintaining physical distancing and protective measures to prevent community transmission. Labs, classrooms and workspaces will be reconfigured to ensure physical distancing and shifts/days may be staggered.

Guidelines
Following risk mitigation guidelines from Human Resources, supervisors and business unit heads will determine which employees will be required to return to on-campus work during this phase. Positions critical to ongoing operations will be prioritized according to the following criteria:

1. Campus safety
2. Preparing for further reopening of the unit
3. Work that cannot be effectively completed from home

All employees working on-campus will complete the COVID-19 questionnaire (Panthers Protecting Panthers (3P app)) before each work day as permitted by the Americans with Disabilities Act (ADA). Employees will be required to maintain physical distancing and wear face coverings when there is a
Guidelines for Repopulating FIU Campuses and Regional Academic Locations

possibility of not being at least six feet away from another person. Employees will be required to engage in frequent hand washing or use of hand sanitizers. Employees who self-disclose a vulnerability associated with COVID-19 should continue to work remotely. FIU will follow appropriate, enhanced cleaning and disinfecting procedures following CDC and/or state or local guidelines.

Phase 2

Criteria
Phase 2 will begin when FL Department of Health data indicate there is a sustainable 14-day downward trajectory of new cases per day, and the number of new cases and percentage of positive COVID-19 tests are in the single digits in SE FL (Palm Beach, Broward, Miami-Dade counties); increased testing and contact tracing is available; and FIU has determined readiness to increase on-campus workforce and student capacity. FIU will continue to follow federal, state and local guidelines during this phase while increasing the number of employees reporting to campus to continue university operations.

Objective
Business unit heads will recall additional employees to work on-campus to increase unit capacity and functionality based on university needs while adhering to the Supervisor Guidelines to ensure appropriate risk mitigation. Onsite student learning may increase in specific labs or other approved areas with appropriate risk mitigation measures in place.

Guidelines
Following risk mitigation guidelines from Human Resources, business unit heads and supervisors will determine which additional employees will be required to return to on-campus work during this phase; ensure workspaces have been reconfigured; ensure new risk mitigation requirements (face coverings, physical distancing, etc.) have been communicated to employees; and on-campus work schedules have been adjusted to minimize risk. The use of the 3P app will continue as permitted by the Americans with Disabilities Act (ADA). Employees will be required to maintain physical distancing and wear face coverings when there is a possibility of not being at least six feet away from another person. Employees will be required to engage in frequent hand washing or use of hand sanitizers. Employees who self-disclose a vulnerability associated with COVID-19 should continue to work remotely unless other action is required by the ADA. FIU will follow appropriate, enhanced cleaning and disinfecting procedures following CDC and/or state or local guidelines.

Phase 3

Criteria
Phase 3 will begin when FL Department of Health data indicate there is little to no community spread per the number of cases reported, no evidence of a resurgence of cases, and robust testing and contact tracing is widely available in SE FL (Palm Beach, Broward and Miami-Dade counties).

Objective
To return to a “new normal” with additional on-campus staffing while continuing to utilize alternate scheduling, remote work, and other measures to maintain physical distancing and flexibility. Those who self-disclosed as vulnerable may return to campus under Phase 3. Remote work policies will be revised to reflect measurable performance goals for those employees who will continue to work remotely.
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Students will return to campus in accordance with a defined student repopulation plan that may include modifications in class schedules and course delivery to ensure student success while maintaining required risk mitigation measures.

**Guidelines**

Institutionalize and monitor appropriate health (if permitted by the ADA) and safety risk mitigation measures as cultural norms. Employees with underlying health conditions who self-disclose will work with the Office of Inclusion, Diversity, Equity & Access (IDEA) for if a reasonable accommodation is requested. Employees will be required to engage in frequent hand washing or use of hand sanitizers. Transition into a full return to pre-COVID-19 conditions will depend upon the development and availability of different therapeutic modalities to prevent and/or treat COVID-19. FIU will follow appropriate, enhanced cleaning and disinfecting procedures following CDC and/or state or local guidelines.
<table>
<thead>
<tr>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary</strong></td>
<td>Phase 1 will begin when a 14-day downward trajectory of positive cases of COVID-19 per FL Department of Health data occurs and increased testing and contact tracing is available. FIU will continue to follow federal, state and local guidelines during this phase while increasing the number of employees reporting to campus to continue university operations. Labs and workspaces will be reconfigured to allow for physical distancing and shifts/days may be staggered. Based on pre-determined guidelines, supervisors will determine the numbers of employees returning during this phase. Students and vulnerable populations will continue to learn and work remotely.</td>
<td>Phase 2 will begin when FL Department of Health data indicate there is a sustainable 14-day downward trajectory of new cases per day, and the number of new cases and percentage of positive COVID-19 tests are in the single digits in SE FL (Palm Beach, Broward, Miami-Dade counties); increased testing and contact tracing is available; and FIU has determined readiness to increase on-campus workforce and student capacity. FIU will continue to follow federal, state and local guidelines during this phase while increasing the number of employees reporting to campus to continue university operations.</td>
</tr>
<tr>
<td><strong>Objective</strong></td>
<td>Recall limited numbers of employees to return to work on-campus while maintaining physical distancing and protective measures (i.e., face coverings, hand sanitizers) to prevent community transmission. Labs, classrooms and workspaces will be reconfigured to ensure physical distancing and shifts/days may be staggered.</td>
<td>Business unit heads will recall additional employees to work on-campus to increase unit capacity and functionality based on university needs while adhering to the Supervisor Guidelines to ensure appropriate risk mitigation. Onsite student learning may increase in specific labs or other approved areas with appropriate risk mitigation measures in place.</td>
</tr>
<tr>
<td><strong>Guidelines</strong></td>
<td>Following risk mitigation guidelines from Human Resources, supervisors and business unit heads will determine which employees will be required to return to on-campus work during this phase. Positions critical to ongoing operations will be prioritized according to the following criteria: 1. Campus safety 2. Preparing for further reopening of the unit</td>
<td>Following risk mitigation guidelines from Human Resources, business unit heads and supervisors will determine which additional employees will be required to return to on-campus work during this phase; ensure workspaces have been reconfigured; ensure new risk mitigation requirements (face coverings, physical distancing, etc.) have been communicated to employees; and on-campus work</td>
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<tr>
<td><strong>The University reserves the discretion to determine when a transition between phases can occur as well as whether a return to any phase is warranted based on</strong></td>
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<tr>
<td>Academic &amp; Student Affairs</td>
<td>Athletics</td>
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<td>---------------------------</td>
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<tr>
<td>Elizabeth M. Bejar</td>
<td>Elizabeth M. Bejar</td>
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</tbody>
</table>
| Continue remote learning for students for Summer A/C and for Summer B – a few options of experientials labs may be offered if CDC guidance allows | - No athletic events per NCAA  
- Limit entrance and exit points per building to limit/monitor numbers and only allow staff/student-athletes to be permitted in buildings  
- Assign alternate on-campus work schedules to ensure appropriate physical distancing  
- Assign schedules and appointments for local student-athletes or those unable to leave campus to utilize the weight training facility and other athletic facilities as deemed safe with physical distancing  
- Rehab is by appointment only  
- As permitted by NCAA/CUSA, allow student-athletes |
| Begin preparations for eventual return of students to campus | - No athletic events per NCAA  
- Limited practices begin  
- Conference USA (CUSA) determining triggers and adjusted return to play and competition scenarios based on NCAA actions and directives  
- Limited practices begin with early fall sports of football, men’s and women’s soccer and volleyball ensuring physical distancing as much as possible/feasible by reducing numbers and staggering groups in weight room, training rooms, arena courts, fields, batting cages etc.  
- Implementing enhanced cleaning procedures for |
| - Remote learning for students continues and begins preparations to transition back to face to face classes | - Transition back to face-to-face classes in reconfigured classrooms to allow for physical distancing; stagger class schedules |
| - Transition into a full return to pre-COVID-19 conditions will depend upon the development and availability of different therapeutic modalities to prevent and/or treat COVID-19. FIU will follow appropriate, enhanced cleaning and disinfecting procedures following CDC and/or state or local guidelines. | - Athletic events resume with modifications |

such factors as federal, state, and local orders, and guidance from the CDC and from state, local, and University health professionals.

3. Work that cannot be effectively completed from home
   
   All employees working on-campus will complete the COVID-19 questionnaire (Panthers Protecting Panthers (3P app)) before each work day as permitted by the Americans with Disabilities Act (ADA). Employees will be required to maintain physical distancing and wear face coverings when there is a possibility of not being at least six feet away from another person. Employees will be required to engage in frequent hand washing or use of hand sanitizers. Employees who self-disclose a vulnerability associated with COVID-19 should continue to work remotely. FIU will follow appropriate, enhanced cleaning and disinfecting procedures following CDC and/or state or local guidelines.

schedules have been adjusted to minimize risk. The use of the 3P app will continue as permitted by the Americans with Disabilities Act (ADA). Employees will be required to maintain physical distancing and wear face coverings when there is a possibility of not being at least six feet away from another person. Employees will be required to engage in frequent hand washing or use of hand sanitizers. Employees who self-disclose a vulnerability associated with COVID-19 should continue to work remotely. FIU will follow appropriate, enhanced cleaning and disinfecting procedures following CDC and/or state or local guidelines.
- participating in early fall sports access to return to on-campus housing
- highly activated areas (weight room equipment, training rooms etc.)
  - USL Miami FC activities permitted as determined per campus/county orders
  - Camps (sport and others) activities permitted as determined per campus/county orders

<table>
<thead>
<tr>
<th>Business Services</th>
<th>Aime Martinez</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Most Distancing</strong></td>
<td></td>
</tr>
<tr>
<td>- Retail/Residential: Take-away or delivery only</td>
<td></td>
</tr>
<tr>
<td>- Catering: Pre-Portioned, Drop-off/Contactless</td>
<td></td>
</tr>
<tr>
<td><strong>EXPERIENCE:</strong></td>
<td><strong>CHANGE:</strong></td>
</tr>
<tr>
<td>DINING ROOM</td>
<td>Closed</td>
</tr>
<tr>
<td>FOOD STATIONS</td>
<td>No self serve</td>
</tr>
<tr>
<td>BEVERAGE</td>
<td>Limited or no fountain</td>
</tr>
<tr>
<td>DISHWARE</td>
<td>Not used</td>
</tr>
<tr>
<td>FLATWARE</td>
<td>Not used</td>
</tr>
<tr>
<td><strong>- Enhanced glove management</strong></td>
<td><strong>- Additional uniform protection as necessary when recommended</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Hybrid</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>- Retail: Packaged Meals</td>
<td></td>
</tr>
<tr>
<td>- Retail/Residential: Limited Seating</td>
<td></td>
</tr>
<tr>
<td>- Residential: Take-away</td>
<td></td>
</tr>
<tr>
<td>- Catering: Pre-portioned, initially wrapped</td>
<td></td>
</tr>
<tr>
<td><strong>EXPERIENCE:</strong></td>
<td><strong>CHANGE:</strong></td>
</tr>
<tr>
<td>DINING ROOM</td>
<td>Open with restriction</td>
</tr>
<tr>
<td>FOOD STATIONS</td>
<td>No self serve</td>
</tr>
<tr>
<td>BEVERAGE</td>
<td>Limited fountain/bottles</td>
</tr>
<tr>
<td>DISHWARE</td>
<td>Support take-away service</td>
</tr>
<tr>
<td>FLATWARE</td>
<td>Used but protected</td>
</tr>
<tr>
<td><strong>- Enhanced glove management</strong></td>
<td><strong>- Additional uniform protection as necessary when recommended</strong></td>
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<table>
<thead>
<tr>
<th>Less Distancing</th>
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<tbody>
<tr>
<td>- Retail: Serviced by associate</td>
<td></td>
</tr>
<tr>
<td>- Retail/Residential: Limited Seating</td>
<td></td>
</tr>
<tr>
<td>- Residential: Take-away</td>
<td></td>
</tr>
<tr>
<td>- Catering: Attendant served</td>
<td></td>
</tr>
<tr>
<td>- Behind sneeze guard</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Children's Creative Learning Center</th>
<th>Elizabeth M. Bejar</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Remains closed</td>
<td>- Remains closed</td>
</tr>
<tr>
<td>- Staff continue remote work</td>
<td>- Staff continue remote work</td>
</tr>
<tr>
<td>- Develop plan following Department of Children and Families (DCF) guidelines for reopening (limited</td>
<td>- Teachers allowed to return to the Center to begin classroom breakdown and setup for next session</td>
</tr>
<tr>
<td><strong>- Enhanced glove management</strong></td>
<td><strong>- Additional uniform protection as necessary when recommended</strong></td>
</tr>
<tr>
<td>- Center reopens with reduced hours following DCF guidelines on group size and staffing ratios. Priority will be given to currently enrolled children of staff that physically work on campus.</td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>-</td>
<td>Create virtual tour of Center building to post on website for interested parents</td>
</tr>
<tr>
<td>-</td>
<td>Add chat or enrollment inquiry information to website for interested parents</td>
</tr>
<tr>
<td>(summer camp or school year) following staggered work schedule</td>
<td>Communicate with families to determine realistic interest/need for next session (summer camp or school year)</td>
</tr>
<tr>
<td>-</td>
<td>New Family Orientation conducted virtually</td>
</tr>
<tr>
<td>-</td>
<td>Review reopening plan following DCF guidelines and realistic enrollment confirmations</td>
</tr>
<tr>
<td>-</td>
<td>Custodial continues daily disinfecting procedures</td>
</tr>
<tr>
<td>-</td>
<td>Post virtual tour of building on Center website to limit visitors in building</td>
</tr>
<tr>
<td>-</td>
<td>Custodial continues daily disinfecting procedures</td>
</tr>
</tbody>
</table>

**Clinic entry and patient protocol:**
- All clinic sites across campus continue to be operational
- Continue to enforce entry criteria by screening every patient via a CDC questionnaire for potential exposure
- Every patient and companion are required to use face coverings, hand sanitizer, available at entrances, and temperatures from all patients are taken outside prior to entering the waiting room
- Scheduled appointments respond to the screening questionnaire at the reminder call of the appointment
- Walk-ins call from the outside to be screened accordingly prior to entry and subsequently follow the aforementioned protocol
- Sitting arrangement in the waiting areas comply with physical distancing guidelines of six feet of separation
- COVID-19 testing will be being done outside at all clinic sites to mitigate exposure to staff and other patients

**Employee protocol:**
- Health care employees continue to follow protocol with PPE when appropriate and regular PPE as per medical evaluation and management protocol

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**Clinics**
- Eneida D. Roldan

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**Employee protocol:**
- Health care employees continue to follow protocol with PPE when appropriate and regular PPE as per medical evaluation and management protocol
All employees have their temperature taken daily and a log is kept.

Reopening of regular preventive visits with an appointment:
- During the month of May, regular appointments are being scheduled.

Telemedicine will continue to be part of the operations for those patients not wanting to visit the clinic.

Clinics
- All Clinics will comply with strict daily cleaning protocols as recommended by the CDC and/or state or local guidelines.

Clinical Rotations – Health Sciences; COM students
Elizabeth M. Bejar
- Follow guidance from clinical partnership site leads
- Established working Academic Health Care group – The Office of the General Counsel (OGC) is institutional working lead

Division of IT
Robert Grillo
- Continue to support remote learning and working from home
- Determine onsite support if any required on a needed basis for initial workforce on campus
- Employees are encouraged to continue to work from home
- Continue to support remote learning and remote work
- Continue to encourage employees to work from home that are fully capable and are not customer facing
- Services which are customer-facing begin to come onto campus practicing physical distancing and CDC requirements
- Based on clinical partnership sites and professional disciplines – rotations would proceed as planned and well as additional rotations (where possible) to ensure students can “catch up” if rotation time is behind.
- Transition employees back to campus practicing CDC guidelines and physical distancing
- Review at the divisional level those employees requesting that can work from home

Enrollment Services
Kenneth G. Furton
University Registrar
- Configure the office space to ensure that employees who must work during this phase can practice physical distancing
- Need to assign alternate, flexible schedules, to ensure appropriate physical distancing.

University Registrar
- Continue to assign alternate, flexible schedules, to ensure appropriate physical distancing as more employees’ transition from remote work to on-campus.
- Configure the office space to ensure that employees transition back on campus
- Employees transition back on campus

University Admissions
- Daily information sessions – reconfigure multipurpose room to ensure appropriate
Employees are encouraged to continue to work remotely if they can perform their jobs from home.
- Identify the types and amounts of additional onsite support for Phase I workforce to return to campus (imaging, scanning, processing incoming and outgoing mail, subpoenas, processing diplomas); stagger schedules for coverage.
- Reduced onsite open hours for students and by appointment only for those needing to pick up diplomas/transcripts, or notarized documents for apostilles.

### University Admissions
- Maintain current remote schedule for employees
- Continue virtual campus tours and campus events
- Maintain pause on all recruitment travel
- Decrease event capacity for all on-campus recruitment events by 50%
- Create a meeting space in PC 140 lobby for visits with individual families in order to maintain appropriate physical distancing
  - Add Plexiglas to campus tour counter for event check-in
  - Require all guests to agree to physical distancing agreement when registering for campus visit
  - Not allow any unregistered guests to participate in any on-campus recruitment activities
  - Request purchase of StriveScan so recruiters do not have to use iPads, computers, pens for gathering information at events

### Financial Aid
- Employees transition back on campus.
- Decide about Live Chat Team coming back to campus or staying remote.

### CRM & Enrollment Communications
- Transition back to the office using the staggered schedule discussed during phase 1.
- Wipe down all areas in the office.
- Continue supporting division on critical communication needs and feature enhancements
- Continue working on projects prior to remote work environment

Financial Aid
- Employees transition back on campus.
- Decide about Live Chat Team coming back to campus or staying remote.

### CRM & Enrollment Communications
- Transition back to the office using the staggered schedule discussed during phase 1.
- Wipe down all areas in the office.
- Continue supporting division on critical communication needs and feature enhancements
- Continue working on projects prior to remote work environment

### Admissions Operations
- Transition most of the staff back to the building
- Modify Student schedules to 2 students per shift
- Continue to assess staff needs until 100% of team transitions back to campus.

### One Stop
- Add hand sanitizer stations in OS office area, and student waiting area
- Reduce face-to-face office hours, allow by appointment only via QLess
- Decrease seating in student waiting area for One Stop.
- Provide FIU issued laptops to FWS to allow One Staffing at 100%
<table>
<thead>
<tr>
<th><strong>Admissions Operations</strong></th>
<th><strong>Employees</strong></th>
<th><strong>CRM &amp; Enrollment Communications</strong></th>
<th><strong>One Stop</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Maintain current schedule of rotating on campus staff for document processing</td>
<td>- Maintain current remote work schedule for employees</td>
<td>- Maintain current remote schedule for employees</td>
<td>- All full-time staff can answer phones, chat, and emails fully remotely</td>
</tr>
<tr>
<td>- Maintain current remote work schedule for all other staff</td>
<td>- Continue supporting division on critical communication needs and feature enhancements</td>
<td>- Due to the proximity of the workspace at the front counter and the call center, we must protect staff from students and each other and are encouraged to continue to work remotely</td>
<td>- Staff who are (or live with) members of a vulnerable population who self-disclose should not be exposed to unnecessary risks and continue to work fully remotely</td>
</tr>
<tr>
<td>- Adjust schedule as needed based on hard copy volume</td>
<td>- Continue working on projects prior to remote work environment</td>
<td>- Due to the proximity of the workspace at the front counter and the call center, we must protect staff from students and each other and are encouraged to continue to work remotely</td>
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</tr>
<tr>
<td>- Maintain current remote work schedule for all other staff</td>
<td>- Relocate 50% of mail/scanning team to 1st Floor to maintain proper distancing measures</td>
<td>- Maintain current remote schedule MMC and BBC</td>
<td>- Direct OS Tech Team to reconfigure/reduce workstations at front counter and the call center.</td>
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<tr>
<th><strong>International Admissions</strong></th>
<th><strong>Office of Scholarships</strong></th>
<th><strong>Admissions Operations</strong></th>
<th><strong>International Admissions</strong></th>
</tr>
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<tbody>
<tr>
<td>- Maintain current remote schedule for employees</td>
<td>- Assess remote staff’s ability to return to campus</td>
<td>- Employees are encouraged to continue to work remotely if they can perform their jobs from home.</td>
<td>- Students seen by appointment only to ensure proper physical distancing</td>
</tr>
<tr>
<td>- Continue virtual recruitment and yield activities</td>
<td>- Employees sharing offices/space come back on staggered schedule</td>
<td>- Live Chat Team will continue to work remotely</td>
<td>- Staff interacting with students must be provided appropriate face coverings or are provided a Plexiglass shield between the workstations and in front of the computers</td>
</tr>
<tr>
<td>- Offer Zoom office hours for students in addition to WhatsApp, UniBuddy and email support</td>
<td>- Transition most of the staff back to PC138</td>
<td>- Continue virtual recruitment and yield activities</td>
<td>- Coordination with TTS to insure proper physical distancing among staff</td>
</tr>
<tr>
<td>- Maintain pause on all recruitment travel</td>
<td></td>
<td>- Offer Zoom office hours to encourage students not to come to campus and for students who come to campus without appointments</td>
<td>- Continue virtual recruitment and yield activities</td>
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<th><strong>One Stop</strong></th>
<th><strong>International Admissions</strong></th>
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</thead>
<tbody>
<tr>
<td>- Configure the office space to ensure that employees who must work during this phase can practice physical distancing</td>
<td>- Coordinate international recruitment travel with internal FIU travel committee recommendations, US Consulates recommendations, and our recruitment partners</td>
<td>- Need to assign alternate, flexible schedules, to ensure appropriate physical distancing</td>
<td>- Work with tour organizers and other international recruitment colleagues to determine the best options for virtual recruitment and revisiting options we liked previously but could not afford while using the budget for travel</td>
</tr>
<tr>
<td>- Need to assign alternate, flexible schedules, to ensure appropriate physical distancing</td>
<td></td>
<td>- Employees are encouraged to continue to work remotely if they can perform their jobs from home.</td>
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<tr>
<td>- Identity the types and amounts of additional onsite support for Phase I workforce to return to campus</td>
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<tr>
<td>- Maintain current remote schedule MMC and BBC</td>
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<th><strong>Office of Scholarships</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Rotate in person staff on alternate shifts (MMC and BBC)</td>
<td>- Assess remote staff’s ability to return to campus</td>
<td>- Transition most of the staff back to PC138</td>
<td>- Assess remote staff’s ability to return to campus</td>
</tr>
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<td></td>
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<td>- Continue to assess staff needs until 100% of team transitions back to campus</td>
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<tr>
<td>Environmental Health &amp; Safety (EH&amp;S)</td>
<td>Tamece Knowles</td>
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<tr>
<td>- Continue to provide safety guidance and training for PPE use, good hygiene practices, physical distancing, etc. for affected units</td>
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<tr>
<td>- Continue with established staggered schedule for non-essential personnel</td>
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<tr>
<td>- Support Facilities Management Division (FMD) with decontamination of buildings as needed</td>
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<tr>
<td>- Continue to work with Office of Research and Economic Development (ORED) to provide additional oversight for research involving COVID-19</td>
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<tr>
<td>- Conduct walk-throughs of spaces to identify and report any areas of concern</td>
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<tr>
<td>- Continue to provide limited EH&amp;S services (hazardous waste disposal, equipment certifications, inspections in high hazard areas and areas of concern) - ensure vendors adhere to University requirements for face covering and physical distancing</td>
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<td>- Continue to assign alternate, flexible schedules, to ensure appropriate physical distancing as more employees’ transition from remote work to on-campus.</td>
</tr>
<tr>
<td>- Configure the office space to ensure that employees who must work during this phase can practice physical distancing</td>
</tr>
<tr>
<td>- Employees are encouraged to continue to work remotely if they can perform their jobs from home.</td>
</tr>
<tr>
<td>- Schedule appointments for students who need to come to the office in-person to maintain physical distancing (ex: dropping off scholarships checks that cannot be dropped off in Student Financials Drop Box)</td>
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<tr>
<th>Events</th>
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<tbody>
<tr>
<td>Sandra Gonzalez-Levy</td>
</tr>
<tr>
<td>- Communications are being sent to over 100+ event managers, giving them the most up-to-date information we have and asking them to reach out to</td>
</tr>
</tbody>
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| - Communications are being sent to over 100+ event managers, giving them the most up to date information we have and asking them to reach out to |

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- Continue communicating latest decisions through university-wide emails i.e., explain decisions as they are made
- Keep the coronavirus website updated and the FAQs fresh
- Develop new questions related to repopulating the campus in accordance with the plan
- Continue monitoring social channels and addressing students’ concerns
- Continue looking for additional effective ways to deliver important messages, such as videos, infographics, and segmented communications, where appropriate
- Continue facilitating our experts’ media interviews
- Tell stories about how FIU is helping; research stories
- On-going campus feature stories
- Develop messages and create campus signs (posters and EMBs) and floor stickers
- Announced the existence of the Repopulation

- Continue communicating latest decisions through university-wide emails i.e., explain the repopulations plan and decisions as they are made
- Develop customized communication for students (FTIC, transfers, others), on-campus residents, faculty/staff, new faculty, parents, other specific audiences
- Mailer to students’ homes
- Secure visuals of classroom and residence halls before and after physical distancing adjustments
- Keep the coronavirus website updated and the FAQs fresh
- Continue monitoring social channels and addressing students’ concerns
- Continue looking for additional effective ways to deliver important messages, such as videos, infographics, etc.
- Continue facilitating our experts’ media interviews
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us for help in creating a virtual event.
In all phases—continuing to do weekly protocol trainings via zoom and focusing on virtual events and how to create them.
No physical events; all remote
In all phases, continually reaching out to our community partners in weekly newsletter emails giving them latest information, webinars available, our experts list to have them serve as panelists for our community partners zoom events.
President’s Council (PC) Roundtables created and will continue during all phases, until FIU resumes normal event operations. These roundtables are hosted by our PC Chair, who moderates a topic with our PC members.

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- Review and update physical distancing and safety standards for events
- Internal events only, less than 200 people
- Get ready to resume larger events with external guests
- Regularly reaching out to our community partners in weekly newsletter emails giving them latest information, webinars available, our experts list to have them serve as panelists for our community partners zoom events.
- PC Roundtables created and will continue during all phases, until FIU resumes normal event operations. These roundtables are hosted by our PC Chair, Peter Koltis, who moderates a topic with our PC members.

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<tr>
<th>Facilities Management Division</th>
<th>John Cal</th>
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</thead>
<tbody>
<tr>
<td><strong>Committee and begin rolling out the protocol for returning to campus at the appropriate time</strong></td>
<td><strong>On-going campus feature stories</strong></td>
</tr>
<tr>
<td>- Support reduced academic and research operation tempo (OPTEMPO) with appropriate levels of facilities staffing. Stagger work schedule as possible.</td>
<td>- Refine protocols based on most current CDC and local guidance. Continue all Phase 1 activities consistent with guidance.</td>
</tr>
<tr>
<td>- Continue all construction projects that can be conducted safely and observing physical distancing requirements. Accelerate projects that benefit from reduced population on campus. Monitor construction projects for compliance with Covid-19 protocols.</td>
<td>- Increase on-site work force as needed to support academic/research mission and OPTEMPO. Options include:</td>
</tr>
<tr>
<td>- Decontaminate building/location in response to confirmed Covid-19 contamination.</td>
<td>- Raise percentage of non-remote work force along the spectrum from 50% to 100% as needed and feasible.</td>
</tr>
<tr>
<td>- Disinfect Student Health Clinic (SHC) and Ambulatory Care Clinic (ACC) with electrostatic dispenser on every other day basis. Maintain normal daily cleaning.</td>
<td>- Recall select individuals working remotely who occasionally work on-site to fulfill job requirements (e.g., Building Code Administration, Construction Project Managers) to work full time on-site.</td>
</tr>
<tr>
<td>- Define enhanced cleaning with enough detail to set expectations. Definition should identify “high traffic, high touch” points and cleaning frequency. In Phase 1 FMD performs daily cleaning of “high touch” common areas including doorknobs, handles, handrails, manual light switches, elevator buttons (inside cabs &amp; in lobbies), water fountains, and countertops.</td>
<td>- Re-assess capacity of work force to work remotely, with specific focus on technology and equipment needs. Evaluate effectiveness of those working remotely.</td>
</tr>
<tr>
<td>- Identify cleaning activities that will be can be re-prioritized to “enhanced cleaning of high traffic, high touch areas.” Monitor government agencies (CDC, EPA, DOE, OSHA) and industry organizations like APPA for guidance. Note that FMD, HRL, GC and P&amp;T all have individual custodial operations that operate independently. While activities need to be synchronized, it also requires flexibility for unique demands.</td>
<td>- Assist Academic Space Management (ASM) in spacing classrooms, work areas and common spaces to comply with physical distancing requirements. Identify off-campus storage options for classroom furniture given lack of on-campus storage space. Clarify physical distancing spacing options for classrooms with fixed seating.</td>
</tr>
<tr>
<td>- Perform maintenance activities that can be conducted safely while observing physical distancing and wearing face covering. Accelerate maintenance activities that benefit from a reduced population</td>
<td>- Pre-stage cleaning materials in anticipation of Phase 3.</td>
</tr>
<tr>
<td>- Refine protocols based on most current CDC and local guidance. Continue all Phase 1 and Phase 2 activities consistent with guidance.</td>
<td>- Continue to re-assess remote work capability and effectiveness</td>
</tr>
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<td>- Continue to re-assess remote work capability and effectiveness</td>
<td>- Address resource requirements for increase in cleaning of areas used by students</td>
</tr>
<tr>
<td>- Train an in-house group of custodial volunteers to effectively decontaminate a COVID-19 contaminated location; coordinate with EH&amp;S for training on the proper donning, use, removal and disposal of full Personal Protective Equipment (PPE) suits for FMD volunteers</td>
<td>- Until trained and properly authorized, FIU’s decontamination capability will depend on 3d party vendors</td>
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<tr>
<td><strong>Office of the General Counsel</strong></td>
<td><strong>Graham Center and Wolfe University Center</strong></td>
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<tr>
<td><strong>Carlos B. Castillo</strong></td>
<td><strong>Elizabeth M. Bejar</strong></td>
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<td>Human Resources</td>
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<td>El pagnier K. Hudson</td>
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</table>

- Continue remote work for positions that can perform optimally in the remote model and are not deemed required for on-campus presence to promote physical distancing and reduce physical presence on campus in this phase
- Ensure adequate staffing is on-campus to accommodate student/faculty/staff presence where ‘customer facing’ roles are necessary to support on campus activities. In any on-site instances, faculty/staff should be required to wear face coverings and maintain physical distancing within workspaces.
- Worksites will likely need configuration to accommodate CDC guidelines.

In EVERY STAGE, we should incorporate the Next Horizon Strategic Plan elements associated with remote work as we communicate the repopulation plan, so we build on what we’ve already proven has worked with the overall operations of FIU in mind. Repopulation determinations should consider the success of the remote work model keeping in mind, there are many who have expressed greater verifiable productivity through the remote work experience.

- Increase repopulation of faculty and staff presence with remote work continuing to be our primary model
- In each phase, increased presence should be prioritized and predicated on need to support faculty/staff/student operations and research, in person
- This should include, but not be limited to, more of those positions that are unable to successfully work remotely due to work shortages posed by no ‘customer facing’ interactions and are dependent on volume of student presence and/or campus occupied presence
- Additionally, non-essential faculty and staff may return to work as executive orders are lifted. Consideration to employee preference combined with operational need for presence based on their success in the remote work model should be accommodated where possible. Again, this information could be derived from the Repopulation Assessment
- Virtual programs continue to reduce visitor presence on campus such as Virtual New Employee
Physical distancing: We can use metrics to inform of the square footage currently being used in our buildings and what the calculations of appropriate physical distancing would permit in terms of physical presence. This metric can inform of how many people can return to a determined worksite and the departments can then base rotation schedules upon these determinants.

Faculty/staff repopulation beginning with those whose work is in direct proportion to research and degree of student presence (which is to be supported); would be a priority. This would include those positions that have been largely unable to work remotely because their work directly related to grant implications and the strategic direction of FIU – research, grant-based; student facing positions including faculty with lab work, etc. (this too would/could be informed by the repopulation assessment).

<table>
<thead>
<tr>
<th>Internships/Placement</th>
<th></th>
<th>Experience, Virtual Interviews, Virtual Trainings, etc.</th>
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</thead>
<tbody>
<tr>
<td>Elizabeth M. Bejar</td>
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</tr>
<tr>
<td></td>
<td>- School placements all cancelled due to school closures. Academic units identifying alternatives with their professional discipline</td>
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<td></td>
<td>- Launched Virtual Microinternship Initiatives</td>
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<td>- On campus task force for Placements is being led by Senior Associate Dean for Education and Human Development</td>
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<td>- As units/businesses open communication with the appropriate academic discipline and students will have to be established.</td>
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<th>Libraries</th>
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<td>Kenneth G. Furton</td>
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| On-Campus Housing      | - Continues to provide housing for students who were unable to return to their homes | - Continues to provide housing for students who were unable to return to their homes |
|                       | - Fall move-in dates will be adjusted to support university-wide dates and events. | - Fall move-in dates will be adjusted to support university-wide dates and events. |
**Elizabeth M. Bejar**  
- Prepares for implementation of plan for the pick-up, packing, and return of belongs left in residence halls.  
- Quarantine/isolation rooms have been identified  
- Desks have plexiglass installed to protect desk workers  
- Resident Assistants (RA) complete one safety round with minimal interaction.  
- All programming is virtual  
- Staff checks in with each resident each week.  
- Students are housed in single occupancy bedrooms.  
  - No shared room assignments.  
- Maintenance and Custodial work in alternating shifts.  
- Enhanced disinfecting efforts continue  
*On-campus housing covers Bayview*

**Parking & Transportation**  
**Thomas G. Hartley**  
- Place additional signage promoting on-campus requirements: screening, physical distancing, facial coverings and hygiene  
- Develop on-line order form for signs, floor stickers, banners, clings

| - Approve select students to move-in early. Limited to athletes, HRL student employees, and other students who perform certain jobs on campus  
| - Quarantine/isolation rooms have been identified  
| - Desks have plexiglass installed to protect desk workers  
| - RAs due one safety round with minimal interaction.  
| - All programming is virtual  
| - Staff checks in with each resident each week.  
| - Students remain housed in single occupancy bedrooms.  
  - No shared room assignments.  
| - Maintenance and custodial continue work in alternating shifts.  
| - Enhanced disinfecting efforts continue  
| - Building maintenance and cleaning resume for Phase 3 re-opening.  
| - Structured move-in is put into place for re-opening.  
| - Housing offices re-open with limited on-site staff.  

- HRL will submit a detailed plan to return to greater normalcy  
- HRL will need one-month lead time on fall housing plans  

- All of the above actions/protocols established in Phases 1 and 2 will continue through in Phase Three with non-essential personnel at 100% and the addition of the following:  
  - Implement full-service operations  
  - In addition to signage placed in Phase One, the following will be added to transportation locations:
FIU Operations and Safety

Reducing Your Risk of Infection

Panther Express
In order to reduce your risk of infection:
- Face covering is required
- Please use sanitizing wipe to disinfect your seating area
- Please follow seating chart below:
  - Load from the rear forward
  - Only occupy seats shaded in green

CATS Shuttle
In order to reduce your risk of infection:
- Face covering is required
- Please use sanitizing wipe to disinfect your seating area
- Please follow seating chart below:
  - Load from the rear forward
  - Only occupy seats shaded in green

Modesto Maidique Campus
- Ensure physical distancing and cleaning protocols for buses, shuttles, and panther movers are properly maintained

Communication / Signage
- Communication to include transportation services
- Add physical distancing message to TV in first floors of all garage elevator landings
- Maintain physical distancing
- Wash your hands upon arriving on campus and frequently throughout the day for 20 seconds.
- Wear facial covering whenever social contact is possible in certain designated areas, (e.g., elevators).
- Avoid congregating in break rooms. Do not form groups of 10 or more.

Customer Service Center
- Encourage online activity
- Physical distancing in lobby

Enforcement

Barnacle Protocol

Barnacle:
- Disinfect each device that you will be using during your shift.
- Place barnacles in vehicle (car or golf cart).
- When deploying, make sure you apply your gloves prior to deployment of the device.
- Once shift is complete, disinfect the barnacles that are remaining in the vehicle.

Barnacle Drop Box and Retrieval:
- Apply Gloves
- Cleaning disinfectant
- Disinfect the drop box handle
- Open drop box then Retrieve device
- Disinfect device, place device in vehicle (car or golf cart)
- Return the device to its proper storage area.
- Disinfect device before placing it onto the shelf.
Support Services
- Maximize staffing on campus

Sustainability
Volunteers/Interns protocol

Interns
- Interns if available, will be encouraged to do remote work assigned by Manager.
- Seating arrangements in Office will be provided.
- Assigned computers/laptops will need to be cleaned when received or when returned
- If working with tools in the field:
  - Plastic gloves need to be worn under the cloth gloves
  - Tools must be cleaned before and after use.

Volunteers
- Volunteers, if available, will be given assignments that are spread out through the areas where possible.
- If working with tools in the field:
  - Plastic gloves need to be worn under the cloth gloves
  - Tools must be cleaned before and after use.

Technical Support
- Maximize staffing on campus

Transportation Services
  - Resume GPE/CATS/PANTHER MOVER
    - Start of Shift:
      - Driver:
        - Prior to shift wipe down all high-touch areas
          - Steering Wheel
          - Shift knob
          - Handles
          - End of shift, Vehicle Return:

Driver:
- Continue on-campus cleaning, maintenance and essential operations
- Continue with remote workforce call center and support operations

Personnel/Scheduling
Remote:

- Wipe down all high-touch areas
- Steering wheel
- Shift knob
- Handles
  - Physical distancing seating/seating chart
    - Signage & communication depicting seating layout
      - Seating layout for Panther Express
      - Proposed a-frame signage
      - Seating layout for CATS
      - Proposed a-frame signage

Driver Protocol
- Load from the rear forward
Encourage telework
Essential
- Non-Essential – no more than 20%

Identify critical tasks
- Off campus: Remote Call Center/IT Support/Data Analysis/Fiscal/Admin Support
- On campus: Essential Personnel/Custodial/Maintenance/Sign Shop/Technical Support

Continue to Clock-in on "When iWork" (WIW) mobile app (remote & on-campus workforce)

On Campus:
Daily Tasks
- On campus: Cleaning/Repair & Maintenance/Electrical/Camera Maintenance & Installation/Sign Shop/Field Team

Management will develop policy and procedure recommendations based upon repopulation guidelines

Daily completion of Employee Self-Screening
- Electronic submission (WIW)
- Self-identifying employees with high vulnerabilities

On site managers
Adhere to Personnel Hygiene Protocol and Vehicle/Golf Cart Use protocol
- Explore installation of sinks in common outdoor work locations and high-volume areas i.e. Cage, PG4/PG3

Fleet Maintenance/Process
Academy Cleaning Process
- Coronavirus COVID-19 Vehicle Cleaning Procedure
- All Academy vehicles are to be thoroughly cleaned daily.
- In every vehicle, both the passenger and driver HIGH TOUCH areas must be disinfected
- HIGH TOUCH areas are handrails/holds, arm rests, steering wheels, dashboards, lavatory surfaces, buttons, handles, switches, window rails, fareboxes, etc.
- The HIGH TOUCH areas must be cleaned of any visible dirt using a cleaning detergent
- The HIGH TOUCH area must then be thoroughly wiped with disinfectant
- Our disinfectant to be used is: MICRO-CHEM PLUS Detergent Disinfectant Cleaner
- Micro-Chem Plus must be mixed with water according to the manufacturer’s directions: 2 ounces per gallon of water is effective against coronavirus.
Personnel Hygiene Protocol and Vehicle/Golf Cart Use protocol

Vehicle/Golf Cart Use protocol

Prior to use:
- Wipe-down of all high-touch areas
- Steering wheel
- Seats
- Railings

End of shift:
- Wipe-down of all high-touch areas
- Steering wheel
- Seats
- Railings

Customer Service Center
- Remote Call Center

Custodial/Pressure Cleaning

- Restock the lavatory with sanitizer and extra toilet tissue.
- As a final step after the bus has been thoroughly cleaned and all staff are off the bus, one cleaning staff person will spray disinfectant mist on the interior of the bus starting at the back, including lavatory. The spray mist should be directed onto contact surfaces and the staff member should back down the aisle going from back to front spraying both sides of the vehicle.
- The vehicle may then be parked, and the surfaces permitted to air dry.

REMEMBER:
- All Academy cleaning staff should wear gloves when cleaning the vehicles.
- The spray cleaning staff will wear personal protective equipment (protective eyewear, respirator, gloves and protective coveralls) and must also wash hands when finished.
- Whenever gloves are removed, hands must be thoroughly washed.

Cage Keeper Protocol:
- Golf Cart/Panther Mover Dispatch:
  - Unplugs vehicle where applicable
  - Ensures team member fully wipes down all high-touch areas
    - Steering wheel
    - Seats
    - Railings
- Golf Cart/Panther Mover Return:
  - Wipe-down of all high-touch areas
  - Steering wheel
  - Seats
  - Railings
## Custodial Cleaning Protocol

- PG5 Office Area:
- Equipment:
  - Lysol
  - Disinfectant Wipes
- Disinfecting and cleaning of high touch areas:
  - Doorknobs
  - Doors
  - Bathrooms
  - Kitchen
  - Floors
  - Common areas of PG5
  - Garage Cleaning Wipe-down:
    - Elevator buttons
    - Elevator rails
    - Stairwells
    - Rails
    - Doors
    - EV charging stations/cables
    - Pay-by-plate machines
    - Trashcan lids and other high touch areas

### Events / Field Operations

**Event Staff Transportation Protocol**

- (All vehicles/equipment must be decontaminated by team on a per use basis)
- Staff member confirms implementation of safety face covering, gloves when checking-in for shift.
- Shift duties will be provided to the staff member via WIW.
- Ensure passengers abide by physical distancing seating arrangements as per physical distancing requirements
- Disinfect vehicle/equipment upon return.

**Additional note**

- Keeper parks vehicle and plugs in
- All vehicle resource listings (NuPark, EMS & Parking@fiu.edu) will be adjusted to half total capacity

Parking Attendant Protocol
- Staff member confirms implementation of safety face covering, gloves and safety vest when checking-in for shift.
- Shift duties will be provided to staff via WIW.
- If needed, use designated events golf cart to commute to assigned job site. (Only one staff member is permitted per vehicle as per physical distancing requirements).
- Park golf cart in safe location.
- Maintain standing and attentive presence while facilitating event.
- Contact supervisor/Manager for any assistance needed.
- When returning golf cart, wipe off any area on the golf cart in which the staff member contacted with disinfectant.
- Traffic cones and plastic barricades are located in PG 3 storage area behind the car wash. If needed, a bollard key will be provided by management (All equipment must be decontaminated on a per use basis)
- Post-event Protocol
- Barricades (All equipment must be decontaminated on a per use basis)
- Plastic barricades are stored in the East PG 3 storage area behind the car wash.
- Staff member must wear safety face covering & gloves when handling barricades.
- Flatbed golf cart or truck must be used to transport barricades.
- When placing barricades, ensure that the barricades are locked together, and the footers are facing opposite directions for maximum stability.
- Secure barricades with sandbags or water weights.
- Confirm barricade set up with management.
- Traffic Cones (All equipment must be decontaminated on a per use basis)
  - Traffic cones are stored in the East PG 3 storage area behind the car wash.
  - Staff member must wear safety face covering & gloves when handling traffic cones.
  - Flatbed or designated events cart must be used to transport traffic cones.
  - Confirm traffic cone set up with management.

Bollards (All equipment must be decontaminated on a per use basis)
- Bollard keys are kept my management
- Staff member must wear safety face covering & gloves when handling bollards/key.
- Management and/or maintenance will assist with bollard training/set-up.
- Instructional video is available for bollards set-up assistance.
- Return bollard key back to manager once bollards have been retracted.

Signage Placement/Collection Protocol

Event signage/COVID-19 awareness

Signage Placement
- (All equipment must be decontaminated by custodial team on a per use basis)
- Staff member confirms he/she has safety face covering, gloves and safety vest when checking in for shift via “Event Signage Placement” chat (WhatsApp).
- A signage placement map will be attached to signage or a digital version will be provided to the staff member.
- Place signage on a-frame, a-frame must have
“Panther Pride” (or Covid-19 awareness) sign on the back of the a-frame (a-frames are located in the storage area behind the carwash in PG 3).
- Use flatbed golf cart or an electric events golf cart to place signage as indicated on the attached map (Only one staff member is permitted per vehicle).
- Use 2 water weights (see image below) to secure each a-frame.
- Water weights are located in the storage area behind the carwash in PG 3
- Use water supply on the column located south of the carwash.

Once a-frame signage is placed, fully unravel the Velcro strap to wrap around the base of the a-frame. (Ensure Velcro is set up correctly and excess is tucked in the back to keep the A-Frame signage aesthetically pleasing.)
- Signage Collection
  - (All equipment must be regularly decontaminated by custodial team on a per use basis)
  - Staff member confirms he/she has safety face covering, gloves and safety vest when checking-in for shift via “Event Signage Placement” chat (WhatsApp)
  - Use flatbed golf cart or an electric events golf cart to collect signage/water weights as indicated on digital map (Only one staff member is permitted per vehicle).
- Empty water weights after removal from a-frame.
- Return water weights to their designated area (storage are in PG 3).
- Remove event signage from the a-frame (leave Panther Pride or Covid-19 awareness sign attached to back of a-frame) and place the signage next to the a-frame in the storage area (currently located behind the car wash in PG 3).
- Confirm signage collection (quantity and verbiage) on “Event Signage Placement” (WhatsApp).
- Signage shop staff will then collect signage to be filed
away in the signage inventory library. (Staff member must wear a safety face covering and gloves)

When returning golf cart, wipe off any area on the golf cart in which the staff member contacted with disinfectant.

Fixed / Mobile ALPR Reads
- Daily reads and reports

Fixed/Mobile ALPR Protocol
Garages:
- Daily download of all garage vehicle entries
- Vehicle permit analysis
- Summary provided
- Communication to non-permitted vehicles

Surface Lots:
- Daily scanning of all surface lots
- Vehicle permit analysis
- Summary
- Communication to non-permitted vehicles

Maintenance / Sustainability / Sign Shop Equipment Cleaning Protocol
At beginning of each shift
- Employees must follow all personnel hygiene guidelines prior to get any tools.
- Employees must clean all tools they are planning to use. Thoroughly wiping down with Clorox wipes / spray:
  - Handles
  - Seats
  - Power tools
  - Hand tools (screwdrivers, paint brushes, etc.)
  - Garden tools
  - Printing materials and equipment (Bottles, hand tools, computers, printer, etc.)
At end of each shift / or when they are returning the tools
- Employees must clean all tools. Thoroughly wiping down with Clorox wipes / spray.
- Handles
- Seats
- Power tools
- Hand tools (screwdrivers, paint brushes, etc.)
- Garden tools
- Printing materials and equipment (Bottles, hand tools, computers, printer, etc.)

Support Services
- Remote and on campus as needed

Technical Support
- Remote and on campus as needed
- Maintaining Digital Displays – Internal/External

Technical Support Cleaning Protocol
Disinfecting and cleaning:
- Interactive Displays
- PG1, PG3 & Lot 3
- Lot pay-by-plate meters

Regional Academic Locations

Pablo Ortiz

- Continue remote work for positions that can perform optimally in the remote model and are not deemed required for on-campus presence to promote physical distancing and reduce physical presence on campus in this phase
- Ensure adequate staffing is on-campus to accommodate student/faculty/staff presence where “customer facing” roles are necessary to support on campus activities. In any on-site instances, faculty/staff should be required to wear face coverings and maintain physical distancing within workspaces.
- Worksites will likely need configuration to

- Increase repopulation of staff presence with remote work continuing to be our primary model
- Increased presence should be prioritized and predicated on need to support faculty/staff/student operations and research, in person.
- Building owners other than FIU will need to provide guidelines and safety precaution details to ensure all CDC requirements are being met in each location (I-75, Brickell, MBUS).
- Museums (Wolfsonian and Jewish Museum of Florida) will begin repopulation in advance of reopening to public. These locations may be open to public prior

- Complete repopulation of staff presence with safety continuing to be our priority
- Repopulation should be prioritized and predicated on need to support faculty/staff/student operations and research, in person while ensuring highest level of safety.
- Building owners other than FIU will need to ensure guidelines and safety precautions are in place to ensure all CDC requirements are being met in each location (I-75, Brickell, MBUS).
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<tr>
<th><strong>Research</strong></th>
<th><strong>Strategic Partnerships</strong></th>
<th><strong>Internships/Placement</strong></th>
<th><strong>Study Abroad</strong></th>
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<tbody>
<tr>
<td><strong>Andres G. Gil</strong></td>
<td><strong>Elizabeth Bejar</strong></td>
<td><strong>Pablo Ortiz</strong></td>
<td><strong>Pablo Ortiz</strong></td>
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<td>- Accommodate CDC guidelines. - Building owners other than FIU will need to provide guidelines and safety precaution details to ensure all CDC requirements are being met in each location (I-75, Brickell, MBUS).</td>
<td>- FPL Call Center would like to return as soon as they are allowed by government orders and appropriate measures have been put into place - They have requested I provide them clarity on what we will require for them to return to work and then they will submit a plan for our review and approval</td>
<td>- Travel and safety restrictions will strictly guide the development of any new Study Abroad opportunities. No new partnerships will be developed until travel restriction are reduced or cleared. - Partnership renewals for existing programs can begin discussions of possible travel during the semester that would first have travel restrictions lifted. - No payments to vendors or partner institutions will be collected or disbursed at this time.</td>
<td>- See above</td>
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<td>- Research operations remain very similar to Phase 1 except the ability to conduct research that was related to restricted travel, some less essential research will be allowed.</td>
<td>- Increase repopulation of staff presence with remote work continuing to be our priority - Increased presence should be prioritized and predicated on need to support faculty/staff/student operations and research, in person. - Travel and safety restrictions will strictly guide the development of new Study Abroad opportunities. No new partnerships will be developed until travel restrictions are reduced or cleared, or guidelines have been provided for future travel.</td>
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<td>- Complete repopulation of staff presence with safety continuing to be our priority - Travel and safety restrictions will continue to guide the development of new Study Abroad opportunities. No new partnerships will be developed until travel restrictions are reduced or cleared, or guidelines have been provided for future travel.</td>
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| Wellness & Rec Centers | - Remain closed  
- Establish patrons’ expectations and develop marketing material to communicate safety protocols.  
- Place physical safety materials throughout the facility (i.e., Plexiglas Shields Membership Desk, etc.)  
- Staff orientation for sanitation and service expectations | - All patrons will check-in giving their ID number verbally instead of handing their ID to limit exposure.  
- Machines may not be utilized without 6 ft. of distance among them.  
- Machines and equipment must be wiped down before and after each use.  
- May reopen half of the facility based on traffic and/or staff availability.  
- Face coverings required for all staff and patrons.  
- Regular disinfecting/decontamination of all spaces and equipment.  
- Continue fitness and competitive programs virtually.  
- Number of patrons in the facility may be restricted to manage spacing and cleaning protocols.  
- Reduced operating hours to allow for thorough decontamination at night.  
- No events or camps.  
- Periodic closure of sections for thorough cleaning/sanitizing.  
- Increased cleaning minutes in high-traffic areas.  
- Suspend laundry service and reduce high touch/person to person interactions (i.e., equipment check-out).  
- Gymnasium, fields and external locations closed until physical distancing protocols are removed. | - Partnership renewals for existing programs can begin discussions of possible travel during the semester that would first have travel restrictions lifted.  
- Payment collections and disbursements to vendors or partner institutions will begin at this time.  
- Partnership renewals for existing programs can begin discussions of possible travel during the semester that would first have travel restrictions lifted.  
- Payment collections and disbursements to vendors or partner institutions will begin at this time.  
- Follow all protocols from Phase 2.  
- Fitness and competitive programs resume on-premise with appropriate distancing and safety protocols.  
- On-premise events with modified layouts ensuring distancing protocols and other safety measures. |