

BACK to Barry

*Return to Locations Guide for
Faculty, Staff and Students*

Barry University



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Introduction

Since before the declaration of a global pandemic, our Barry University Mission and Core Commitments have guided our proactive response to this evolving health crisis. As we learn more about this novel virus (COVID-19) and the multitude of ways it impacts our local community, the nation, and the world, we re-evaluate, we adjust, and we do it together.

It took the innovation, dedication, and flexibility of our entire University community to successfully transition to a remote environment, and it will require the same as we head Back to Barry for Fall 2020.

The contents of this Back to Barry guide reflect the work of a large team of University leaders, who collaborated to implement layers of protection at all Barry University locations in order to promote a culture of safety and allow for in-person work, instruction and activity, with built-in flexibility for virtual participation as necessary and appropriate.

We are asking all members of the Barry University Community to ***Take the Lead*** when it comes to protecting themselves, each other, the wider community, and the most vulnerable among us.

This guide provides a roadmap for our return, and it will evolve as the situation warrants. Flexibility has been and will continue to be the most important component for our path forward. We will be guided by our objectives and principles as we move forward together.



Objectives & Guiding Principles

Objectives

- Reimagine in-person interactions on campuses and at locations using the very latest health and safety guidelines in order to promote the health and well-being of the University community
- Resume meaningful in-person instruction, student life and administrative operations reflective of physical distancing, with built-in flexibility to allow for productive and inclusive remote participation

Guiding Principles

Barry University is a global, inclusive community characterized by interdependence, dignity, equality, compassion and respect for self and others. Our approach to in-person interaction will reflect these values.

- **Proactive:** Continuously monitor health and safety guidance as well as the course of the pandemic locally and nationwide in order to make timely adjustments as warranted
- **Communicative:** Clearly and uniformly communicate policies and expectations to University stakeholders
- **Flexible:** Implement protocols and procedures that allow for institutional and departmental collaboration and flexibility
- **Social Justice:** Accept social responsibility to do our part to limit the spread of COVID-19, promote the common good, and protect vulnerable individuals



Health and Safety Guidance

Personal Safety

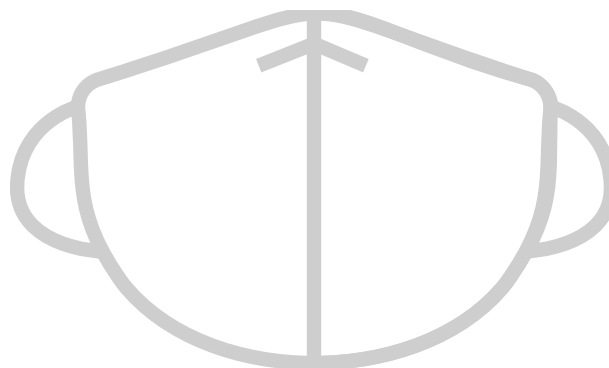
In an effort to promote the health and welfare of the Barry University community, these guidelines have been developed to assist faculty and staff (employees), students, vendors and visitors alike in understanding how to reduce the spread of COVID-19 on the University campuses and off-site locations. COVID-19 is an inherent public health risk as we return to campus, the workplace and in-person learning. It is incumbent upon everyone to understand and stay informed through [Barry.edu/back](https://barry.edu/back), and complete the trainings related to return to work, health, safety and hygiene.

Face Coverings

Cloth face coverings are meant to protect others in the event the wearer has COVID-19 and does not have symptoms, since individuals can be infectious with COVID-19 but unaware that they have the virus.

Asymptomatic individuals can spread infection, having a negative impact, especially on vulnerable populations who experience serious symptoms and even death.

The use of masks or face coverings is an important part of minimizing the risk of spreading COVID-19.



Every **Barry University student and faculty or staff** member will receive a Barry branded face covering. Every University course instructor of record (i.e., faculty or staff) will receive their own individual face shield for purposes of teaching; the faculty or staff member will be responsible for caring for the assigned face shield and should not share it with others.

Failure to receive a Barry branded face covering does not excuse compliance with the University's requirement to wear an appropriate face covering while at a University location. If faculty, staff or students wear a face covering of their own choosing, it must meet the following criteria:

1. It must adhere to the University Code of Conduct policies, Non-Discrimination Policy and Harassment Policy, must be of an appropriate nature and shall not create an intimidating, hostile or offensive working or educational environment.
2. It **shall not** be a mask with a one-way filter or a valve. Masks with external filters have a one-way valve allowing exhaled air to pass through a small round or square filter attached to the front. The mask only filters air breathed in but does not filter air breathed out. This type of mask may protect the wearer, but it does not protect others around the wearer. The exhaled air passes unfiltered into the environment, including respiratory droplets, which is how COVID-19 spreads.

Failure to wear a face covering, wearing a mask with a one-way filter/valve or wearing a face covering which violates University policy may subject faculty or staff to disciplinary action up to and including termination

under the Progressive Discipline Policy and/or Faculty handbook. Failure to wear a face covering, wearing a mask with a one-way filter/valve or wearing a face covering which violates University Policy may subject a student to disciplinary action as described in the University's Student Handbook.

Every Barry University **vendor or visitor** over the age of two (2) shall bring and wear a face covering while at a University location. The face covering shall be of an appropriate nature and not create an intimidating, hostile or offensive working or educational environment and shall not violate the University's Non-Discrimination Policy or Harassment Policy. The face covering **shall not** be a mask with a one-way filter/valve.

A vendor or visitor who fails to wear a face covering, wears a mask with a one-way filter/valve, or wears a face covering that creates an intimidating, hostile or offensive working or educational environment or violates University Policy will be asked to leave the University location.

Face coverings will be available for sale at the Bookstore at Landon Student Union and the Bookstore at the Law School. Disposable face coverings will be available with Public Safety for extenuating circumstances only.

Students who may need a **reasonable accommodation** shall first contact Student Health Services at 305-899-3750 or email healthservices@barry.edu. Student Health Services shall work in collaboration with the Office of Accessibility Services. Faculty or staff who may need a reasonable accommodation shall contact Human Resources at hrsupport@barry.edu.

The requirement to wear a face covering will remain in effect until further directives are received from the Centers for Disease Control and Prevention (CDC), and local and state government.

When Required

All University employees, students, vendors and visitors at a Barry University location shall wear a face covering or mask, ensuring that the nose and mouth are completely covered **at all times**. This includes but is not limited to:

- All campus buildings
- Campus grounds
- Shared laboratory areas
- Shared studio space
- Residence hall common spaces
- Classrooms
- Elevators
- Locker rooms and other athletic facilities
- Conference rooms
- Eating facilities



When Not Required

Face coverings **do not** need to be worn in the following circumstances:

- When alone in a private room or office with a closed door, a private vehicle, or when walking or exercising in an unpopulated area
- Individual is under the age of two (2)
- Individual has trouble breathing, is unconscious, or has a physical limitation that makes it difficult to place and remove a face covering without assistance
- When federal or state safety or health regulations prohibit the wearing of facial coverings
- When engaged in strenuous physical activity. However, a face covering must be worn while using the University Fitness Center
- When engaged in eating or drinking
- When interacting with an individual who needs to read lips to communicate while staying at least six (6) feet apart from the individual
- When teaching an in-person class, a course instructor of record (i.e., faculty or staff) may wear a face shield or remain behind plexiglass while staying at least six (6) feet apart from all other individuals in lieu of a mask

Taking a Face Covering Break

If an individual is to wear a face covering for more than ninety (90) minutes, it is recommended that the individual take a ten (10) minute break within that ninety (90) minute timeframe to go outside into the fresh air and remove the face covering while remaining at least six (6) feet apart (approximately two arms-length) from other individuals.

Putting on a Face Covering or Mask

- Wash your hands with soap and water for at least 20 seconds or use hand sanitizer that is at least 60% alcohol prior to putting on your face covering/mask.
- Ensure that the face covering/mask covers your nose and mouth and fits under your chin.
- If there is a nose wire, secure it to your nose. This is particularly helpful when you wear glasses.
- Tie the straps behind the head or loop the loops around the ears.
- Avoid touching the front of the face covering/mask.

Taking off the Face Covering or Mask

- Do not touch your eyes, nose or mouth when removing the face covering/mask.
- When removing the face covering/mask, loop your finger into the strap and pull away from your ear or untie the straps.
- Properly dispose of the face covering/mask into a trash container if disposable. Do not toss on the ground. See Care and Storage of cloth face covering.
- Wash hands immediately after removing the face covering.

Care and Storage

- Keep face covering in a bag for storage in between use.
- Face coverings of any kind should not be worn for more than one day. Cloth masks should be washed with regular laundry detergent.
- Replace all types of face covering if they are damaged in any way -- soiled, wet, ripped or known to be contaminated.

N95

Medical Grade Surgical Masks or N-95 Respirator masks are not required and should only be used by medical personnel, others whose job requires it, or vulnerable individuals when recommended by their healthcare professional. Employees who wear an N95 mask must comply with University's OSHA Respiratory Protection Policy, available on the [COVID-19 policies site](#). Employees who choose to wear an N95 mask on a voluntary basis are to review OSHA's Appendix D "(Mandatory) Information for Employees Using Respirators When Not Required Under the Standard," which is attached to the University's Respiratory Protection Program Policy.

- An N95 mask can be reused by the same individual as long as it remains functional and in compliance with the Respiratory Protection Program.
- Wash hands with soap and water or use hand sanitizer that is at least 60% alcohol before and after touching or adjusting the respirator.
- Discard any N95 mask that is damaged or becomes hard to breathe through.
- Store N95 mask in a clean, breathable container such as a paper bag between use. To minimize potential cross-contamination, if storing multiple N95 masks, make sure they do not touch each other. Storage containers should be disposed of or cleaned regularly.
- It is recommended not to wear the N95 mask for more than five (5) uses.
- More guidance can be found on the Centers for Disease Control and Prevention (cdc.gov) website.

Shields

When participating in day-to-day activities, face shields are not recommended or required. They may be worn by medical personnel in the clinics when caring for a patient with symptoms of COVID-19, in addition to following all appropriate safety protocols. Face shields may be worn by instructors of record when teaching an in-person class in lieu of wearing a mask or other face covering. Additional information regarding face shields can be found at the Centers for Disease Control and Prevention (cdc.gov) website.

Putting on a Face Shield

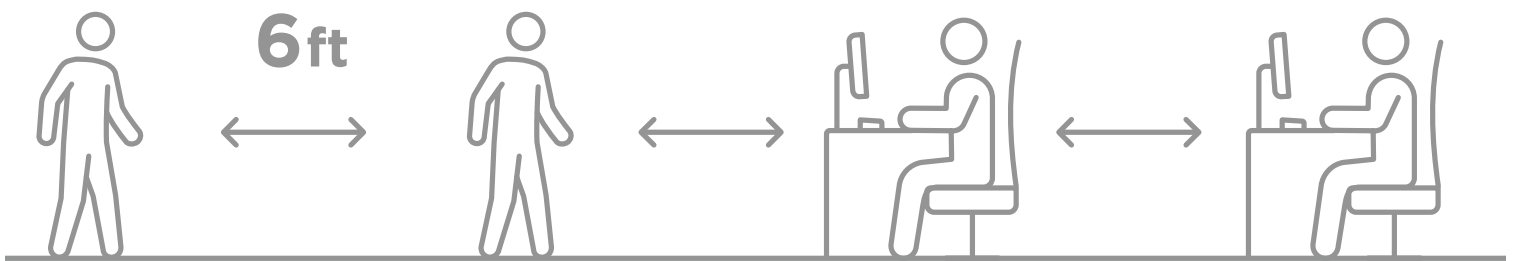
- Lean forward with head the down
- Hold shield by headband and place around the head
- Adjust face shield by adjusting the headband
- Do not touch or pull on the shield

Taking off a Face Shield

- Lean forward with the head down
- Hold shield by the headband and pull upward to remove
- Do not touch or pull on the shield to try to remove

Care and Storage

- Clean at least daily
- Wash hands with soap and water for at least 20 seconds or use hand sanitizer that is at least 60% alcohol prior to cleaning face shield
- Carefully wipe the inside of the face shield first using a clean cloth saturated with soap or sanitary wipes/alcohol wipes
- Carefully wipe the outside of the face shield using a wipe or clean cloth saturated with soap or sanitary wipes/alcohol wipes
- Wipe the outside of face shield with clean water or alcohol to remove residue
- Fully dry (air dry or use clean absorbent towels)
- Wash hands again with soap and water for at least 20 seconds or use hand sanitizer that is at least 60% alcohol prior to use after cleaning face shield
- **Do not** use glass cleaning products or products with abrasives
- When not in use, store in a clean bag used only for the face shield
- **Do not** share with others



Physical Distancing Requirements

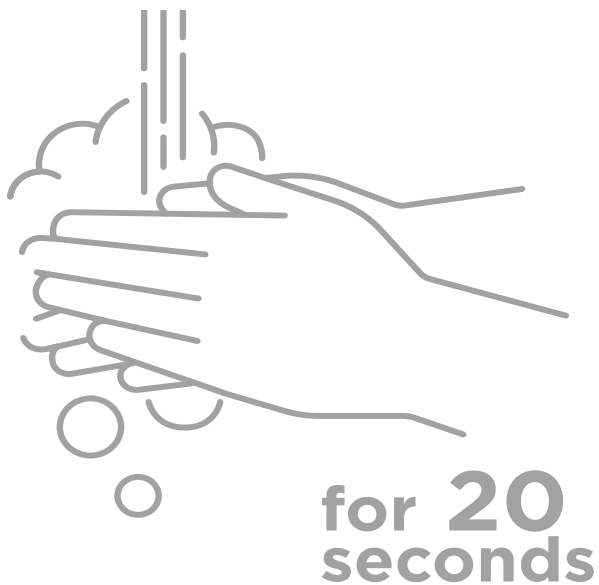
COVID -19 spreads through respiratory droplets. Maintaining a distance of six (6) feet or more from others minimizes the risk of coming into contact with the droplets. This is important for individuals who are unaware that they are contagious because they are not experiencing symptoms.

- Stay at least six (6) feet (approximately two arm's length) from other persons when feasible. This includes but is not limited to when in classrooms, conference rooms, gathering areas, eating locations, shared laboratory areas, shared studio space, locker rooms, common space in residence halls, vehicles, multi-passenger golf carts, etc. and on campus grounds.
- Desks/seating are to be six (6) feet apart when feasible.
- When using an elevator, maintain a six (6) foot distance from another individual.
- Do not gather in groups. Classes and groups should not exceed 50% room capacity, with specific limits on numbers of individuals appropriate for classes and groups to be communicated as conditions evolve.
- Face coverings are not a substitute for maintaining at least six (6) feet of distance from other individuals.

Handwashing

An individual can become infected with COVID-19 by touching a surface that has the COVID-19 virus on it and then inadvertently touching one's face, mouth, eyes or nose. Proper handwashing is the only way to avoid this form of transmission.

- Wash hands frequently with soap (regular soap is acceptable; it does not need to be antibacterial) and water for at least twenty (20) seconds. Wash hands frequently during the day, especially after using a bathroom, before and after eating, after being in public places, after blowing the nose, sneezing or touching the face.
- If soap is not readily available, use a hand sanitizer with at least 60% alcohol.
- When using hand sanitizer, cover all surfaces of hands and wrists and rub them together until they feel dry.



There are times that one may need to touch a common surface, such as in a bathroom.

- When using a restroom, obtain dry towels prior to washing hands.
- It is recommended but not required to use the following technique: use a dry towel to turn off the faucet; dispose of the towel and dry hands with a clean towel; after hands are dry, take a clean towel and open the door to exit; throw the towel in the trash.

Coughing and Sneezing

Coughing and sneezing spreads infected droplets. Good hygiene is very important to control the spread of COVID-19.

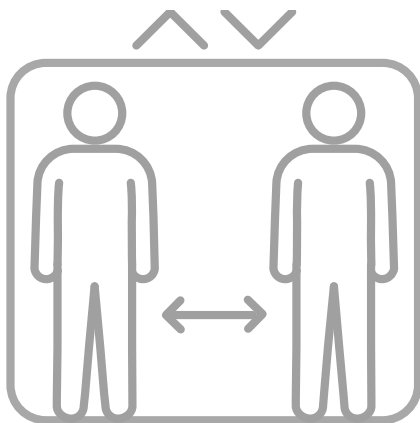
- Cough or sneeze into a tissue and throw it away after use. If a tissue is not available, cough or sneeze into the inside of one's elbow.
- If wearing a face covering, change the face covering after sneezing or coughing if the face covering gets wet.
- Wash your hands immediately, following good hand-washing hygiene.



Gloves

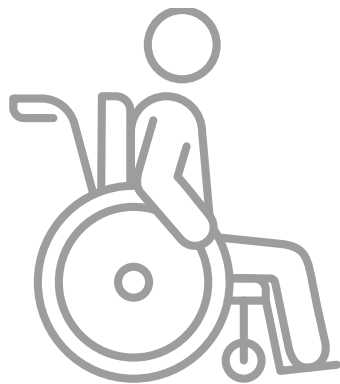
It is not necessary for individuals who are not providing medical care to wear gloves as part of normal day-to-day activities. Gloves can give a false sense of security, and consequently, good hand-hygiene is not followed. The best protection is to wash hands frequently for at least 20 seconds.

Use of Stairwells, Hallways and Elevators



Stairways are designated with signage for one-way up or down traffic as building space allows. Hallways, walkways and large open work-spaces with multiple through-ways are designated with one-way signage to increase the distance between individuals moving through the space.

Elevators should be used only when necessary. Individuals who use wheelchairs or have other mobility considerations should be given priority for the use of elevators. No more than two individuals should be in an elevator at any one time. Signs will alert passengers as to the allowed capacity. Decals will be placed on the floor instructing passengers where to stand. Every effort will be made to place hand sanitizing stations outside elevator doors.



When in an elevator, attempt to use an elbow or knuckle to push the floor or other buttons. Wash hands for at least 20 seconds or use hand sanitizer with at least 60% alcohol after touching common surfaces in an elevator.

Cleaning and Sanitizing

Proper cleaning of common areas and touch points is imperative to control the spread of COVID-19.

- Facilities Management will clean all common touch points, based on CDC guidelines for disinfection as well as Occupation and Environmental Safety Office (OESO) protocols, throughout the University on a scheduled basis throughout the day.
- Facilities Management will continue to clean classrooms, laboratories, bathrooms and offices on a scheduled daily basis.
- Each office/department will be responsible for the cleaning of shared items and/or machines including such items as printer or copy machine, conference room table or chairs, tools and equipment.
 - Individuals should wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol prior to and after use of shared items.
 - These items should be wiped down after use.
 - Working in conjunction with Facilities Management, each office/department will procure the appropriate cleaning products for their office/department.
- Each University employee will be responsible for the cleaning of personal items (cell phone, computers, etc.) and workstation (office, desk, etc.)
- Students will be expected to wipe down desks, seats and works stations prior to use with sanitizing wipes or other appropriate cleaning materials that will be available in all classrooms. Facilities Management will disinfect classrooms every night.
- Facilities Management will provide wipes or other appropriate cleaning materials for cleaning common areas throughout the day.
- Facilities Management will maintain hand sanitizer stations at major building entrances, elevator stops, and high-traffic areas.
- Employees and students are to avoid sharing electronic devices, books, pens, art supplies, lab equipment, other learning aids as well as items that are difficult to [clean or disinfect](#).
- If items are shared, the items are to be cleaned with appropriate cleaning products between use.
- Mechanical, electrical plumbing and monitoring systems will be assessed prior to returning to in-person operations and classes.



Cleaning Electronics

For cleaning electronics such as, but not limited to, desktops, laptops, tablets, monitors, screens, displays, keyboards, mice, printers, multi-function copiers and office phones, it is recommended to use alcohol-based wipes or sprays containing at least 70% isopropyl alcohol. In addition, follow the recommendations below:

- Let the surfaces dry thoroughly before use.
- **DO NOT** use sprays directly on the surfaces of electronic devices - instead spray onto a soft lint-free cloth, then use the damp cloth to wipe the surfaces.
- Contact DoIT Support Desk at helpdesk@barry.edu or 305-899-3604 if uncertain as to how to properly or safely clean electronics or other equipment.
- Follow Guidelines for Disinfecting Computing Equipment for latest guidance at: <https://barryit.teamdynamix.com/TDClient/1826/Portal/KB/ArticleDet?ID=110503>



Return to University Locations

Expectations and Guidelines

These guidelines have been developed to promote the health and welfare of university community members by assisting students, employees (faculty and staff) and supervisors alike on reducing the spread of COVID-19.

Symptom Self-Monitoring Procedures

In order to promote health and safety, Barry University requires all individuals to perform a daily symptom self-check prior to entering any Barry University location, including but not limited to: employees, contracted workers, vendors, residential and commuter students, visitors, visitors taking campus tours, patients to university clinics, students accessing Student Health Services and Athletic Training, and competing athletic teams.

The COVID-19 Daily Symptom Self-Check can be found [here](#) and is also available at [Barry.edu/back](#). At this time, symptoms related to COVID-19 are:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Rash on toes

Please refer to the Centers for Disease Control and Prevention ([cdc.gov](#)) website for an updated list of symptoms as new information becomes available.

Anyone experiencing symptoms related to COVID-19 must not access any University location and shall notify the University by completing the [COVID- 19 Initial Notification](#) form. The form will be routed to Human Resources for employees and Student Health Services for students. Seek emergency medical care if symptoms are severe or concerning.



In accordance with the [Absence from Work or Tardiness Policy](#), staff must notify their supervisor of absences as far in advance as possible, but no later than the beginning of their scheduled start time in order for arrangements to be made to cover job responsibilities. Faculty must follow their internal protocols for reporting absences to their colleges and schools. Please also refer to the COVID-19 Related Absence Policy on [Bucwis](#).

COVID-19 Testing Procedures

SARS-CoV2 (COVID-19) testing is a vital component in identifying who may be contagious and mitigating the spread of the disease within the Barry University community. Barry University will be performing diagnostic viral testing on the main campus for symptomatic students, faculty and staff or for those with confirmed exposure to COVID-19. A health care practitioner within the Student Health Center will make the final determination whether COVID-19 testing is medically necessary. Any student, faculty or staff who is unable to come to the main campus for testing will be referred to their primary care physician or a community-based testing center.

Contact Tracing Procedures

Contact Tracing is a process that prevents further transmission of disease by separating people who have (or may have) an infectious disease from people who do not.

Diagnosed with COVID-19

If a student, faculty or staff member has tested positive for COVID-19, this positive test result must be reported immediately to the University by completing the [COVID-19 Initial Notification](#) form. The form will be routed to Human Resources (HR) for employees and Student Health Services (SHS) for students. Seek emergency medical care if symptoms are severe or concerning.

A member of HR or SHS will reach out to the employee or student to initiate Contact Tracing procedures to work to reduce the spread of

COVID-19 at University locations. Medical documentation will be required from the employee or student.

The Contact Tracer will request the following information:

- Date in which the individual began experiencing symptoms.
- Specific University locations visited during the infectious period.
- Names of individuals who may have been exposed to the employee/student while at University locations.
- Specific clinical rotation/clinical placement sites or experiential learning placement sites during the infectious period.

The Contact Tracer will provide instructions for when it is permissible to return to the University location and conduct periodic check-in calls. In most cases, the individual may return to work or school after they are no longer infectious, at least 10 days after symptom onset and symptoms are improving.

The individual must be fever free for 24 hours without taking medicine to suppress the fever and symptoms must be improving prior to returning to work or class and prior to utilizing common areas such as the cafeteria or library at any University location. Refer to the Quarantine and Isolation Policy on the COVID-19 Policies page.

In severe cases, faculty or staff may request a Family Medical Leave or Leave of Absence. Please refer to the [FMLA Policy and Procedure](#) and the COVID-19 policies site on [Bucwis](#) for more information.

Students will be granted assistance with classwork. However, if the student experiences a severe case of COVID-19, the student may need to request a withdrawal during the allotted withdrawal period or an incomplete for the semester from their academic program.

Contact tracing and notification will be performed in compliance with the Americans with Disabilities Act for employees and Family Educational Rights and Privacy Act (FERPA) for students. After contact tracing is completed, a letter/email will be sent to the possible contacts notifying them that they were exposed to COVID-19 and that they must quarantine for fourteen (14) days without disclosing any name or any other identifiable information.

There may be times, however, when it may be necessary to disclose a name and other identifiable information. Individual written consent will be obtained in order to disclose an employee's personally identifiable information under the Americans with Disabilities Act. Individual written consent will be obtained in order to disclose a student's personally identifiable information unless disclosure is necessary in connection with an emergency to protect the health and safety of the student or other individuals.

- Student Health Services and the Dean of Students will assist as needed with notification to the student's faculty and Student Health Services and the Program Administrator will assist as needed with notification to student's clinical rotation or experiential learning site.
- Students will be encouraged to notify their parents or guardians if they reside on campus. Student Health Services will not notify parents or guardians without the expressed written consent of the student except in a life-threatening circumstance.

Students and employees diagnosed with COVID-19 shall not be discriminated against based on their diagnosis. Such discriminatory behavior will not be tolerated by the University. It will be considered a violation of the University's Non-Discrimination policy and may subject the faculty or staff to disciplinary action under the Progressive Discipline Policy and/or Faculty Handbook or a student

to disciplinary action as described in the Student Handbook. Discriminatory actions shall be reported to either HR for employees, the Dean of Students and SHS for students or the hotline at 1-800-398-1496 (English) or 1-800-216-1288 (Spanish).

Exposed to COVID-19

If a faculty member, staff member or student has been exposed to someone diagnosed with COVID-19, either on or off-campus, they must also immediately report such exposure by completing the [COVID-19 Initial Notification](#) form. The form will be routed to HR for employees and the SHS for students. Seek emergency medical care if symptoms develop and become severe or concerning. Contact Tracing procedures will be initiated, and the employee or student shall self-quarantine for a minimum of fourteen (14) days. Employees shall notify their supervisor and arrange to work in a remote capacity during the fourteen (14) day quarantine period. Students shall attend courses in a remote capacity during the fourteen (14) day quarantine period and contact all academic instructors, advisors, work-study supervisors, and coaches. A notification of exposure to a contagious illness will be sent to the employee or student for documentation of the need for quarantine.

While under quarantine, if symptoms develop seek medical attention and isolate for at least ten (10) days after symptom onset. If diagnosed with COVID-19 the employee or student must be fever free for 24 hours without taking medicine to suppress the fever and symptoms must be improving prior to returning to work or class or utilizing common areas such as the cafeteria or library at any University location. Additional testing may be required. Refer to the Quarantine and Isolation Policy available on the [COVID-19 policies site](#).

Phased Staffing

In order to de-densify University locations, employees should be returned to in-person operations in a phased approach until restrictions for large gatherings ease. Returning the workforce over a period of time will promote appropriate physical distancing and adherence to workspace modifications.

Supervisors should consider which positions are critical to return to in-person operations and which ones can continue to work in remote status. Refer to the On-Campus Essential Personnel section for detailed information on which jobs and services are required for in-person operation.

On-Campus Essential Personnel

While the University is in remote status, University location access is limited to On-Campus Essential Services (OCES). On-Campus Essential Personnel (OCEP) are employees who perform in-person services at a University location as determined by University officials. All other personnel are to work in a remote capacity if all necessary technology and other tools are available to perform their work.

On-Campus Essential Services include but are not limited to:

1. Student Health Services
2. Center for Counseling and Psychological Services
3. Public Safety and Emergency Management
4. Facilities Management
5. Dining Services
6. Housing and Residential Life
7. Teaching
8. Technology Operations
9. Mail Services
10. Admissions
11. Financial Aid
12. Registrar
13. Other critical functions as determined by the University President, Provost, Vice Presidents or Deans

On-Campus Essential Personnel during the global pandemic of COVID-19 are individuals who support one of the On-Campus Essential Services and can only perform duties in-person at a University location either in a full-time capacity or periodically.

The Provost, Deans and/or Vice Presidents are responsible for determining who is On-Campus Essential Personnel.

Examples of On-Campus Essential Personnel include but are not limited to:

1. Faculty members preparing for or delivering on-line courses when it is impossible to do so from home
2. Public safety or security officials
3. Healthcare professionals and staff
4. Service and maintenance personnel responsible for critical support of campus facilities and grounds
5. Technology staff members needed to maintain the university's technology infrastructure and who can only do so by physically being on campus
6. Individuals responsible for sensitive or confidential information which cannot be maintained or accessed remotely
7. Staff who support the students residing in the residential halls such as resident assistants, housing and student life staff and food service staff

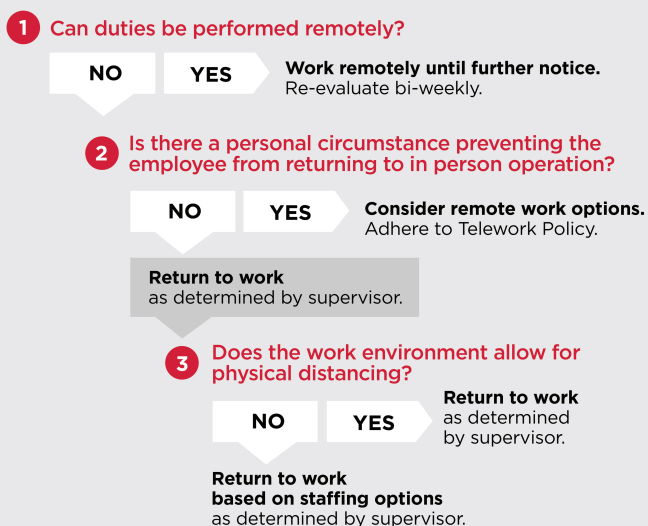
Staggered Arrival/Departure Times

Supervisors should consider staggering work schedules by 30-minutes to reduce traffic flow in hallways and between entry and exit points of buildings and offices. Below is a sample of how staff shifts for arrival and departure times can be staggered to reduce traffic flow.

Name	Scheduled Start Time	Scheduled End Time
Employee A	8:00am	4:30pm
Employee B	8:30am	5:00pm
Employee C	9:00am	5:30pm
Employee D	9:30am	6:00pm

Manager's Decision Tree

The decision tree below can be utilized as a guide to assist supervisors in determining which positions should return to in-person operations using a phased approach. In making decisions, supervisors must ensure equitable, legitimate, and nondiscriminatory criteria is utilized and supported.



Staffing Options

In developing a phased return to campus plan that supports de-densification, a supervisor should take the following into consideration. Supervisors are encouraged to provide flexibility to employees who

may confront psychosocial challenges to returning to in-person work such as lack of childcare due to daycare/school closures or remote or flex school operations, the presence of a vulnerable or at-risk family member living in the same household or the need to care for such family member, limited public transportation resources as a result of COVID-19, etc.

Remote Work

Staff who are not considered On-Campus Essential Personnel should continue to work in a remote capacity. Arrangements to work in a remote capacity must be approved by the immediate supervisor and reevaluated on a biweekly basis. Supervisors may consult with Human Resources for assistance. Staff must adhere to the Telework Policy.

Alternating Days

Supervisors may consider partial office staffing on alternating days to promote physical distancing and de-densification. Below is a sample of how staff schedules can be altered in a department of four to promote de-densification of a University location. The employees listed below represent the days they will be working on University premises. When not in the office, staff will be required to work remotely and ensure total required weekly hours are completed. Most staff work a total of 40 hours per week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Employee A Employee B	4 Employee A Employee B	5 Employee A Employee B	6 Employee C Employee D	7 Employee C Employee D	8
9	10 Employee C Employee D	11 Employee A Employee B	12 Employee A Employee B	13 Employee A Employee B	14 Employee C Employee D	15
16	17 Employee C Employee D	18 Employee C Employee D	19 Employee A Employee B	20 Employee A Employee B	21 Employee A Employee B	22

Vulnerable or At-Risk Populations

Provisions should be made for those who are considered higher risk for severe illness. Vulnerable adults or older adults who have severe underlying medical conditions such as heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. The Centers for Disease Control and Prevention ([cdc.gov](https://www.cdc.gov)) website has more information on vulnerable and at-risk individuals.

It is highly recommended these individuals continue to work in a remote capacity whenever possible and adhere to all guidelines for physical distancing, face coverings, and hand hygiene. Employees with a disability may submit a formal request for an accommodation to continue to work in a remote capacity by following the procedures outlined under the University's [ADA Policy](#).

Pivot to Remote Operations

The University Healthcare Planning Taskforce will continue to monitor COVID-19 and mitigate the potential spread at University locations. In the event of an outbreak, tighter restrictions for campus access will be implemented and only On-Campus Essential Personnel will be allowed to access to University locations.

If an employee is diagnosed with COVID-19, Contact Tracing Procedures will be initiated which may result in co-workers having to self-quarantine and an office or department having to close for disinfecting and sanitizing. All departments must be prepared to pivot to remote work.

If a student is diagnosed with COVID-19, Contact Tracing Procedures will be initiated which may result in fellow students and the instructor having to self-quarantine and the class(es) pivoting to virtual instruction while the classroom is disinfected and sanitized. Pivoting to remote work or virtual

instruction must be done with a sense of urgency to prevent the spread of COVID-19.

The Divisional Vice President or Dean, along with Human Resources shall assist with communications to impacted employees and students as well as contact Facilities Management to initiate disinfection and sanitizing protocol. Department managers are encouraged to create a phone tree within their units to facilitate communication with impacted employees.

All employees must be prepared to pivot to remote work or virtual instruction at any time. In the event of an outbreak or restrictions to a University location, follow these guidelines regarding electronic and technology support.

With the ability to access most of the features, functionalities, resources and services remotely, individuals can be productive working from home.

When working remotely, set up a remote workstation and ensure a secure connection. Procedures and accommodations are in place for employees who do not have a University assigned laptop as well as steps to follow for taking University equipment home or using personal equipment.

Faculty

- **Full-time Faculty.** If faculty has not been assigned a laptop, faculty may [take their desktop](#) home or use personally-owned equipment.
- **Adjunct Faculty.** Adjunct faculty may use personally owned equipment.

Staff

- Staff who access sensitive data but have not been assigned a laptop may [take their desktop](#) home or [Request equipment from IT](#).
- Staff who access critical systems as described below but do not have a laptop may [take their desktop](#) or [Request equipment from IT](#).
 - Internal Systems – Workday, Colleague or Salesforce.

- External reporting systems such as but not limited to the Department of Education and financial institutions.
- All other full-time staff who have not been assigned a laptop may [take their desktop](#) or use personally-owned equipment.

Use of Home Computer

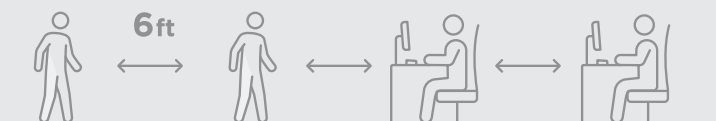
If faculty or staff will be using personally-owned equipment, please refer to the [telecommuting document](#) as well as the document [on improving your personal computer's security posture](#).

Taking Office Equipment Home

If office equipment is taken home, please complete the [Employee Home Computer Assignment](#) form. Those with assigned laptops do not need to complete this form, and it is assumed they will be working at home on that device. Please note that office desktop computers will need to connect to your cable modem/router using an ethernet cable, so efforts should be made to place the equipment near them and connect to the home network using an ethernet cable. If this is not possible, a wireless USB adapter can be requested from the IT Support Desk by emailing helpdesk@barry.edu.

Classroom Etiquette and Teaching

All students and instructors of record shall comply with University health and safety guidance, including but not limited to having a face covering on prior to entering the classroom and for the duration of the class, using designated entrances and exits, wiping down personal space or learning space (chair, desk, lectern, equipment used) at the beginning of each class.



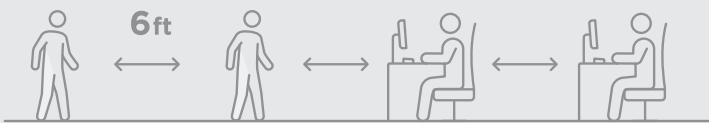
The classroom will be arranged to support physical distancing between all individuals.

- Seating will be staggered, and once seating is arranged and designated, neither the seating arrangement nor any of the classroom furniture shall be modified or changed.
- Students should not sit directly across from one another but instead all students should face in the same direction or at least diagonally from one another.
- Students should not enter the instructor's designated teaching space, remaining at least six (6) feet apart if feasible.
- Classes longer than ninety (90) minutes should incorporate a ten (10) minute break for students and instructor to go outside into the fresh air to remove face coverings while remaining six (6) feet apart from other individuals.

Students who do not feel comfortable attending in-person, do not want to wear a face covering in class or forgot to bring a face covering and cannot procure a replacement face covering shall attend class remotely.

An instructor may remove his or her mask when wearing a face shield or when behind plexiglass while remaining six feet apart from all others in the classroom or learning space. Once the instructor removes the face shield or steps out from behind the plexiglass, the instructor shall wear a face covering. Students shall wear a face covering for the duration of the class.

If a student exhibits visible symptoms of COVID-19, including but not limited to nasal congestion and/or discharge or cough, the instructor reserves the right to require the student to leave the classroom and direct the student to go home and contact Student Health Services for an evaluation. Instructors will report any attempt by students to violate, subvert, or disregard any of the University's Health and Safety Guidance to the Dean of Students.



Laboratory Etiquette and Teaching

All students and instructors shall comply with University health and safety guidance as well as the Policy for Lab and Studio Space, including but not limited to having a face covering on prior to entering the laboratory and for the duration of the lab, using designated entrances and exits, wiping down personal space (chair, desk, lectern, equipment used) at the beginning of each lab, etc.

The laboratory will be arranged to support physical distancing of six (6) feet between students/instructor to the extent possible.

- Maintain at least six (6) feet of distance between individuals if feasible
- Minimize the number of individuals in the lab as much as possible by adhering to capacity limitations for the lab
- Students should clean work surfaces, high-touch surfaces and equipment used after completion of their work
- Students should wash hands often including when entering the lab, prior to leaving the laboratory and when removing gloves and other personal protective equipment
- To the extent feasible, students should not sit directly across from one another but at least diagonally across from one another
- Labs longer than ninety (90) minutes should incorporate a ten (10) minute break for students and instructor to go outside into the fresh air to remove face coverings while remaining six (6) feet apart from other individuals
- Students and other participants shall wear and use additional personal protective equipment (PPE) as directed by the instructor based on the nature of the lab or activity being conducted

Faculty may remove the mask when wearing a face shield or when behind plexiglass while remaining six feet apart from all others in the lab. Once the faculty member removes the face shield or steps out from behind the plexiglass, the faculty member shall wear a face covering. Students shall wear a face covering, which may be a face shield for the duration of the lab.

If a student exhibits visible symptoms of COVID-19, including but not limited to nasal congestion and/or discharge or cough, the instructor reserves the right to require the student to leave the classroom and direct the student to go home and contact Student Health Services for an evaluation.

Faculty will report any attempt by students to violate, subvert, or disregard any the University's health and safety guidance to the Dean of Students.

Meetings

Meetings shall be conducted virtually through teleconference or videoconference whenever possible, even if individuals attending the meeting have returned to work or otherwise resumed in-person activities. If it is necessary to conduct an in-person meeting, the meeting participants shall wear face coverings and stay at least six (6) feet (approximately two arm's length) from other participants. The meeting room shall be set up according to physical distance and capacity guidelines and tables and chairs shall not be moved by meeting participants. When feasible, signs and decals will instruct participants where to sit.

The meeting organizer is responsible for cleaning the touch points (table, chair, equipment used) in the meeting room upon conclusion of the meeting.

The meeting organizer will use cleaning supplies available in the meeting room or as provided by Facilities Management as part of the room reservation.

Use this Physical Distance Charting for All University Conference Rooms when planning a meeting. Use the [Physical Distance Charting](#).

Hosting Events

- Events and gatherings should be conducted virtually.
- If it is necessary to have an event or gathering in person, limit the event or gathering to members of the Barry University community and visitors, guests and volunteers who are essential to the event or gathering. Limit nonessential visitors and volunteers, especially if they are not from the local geographic region.
- Refrain from activities involving external non-University groups or organizations. External non-University groups or organizations requests for indoor space will not be granted until further notice. Requests for outdoor space will be reviewed on a case-by-case basis by the Health Care Taskforce, taking into consideration if individuals will be from outside the local geographic region. Contact Conference and Events Services for assistance.
- If it is determined that it is in the best interest of the University to have an in-person event:
 - Share the event guidelines with host in advance of event and encourage host to share guidelines with participants.
 - Event participants shall wear face coverings and stay at least six (6) feet (approximately two arm's length) from other participants at all times.
 - Event organizers and participants shall abide by all capacity limitations in place at the time of the event.
 - Signs will be placed inside and outside the event space advising participants to follow health care and physical distancing guidelines as well as directing them to appropriate locations as needed to reinforce physical distancing and capacity limits.
 - If participants are to check-in to the event, the check-in will be touchless to the extent feasible.

- Tables and chairs will be set up according to physical distancing guidelines and capacity limits and are not to be moved during the event.
- Rooms will be cleaned before and after events/meetings (tables, chairs, and touch points) by Facilities Management and Conference and Events Services.
- To reinforce physical distance guidelines and capacity limitations, stanchions and floor decals will be used to queue lines when/where necessary.

Use the [Physical Distance Charting](#) for All University Conference Rooms when planning an in-person event.

Dining Options

All dining options will be available to employees and students throughout the University locations with modifications such as pre-packaged items rather than self-serve, expanded grab-and-go options, bottled beverages, disposable flatware, dishware and cups, contactless payment options, and plexiglass partitions. Food stations will be staffed by dining associates who will assist diners with full plate or fully-composed meal options. Self-serve drinking stations will be closed at some locations (bottled beverages will be available) and the drinking stations that remain open will be on a 30-minute rotation for cleaning.

Plans responsive to University Health and Safety Guidelines have been developed for physical distancing and de-densification.

- All eating and dining locations will be marked with signs, decals and stanchions to guide the diner towards the proper entrance and exit, where and how to queue in line and where and how to sit for dining.
 - Physical distancing of six (6) feet between diners shall be maintained while queueing in line and during seating.
 - Diners should not sit directly across from one another but should sit diagonally from one another.

- Diners should sit only in designated areas and not move tables, chairs or other furniture.
- All diners should wash hands using proper hand-washing hygiene before and after eating to reduce the potential spread of COVID 19.
- All diners should wear face coverings until ready to eat. After eating is completed, the face covering must be worn again.

Vehicles

Face coverings and physical distancing policies are in effect for all drivers and passengers of University buses, vans, golf carts and other University vehicles (hereinafter “vehicles”).

- All drivers and passengers shall wear a face covering while in a University vehicle.
- Drivers and passengers are to stay at least six (6) feet (approximately two arm’s length) from other individuals at all times when inside the vehicle
 - For golf carts, only one person per row shall be allowed.
 - For all other vehicles, drivers and passengers may be required to sit in alternating rows in order to achieve the required physical distance.
 - Bus passengers are to be asked to enter and exit through the rear door of the vehicle.
- Where feasible, decals, signs or other markers shall be used in vehicles to indicate where passengers should and should not sit.
- Driver will receive cleaning products when receiving the key to the vehicle and shall return the cleaning products when returning the key.
- Driver of vehicle is responsible for wiping down all touch points in the vehicle after every passenger departs. New passengers will not be allowed into the vehicle until the driver has finished cleaning all touch points.
- Before returning the vehicle to the University –at the end of shift, after use for an event, etc. – driver shall wipe down all touch points in the vehicle, including areas in the driver’s seat.

Penafort Pool

The use of **Penafort Pool is limited to registered Barry University residential students only** at this time. Commuter students, faculty and staff may resume using the pool when the University returns to full in-person operations. Visitors and guests of Barry University students, faculty or staff **are not** permitted to use the pool.

- The pool shall not be used by any individual who has symptoms of COVID-19, tested positive for COVID-19, or has been exposed to someone with COVID-19 within the last 14 days. The individual who meets these criteria must remain in quarantine and not use the pool.
- Do not gather in groups at the pool. The pool deck should not exceed 50% capacity, with specific limits on numbers of individuals or groups to be communicated as conditions evolve.
- Stay at least six (6) feet (approximately two arm’s length) from other persons at all times -- both in the pool and around the pool.
- Follow all signage on the pool deck for entering and exiting the pool deck and where to sit or place towels or chairs.
- All pool users are expected to wash their hands prior to using the pool and after they cough or sneeze. Individuals are encouraged to wash their hands frequently.
- Face coverings are encouraged as feasible, particularly when physical distancing is difficult to maintain. Face coverings **should not** be worn in the water.
- Bring your own towels or chairs. Position them 6 feet apart from individuals other than roommates or suitemates, if applicable.
- No pool supplies, toys, kickboards, “noodles,” etc., are permitted.
- No events or gatherings are permitted.

Travel

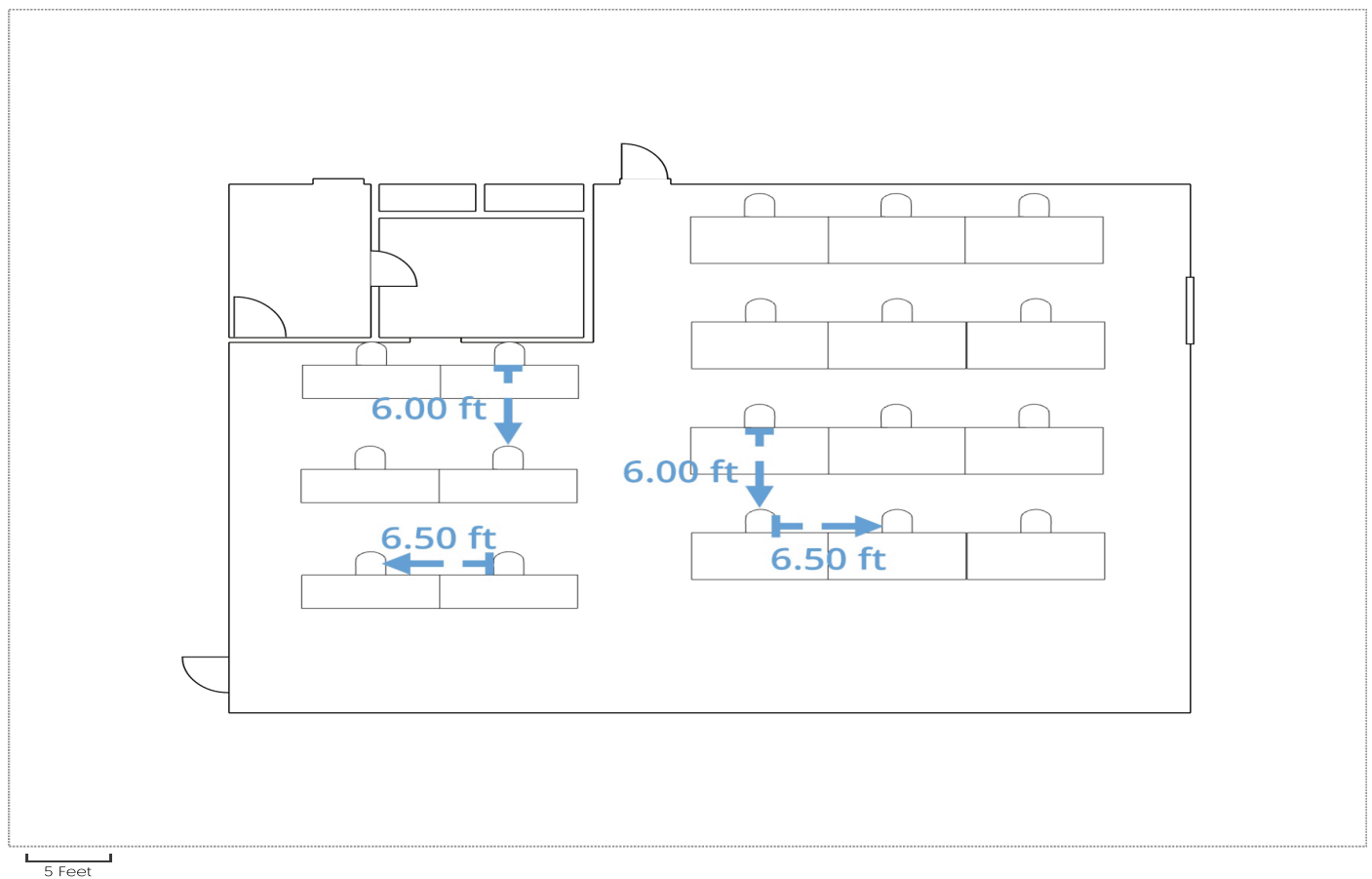
According to the Centers for Disease Control and Prevention, travel is known to increase the chance of acquiring and spreading COVID-19. It is unknown if the risk varies by mode of travel, but considerations include the amount of time spent in high-density situations, such as security lines, gathering areas with large numbers of people, and adherence to physical distancing and healthy practices.

- Travel shall be considered only if:
 - all other options (such as telepresence) are not available or feasible; and
 - the purpose of the travel is for an essential University purpose.
- A request to travel for University-related business shall be submitted to the individual's supervisor along with an explanation of its essential purpose and the details of the travel (i.e., destination, mode of transportation, length of stay).
- Supervisor shall confer with Human Resources regarding the request and Student Health Services for return-to-campus guidance.
- All University travel policies and procedures shall be adhered to, including registering the trip with [University's Safe Travel Program](#), even for domestic travel. Any individual who returns from an international location (whether travel was for University business or personal), must quarantine for fourteen (14) days as recommended by the CDC, either off-campus or in the residence room assigned by the Office of Residential Life prior to resuming daily activities at any University location.

University Policies, Procedures and Protocols

Please visit [Bucwis](#) to review all Barry University COVID-19 Policies. This page will be updated frequently, so please check back regularly for additions.

Physical Distancing Layouts



Equipment List

[18 Total Tables, 18 Total Chairs]



6 8' X 30" Rectangle



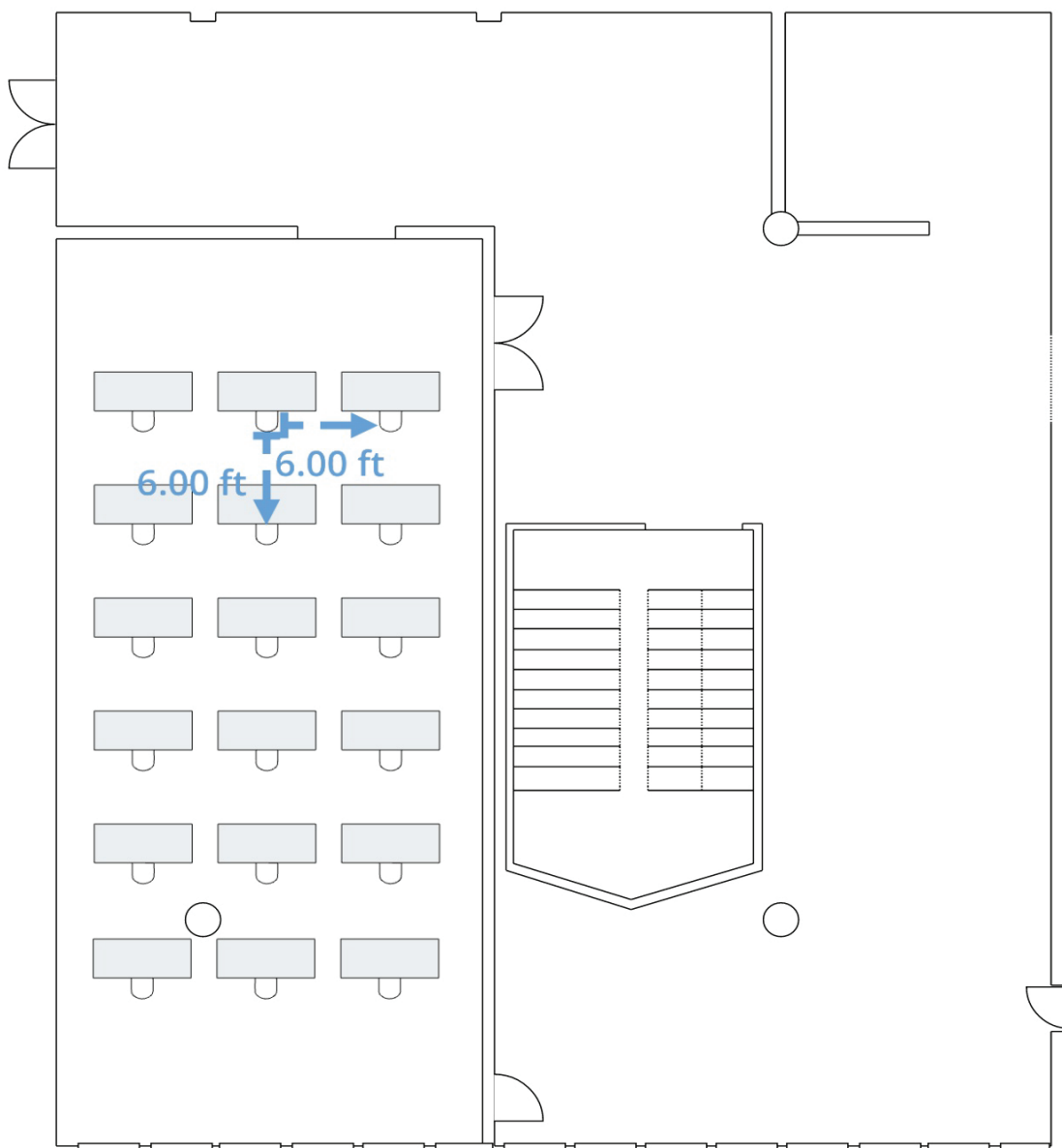
12 8' X 42" Rectangle

Notes

Will need four 8ft tables from Gato storage.

Koskta - Classroom Style for Physical Distancing - May 31, 2020, 12:00 PM


Powered by Social Tables



5 Feet

Equipment List

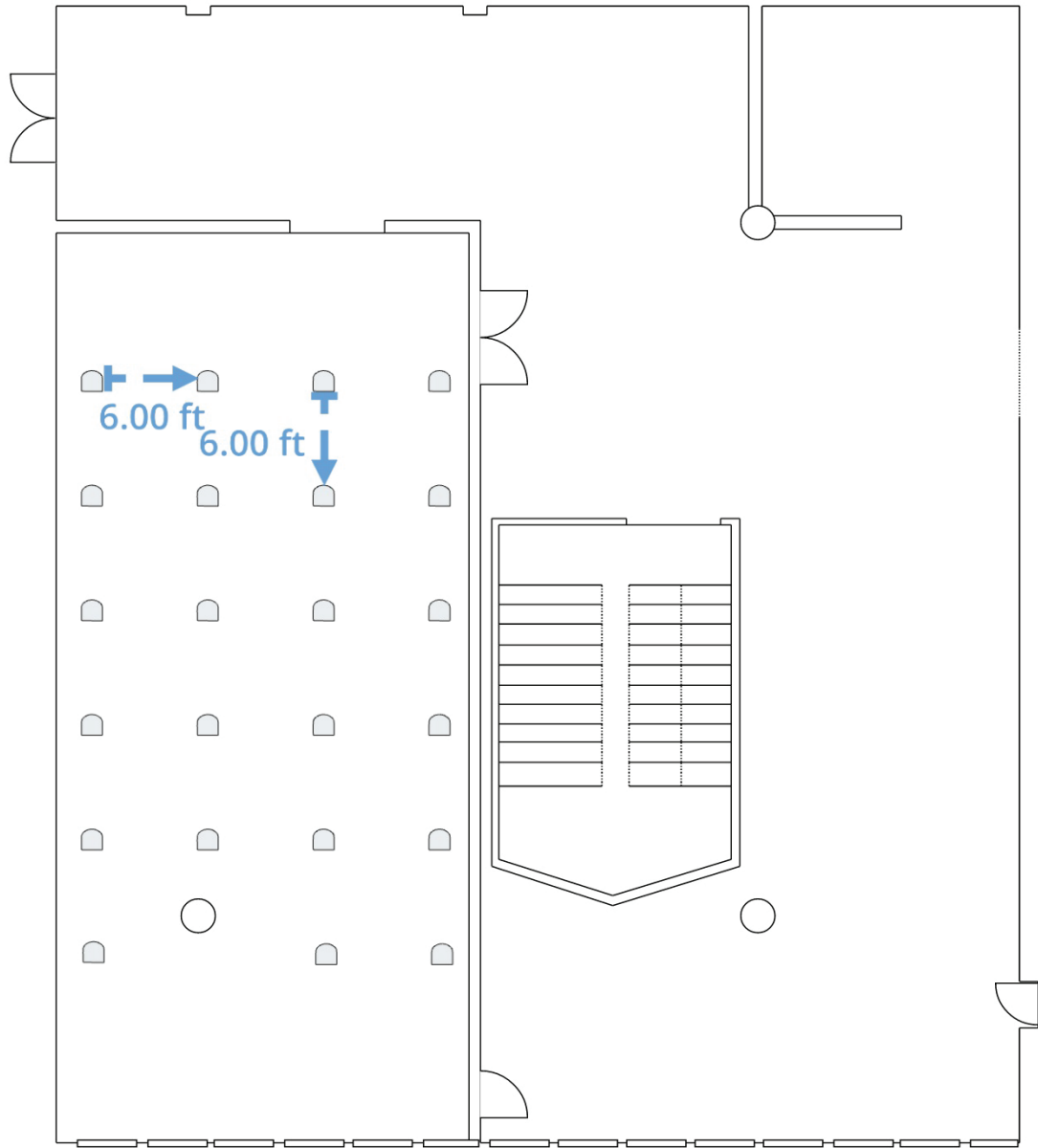
[18 Total Tables, 18 Total Chairs]

 18 6' X 30" Rectangle

Notes

Gato Gallery - Classroom Style for Physical Distancing - May 31, 2020, 12:00 PM

Powered by Social Tables 



5 Feet

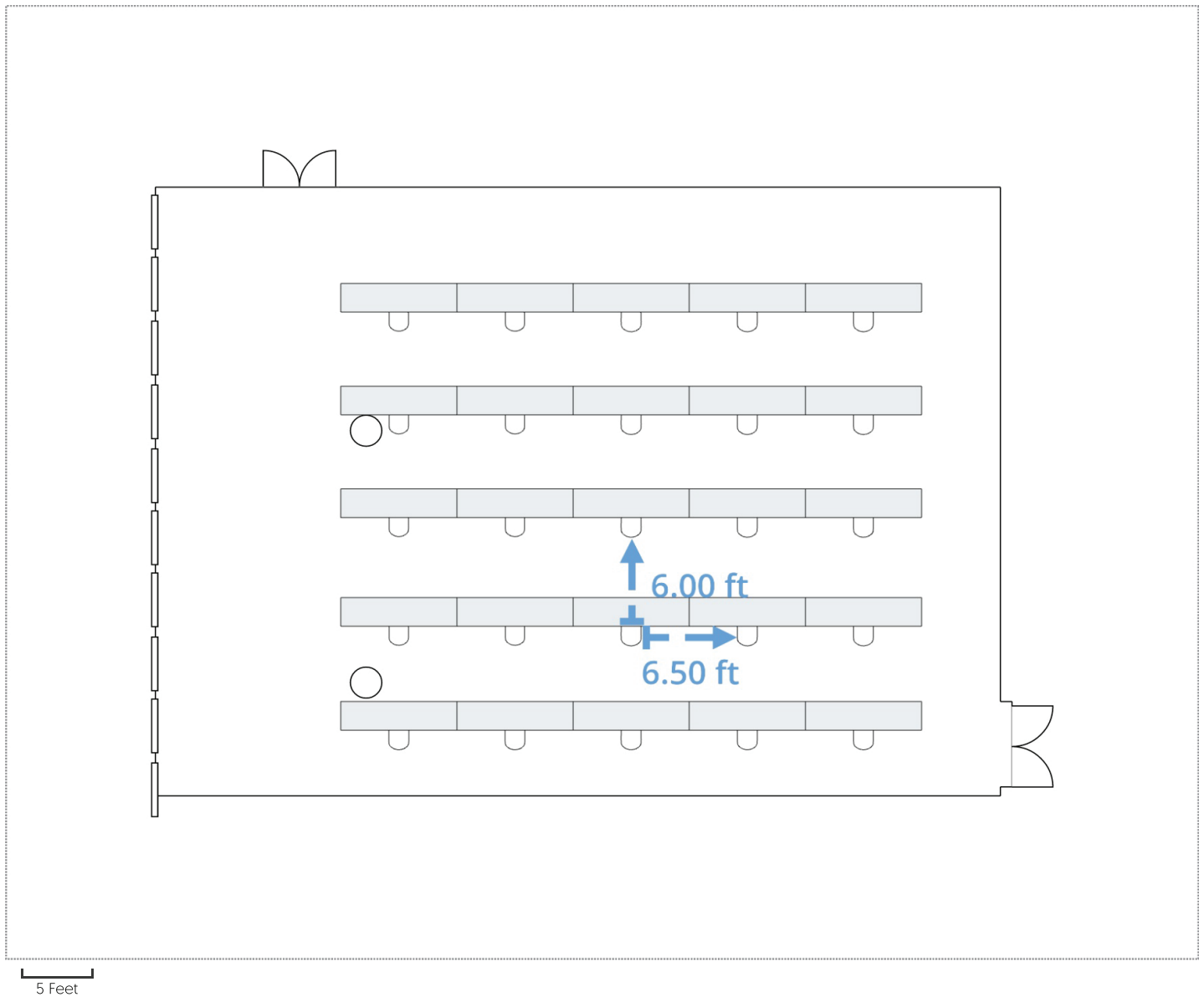
Equipment List

[0 Total Tables, 23 Total Chairs]




23 16" X 16" Banquet

Notes



Equipment List

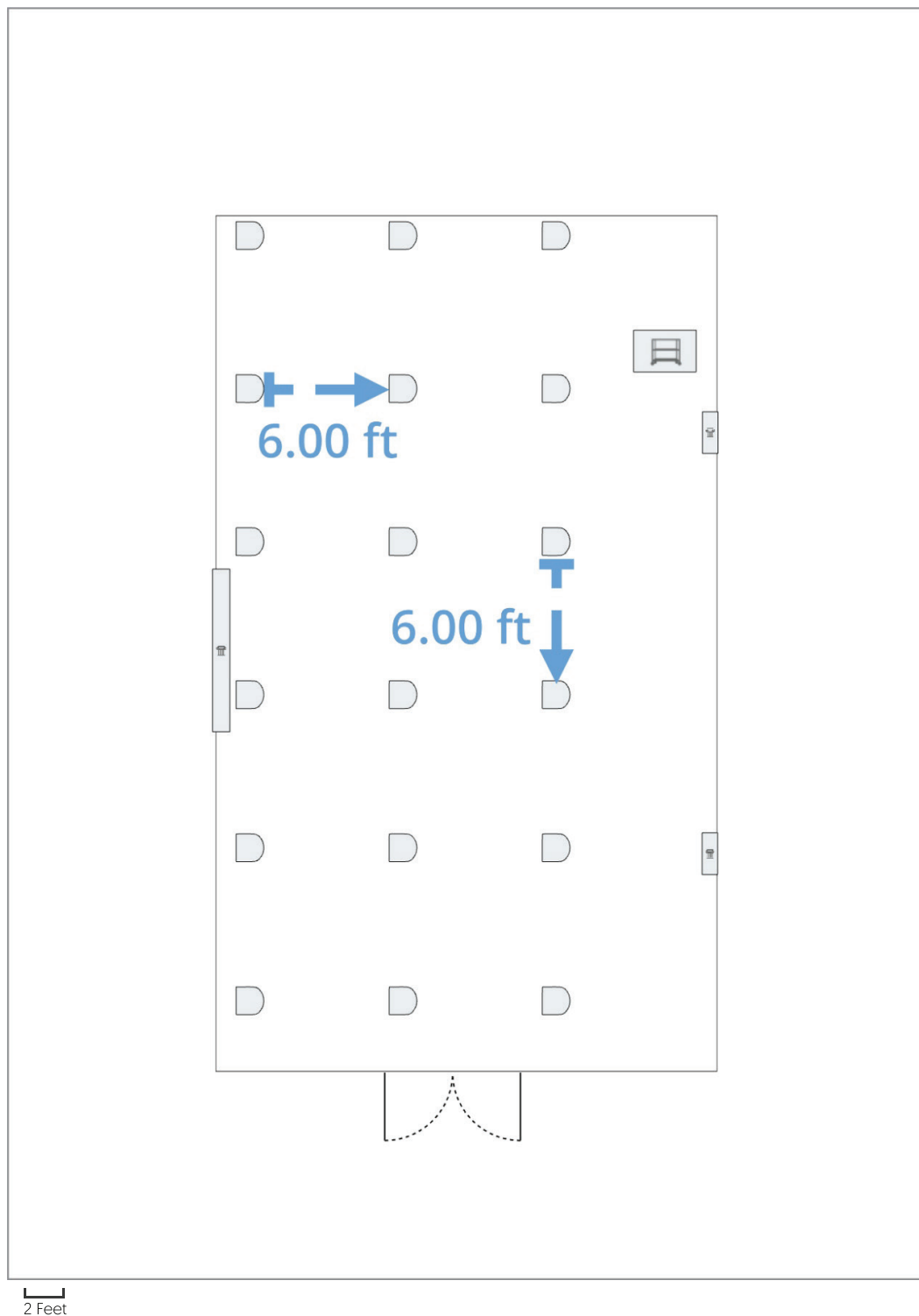
[25 Total Tables, 25 Total Chairs]

 25 8' X 24" Rectangle

Notes

Thompson 230 - Classroom Style for Physical Distancing - May 31, 2020, 12:00 PM

Powered by Social Tables 



Equipment List

[0 Total Tables, 18 Total Chairs]



18 16" X 16" Banquet



1 7.8' X 0.83' Rectangle Column



1 3.25' X 6.5' Double Door



2 2' X 0.75' Rectangle Column



1 3' X 2' A/V Cart

Notes

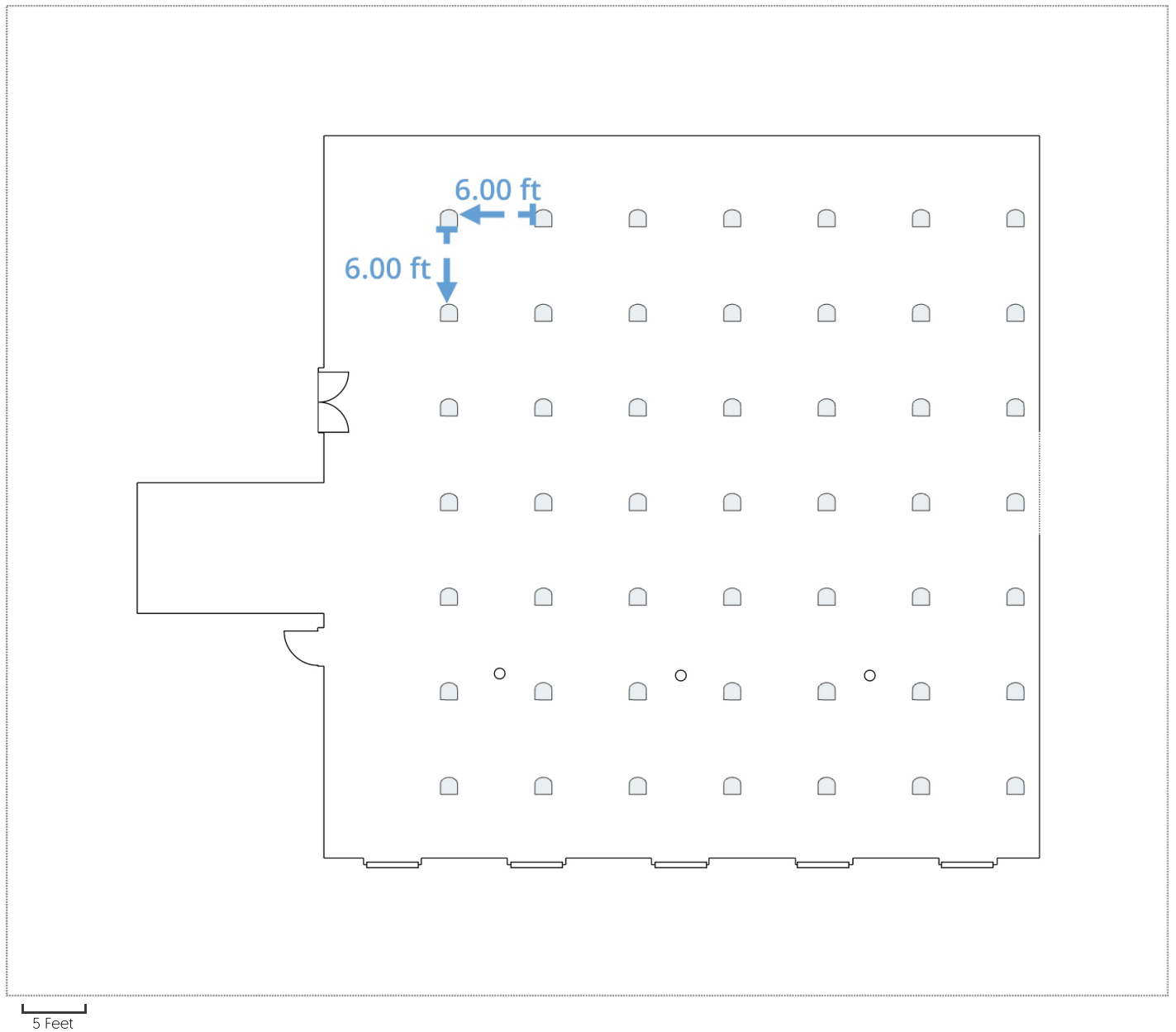
Would need to remove additional chairs /tables out of the room. [Need Storage]



[0 Total Tables, 12 Total Chairs]

Notes

Powered by Social Tables 



Equipment List

[0 Total Tables, 49 Total Chairs]



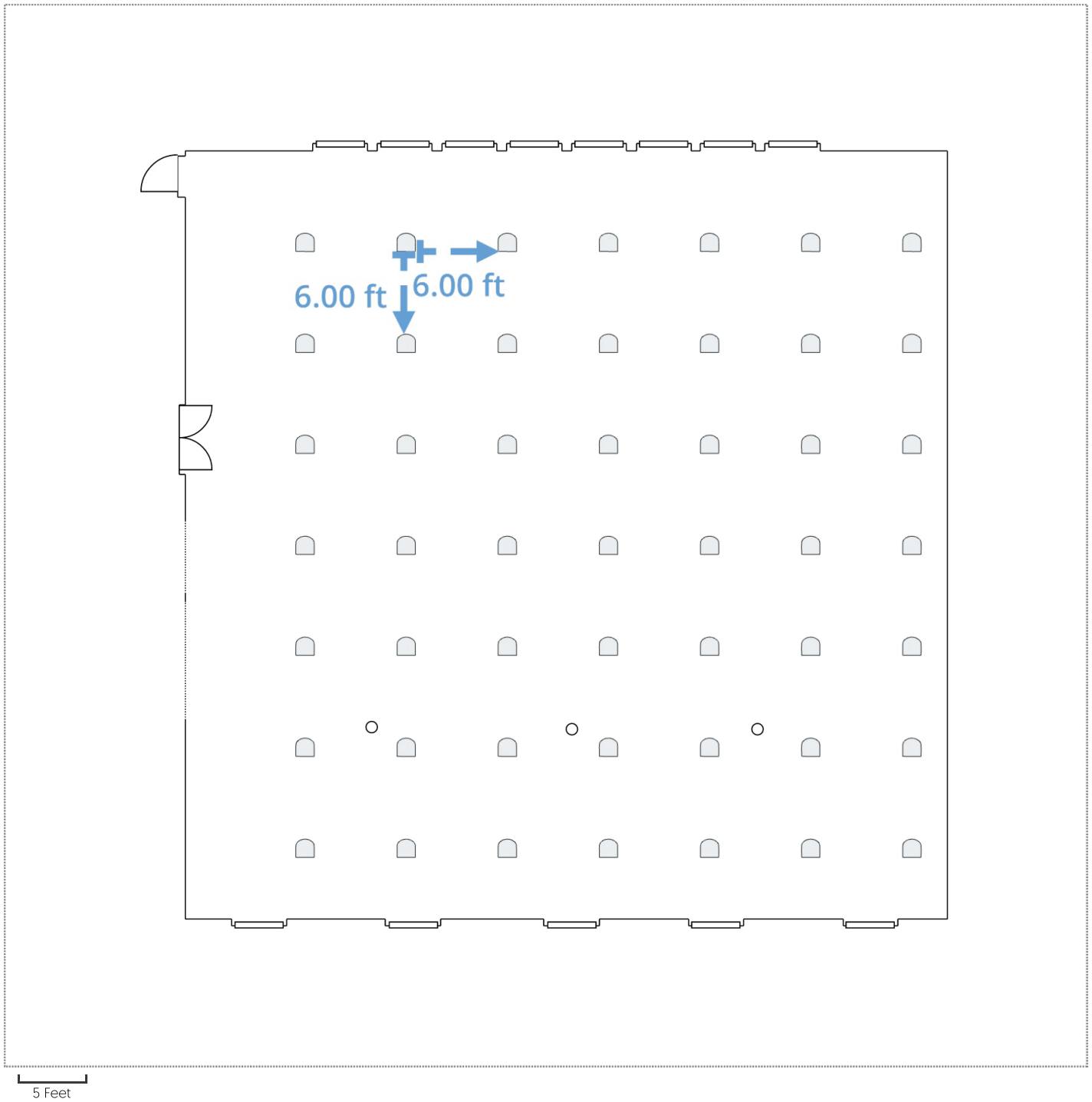
49 16" X 16" Banquet

Notes

Social Distancing - 6ft

Andreas 111 - theater style for Physical Distancing - May 31, 2020, 12:00 PM

Powered by Social Tables



Equipment List

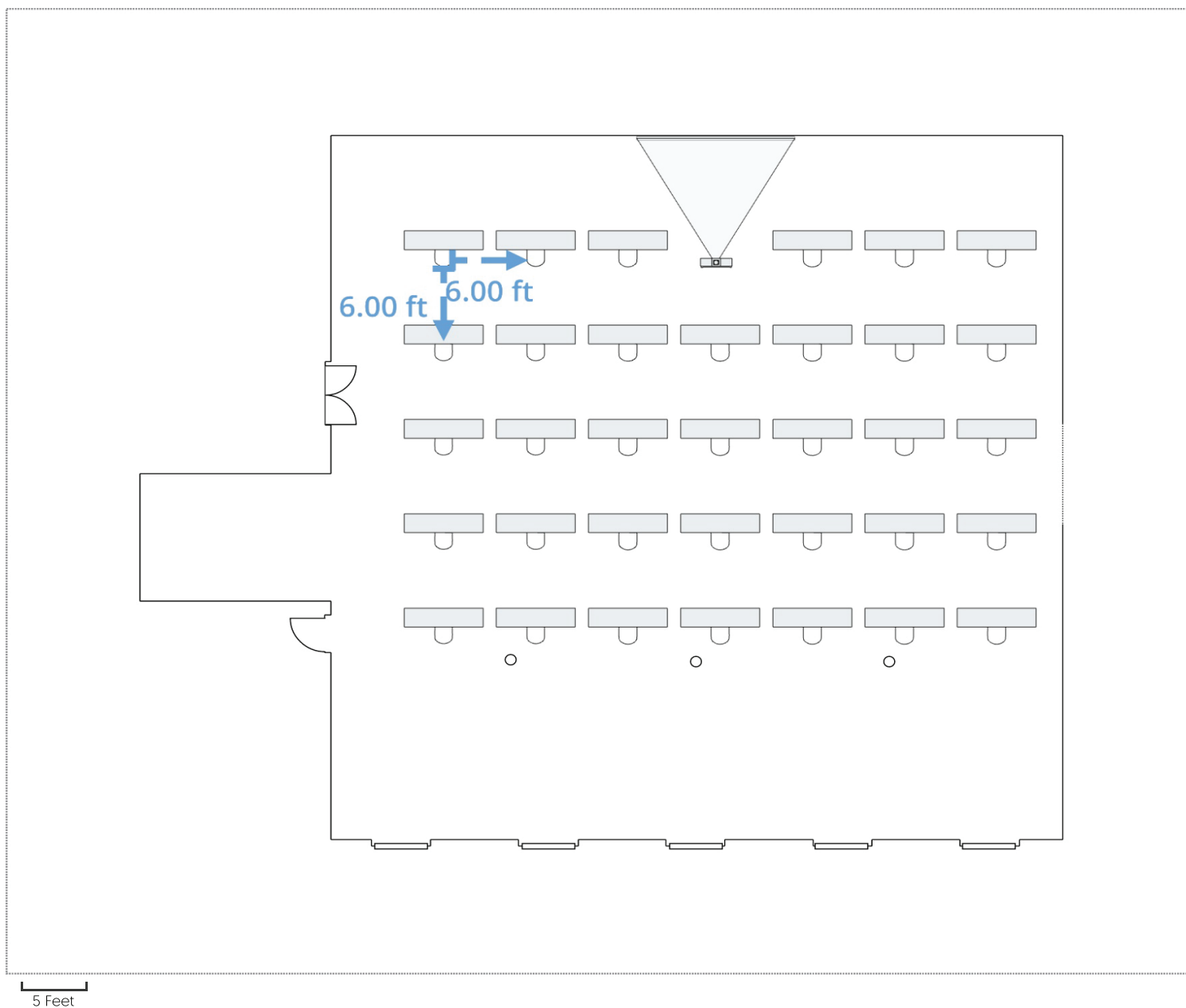
[0 Total Tables, 49 Total Chairs]

49 16" X 16" Banquet

Notes


Andreas 112 - Theater Style for Physical Distancing - May 31, 2020, 12:00 PM


Powered by Social Tables



Equipment List

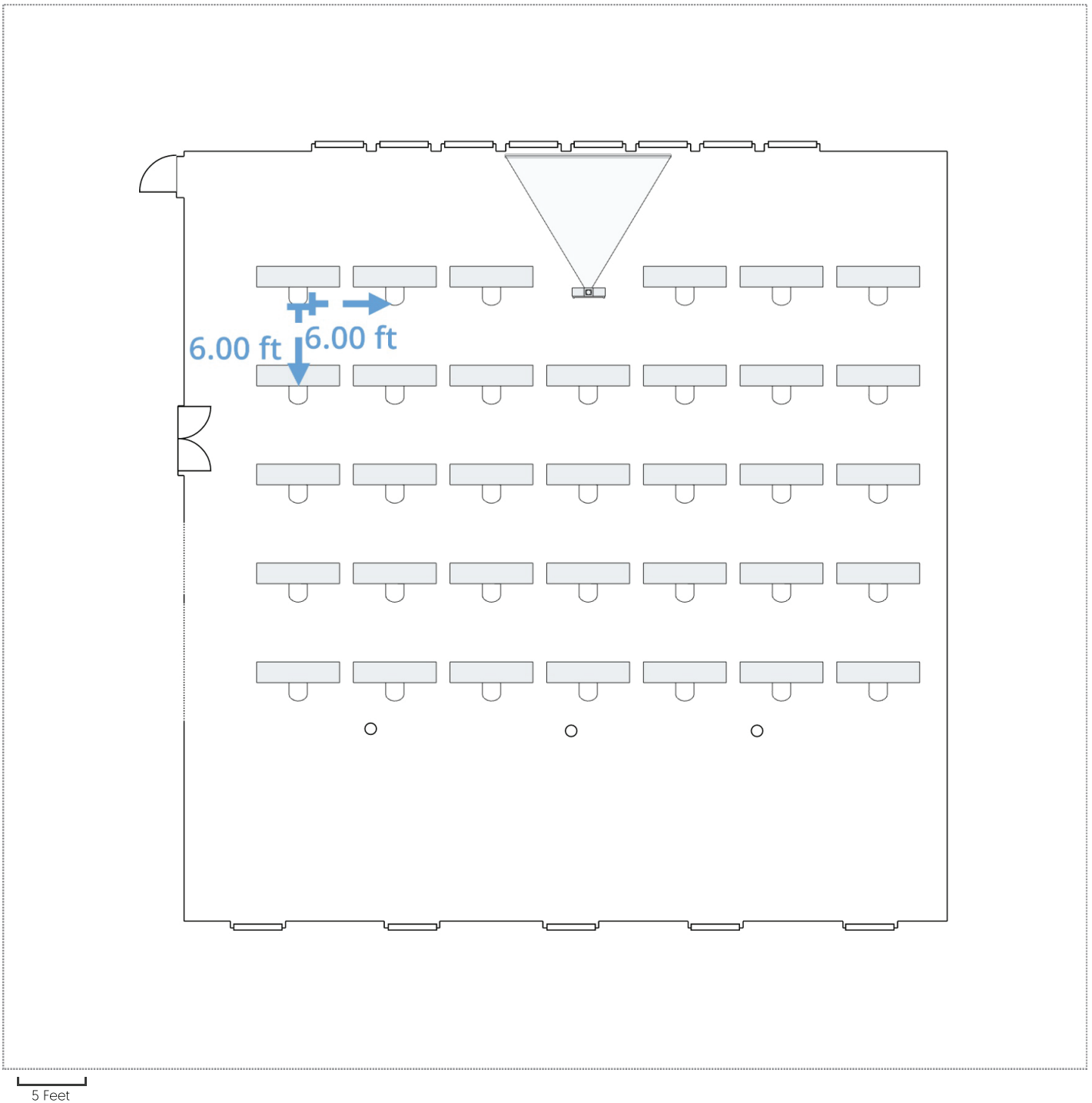
[34 Total Tables, 34 Total Chairs]

 34 6' X 18" Rectangle

 1 10' X 12' Screen + Projector


Notes

Social Distancing - 6ft



Equipment List

[34 Total Tables, 34 Total Chairs]

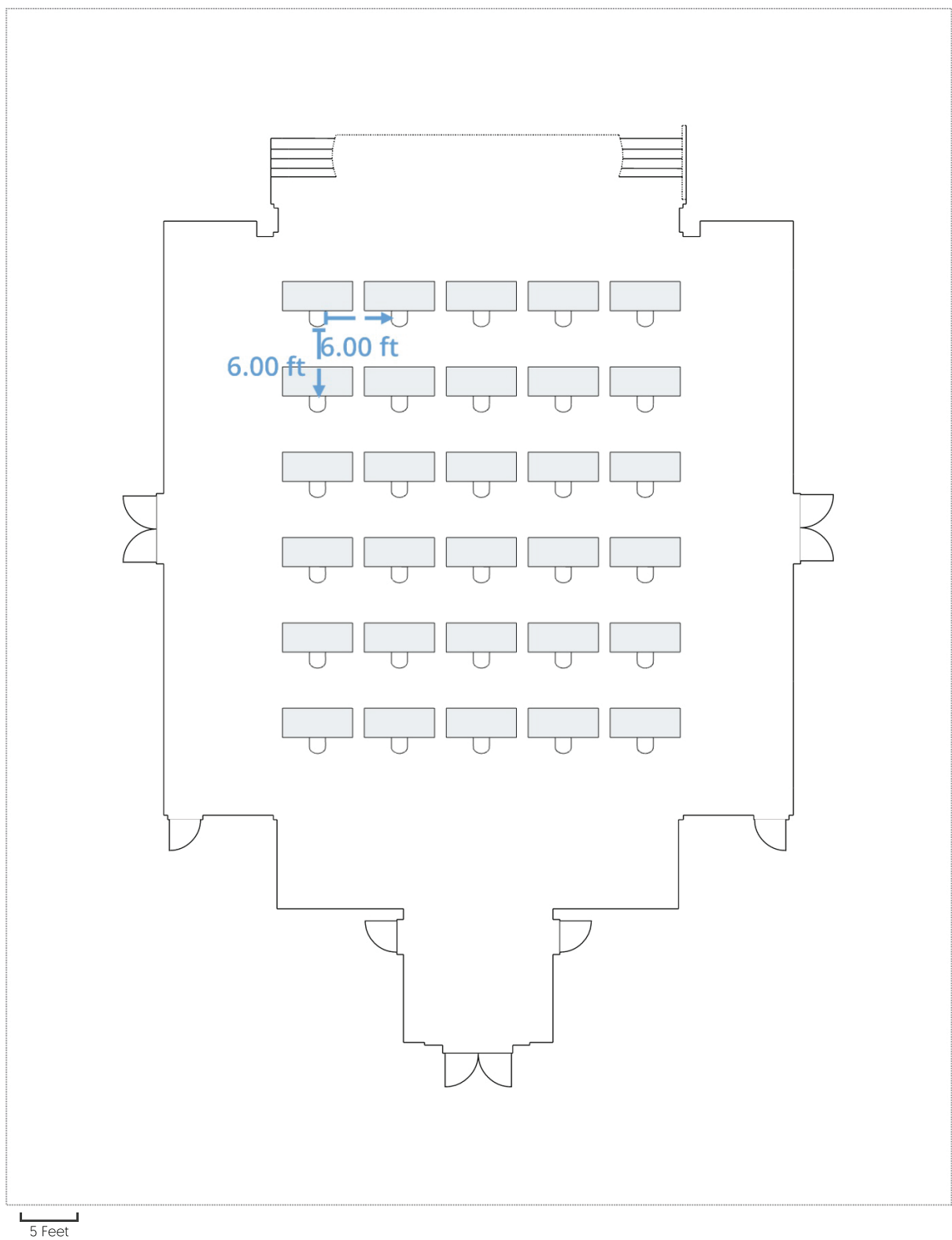
 34 6' X 18" Rectangle

 1 10' X 12' Screen + Projector

Notes

Andreas 112 - classroom style for Physical Distancing - May 31, 2020, 12:00 PM

Powered by Social Tables 



5 Feet

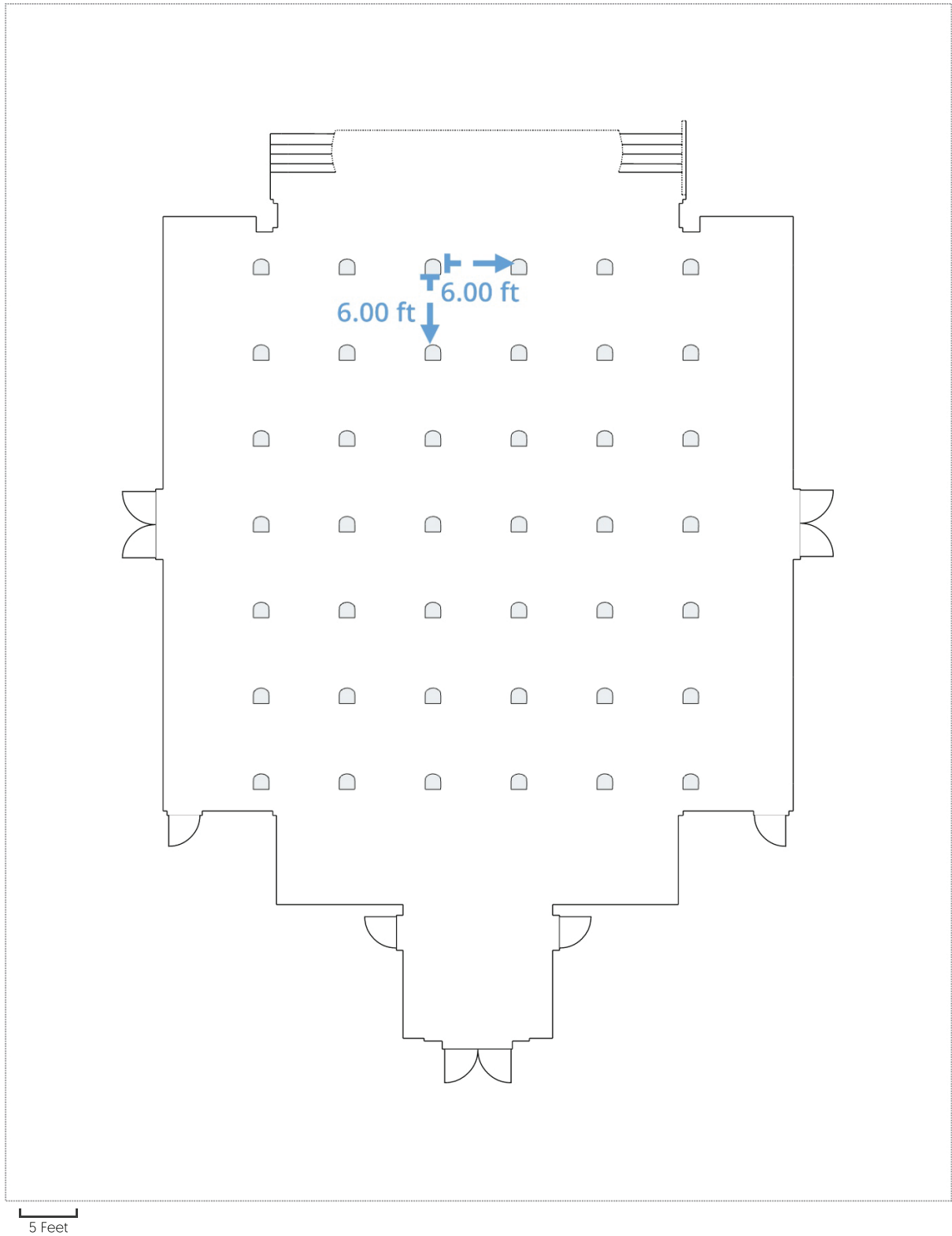
Equipment List

[30 Total Tables, 30 Total Chairs]



30 6' X 30" Rectangle

Notes



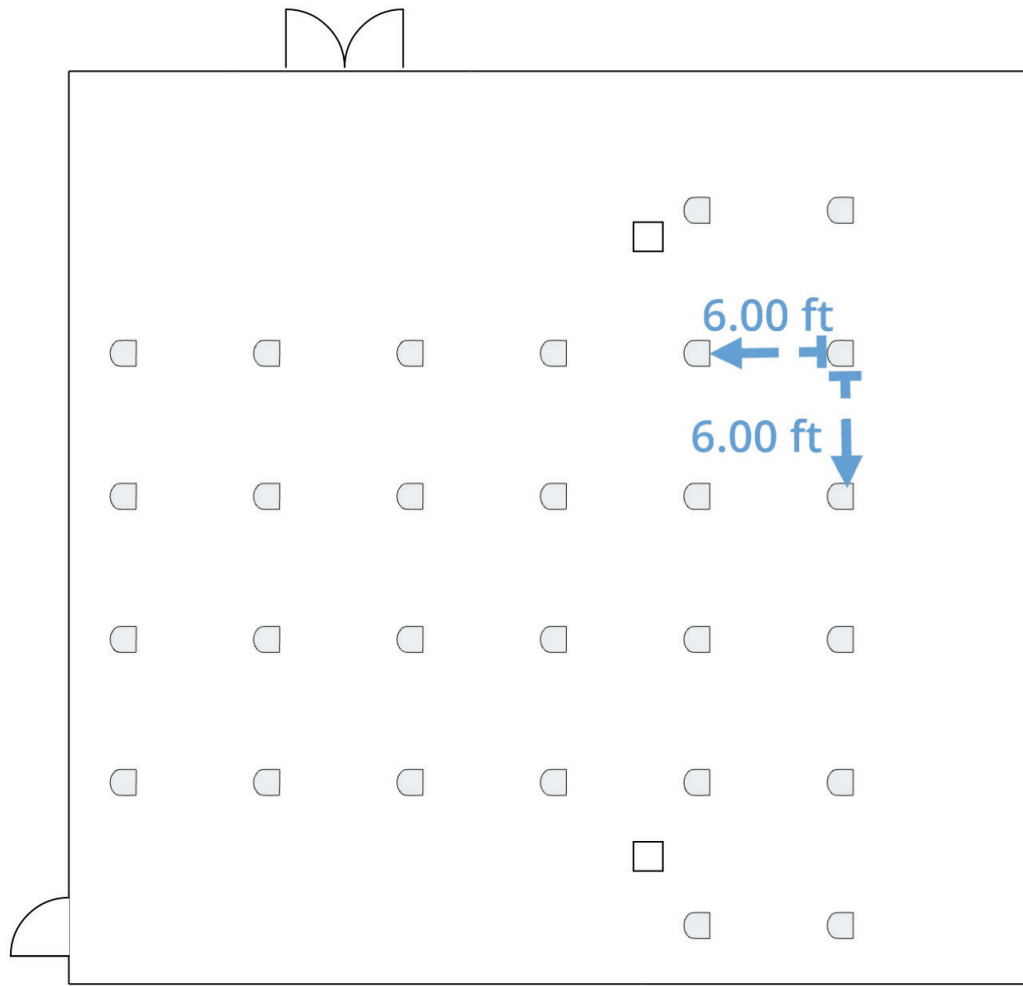
Equipment List

[0 Total Tables, 42 Total Chairs]



42 16" X 16" Banquet

Notes



Equipment List

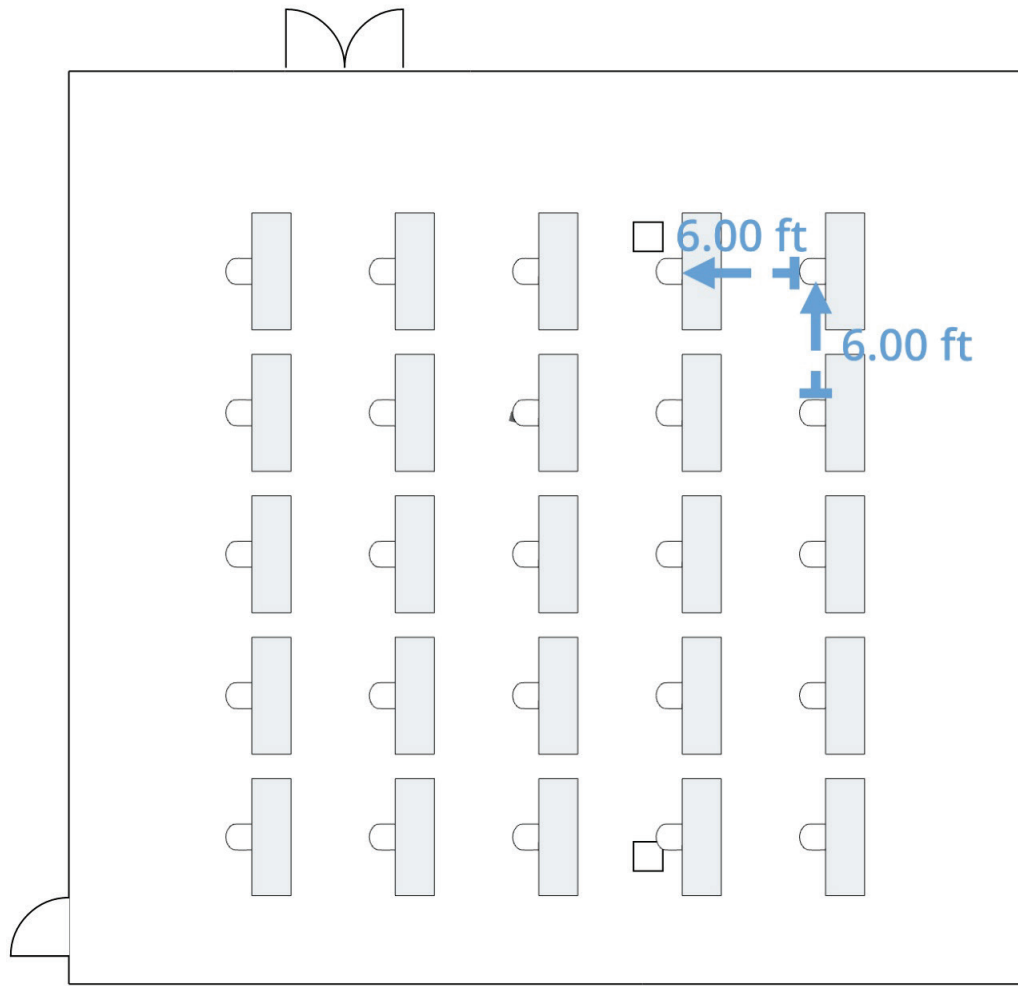
[0 Total Tables, 28 Total Chairs]

 28 16" X 16" Banquet

Notes


Landon 110 - theater style for Physical Distancing - May 31, 2020, 12:00 PM

Powered by Social Tables 



Equipment List

[25 Total Tables, 25 Total Chairs]

 25 6' X 24" Rectangle

Notes

Landon 110 - classroom for Physical Distancing - May 31, 2020, 12:00 PM

Powered by Social Tables 