BETHUNE-COOKMAN UNIVERSITY

Wildcat Campus Reopening Roadmap for Fall 2020

E. LaBrent Chrite, Ph.D.
President

June 22, 2020
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President’s Message

Like many colleges and universities across the country and throughout the world, the outbreak of the COVID-19 pandemic has become a major disruption to Bethune-Cookman University. Since March 2020, the University has been engaged in addressing the COVID-19 pandemic-related to the health and safety of its students, faculty and staff. Indeed, the entire university community has coalesced around B-CU’s analysis of the implications of COVID-19 as well as our plans to attempt to mitigate them to the extent humanly possible in the midst of a worldwide pandemic. While the expanse of the pandemic remains unclear, our manifest commitment at B-CU is to navigate this challenge with the same clear-eyed analysis, energy and determination that has defined our efforts over the course of this past spring semester.

B-CU will continue to be guided by national, state and local health officials and their COVID-19 respective guidelines and protocols. This includes the implementation of public health control measures, such as designated student health and safety services, redesigned access to buildings and facilities to include cleaning and disinfection, social distancing, and the use of appropriate personal protective equipment protocols. We have also rearranged classroom seating and course scheduling to accommodate flexible hybrid, blended, online, and face-to-face instructional delivery along with implementing other necessary precautions as a part of safe and healthy campus landscape.

B-CU is manifestly committed to doing all that is possible to have our students return to campus in the Fall. To that end, B-CU has developed a Wildcat Campus Reopening Roadmap for Fall 2020, with our preparation efforts focused on welcoming our community back to the Wildcat campus. We expect to accomplish this goal with a resolute focus on four discrete but highly integrated institutional imperatives:

- We will, first and foremost, take health and safety precautions for our community.
- We will deliver an immersive, innovative and rigorous academic experience for all B-CU students, regardless of delivery mode.
- We will be defining a new standard for a safe, sustainable and engaged campus learning environment during the COVID-19 pandemic.
- We will provide a transformational experience for our students, our north star, during this new normal.

B-CU has shown its mettle over the course of this past academic term, and my belief in the strength and resiliency of this community has never been stronger. Above all, B-CU remains committed to its core mission of providing the highest level of academic and educational support services to enhance student safety, achievement and success.

Finally, I want to acknowledge the incredible effort of my administration and this community in sustaining our institution and in effectively serving and supporting our students – and one another – under extremely difficult circumstances.

E. LaBrent Chrite, Ph.D.
President
Introduction

Bethune-Cookman University has been engaged in addressing the COVID-19 pandemic-related health and safety measures for its students, faculty and staff since early March. The entire university community has taken the COVID-19 issue very seriously and has invested enormous amounts of time and effort in managing it personally and professionally. B-CU is committed to reopening and welcoming students back to campus for the fall semester.

The following three committees were appointed by President Chrite to collaborate and prepare a blueprint for a safe and healthy reopening of B-CU's campus in fall 2020. These Committees and their sub-committees have thoughtfully and intentionally developed guidelines and strategies to allow the University to regain as much normalcy as possible while continuing to mitigate the spread of COVID-19. Together, their work has resulted in eight detailed plans integrated throughout this report.

- Facilities Management and Operations
- Academic Program Delivery
- Student Experience and Engagement

This Wildcat Campus Reopening Roadmap for Fall 2020, for bringing the B-CU community back to campus life, has been created to inform and guide our constituents on how we plan to promote and maintain a safe and healthy environment for effective facilities management, flexible academic program delivery, and supportive student residential life and experiences. Furthermore, this roadmap is intended to provide an overview of our actions and strategies and our ability in responding and enhancing our resiliency to changed conditions. In addition, using COVID-19 related CDC guidelines, we have spelled out behavioral expectations, protocols and responsibility for individuals who wish to access our campus.

As COVID-19 related challenges evolve, our understanding and measures to address the virus will change as well. B-CU will attempt to execute a successful re-opening with continued efforts to modify this document as situations and guidelines continue to change. Therefore, this roadmap is not fixed in time, and it is critical to keep in mind that these guidelines may not address every question that students, faculty, staff and families will have. Also, it may not provide all the details on concerns and decisions that will continue to be made as we move forward this fall.

Disclaimer: The information provided in this document is obtained from the latest available national, state, and local resources and guidelines and is subject to change as the pandemic unfolds. The information contained herein is provided for general informational purposes only, and should not be construed as legal advice on any subject matter.
### Fall 2020 Reopening Calendar

**TENTATIVE**

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 22-24</td>
<td>Facilities employee training on enhanced sanitation practices conducted by SODEXO</td>
<td>Includes introduction to products, equipment, as well as techniques, dwell times and various equipment and usage. Training will also focus on timing and schedules in order to accommodate the required separation of individuals which includes the routes and paths of all personnel for all shifts.</td>
</tr>
<tr>
<td>June 15- August 3</td>
<td>Staff return to campus</td>
<td>Staggered schedule</td>
</tr>
<tr>
<td>August 1</td>
<td>Orientation Leaders/Resident Assistants report to campus</td>
<td></td>
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<tr>
<td>August 3</td>
<td>Deans, Department Chairs and academic administrative staff report to campus</td>
<td></td>
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<tr>
<td>August 5</td>
<td>Freshmen students report to campus</td>
<td></td>
</tr>
<tr>
<td>August 10</td>
<td>Faculty report to campus</td>
<td></td>
</tr>
<tr>
<td>August 10</td>
<td>Sophomore students return to campus</td>
<td></td>
</tr>
<tr>
<td>August 13</td>
<td>Junior/Senior students return to campus</td>
<td></td>
</tr>
<tr>
<td>August 17</td>
<td>Classes begin</td>
<td></td>
</tr>
<tr>
<td>November 20</td>
<td>Classes end</td>
<td></td>
</tr>
</tbody>
</table>

**Subject to change**
Facilities Management and Operations Protocol

B-CU's Taskforce on Facilities Management, in collaboration with Sodexo, has developed a plan of operational norms and facility protocols based on The State University System of Florida Blueprint for Reopening Campuses, as well as CDC standards and Federal, State and Local jurisdictions.

Six Readiness Essentials

- **Prepare the Building** – Detailed plans include: cleaning, sanitization, pre-return inspections, HVAC and mechanical checks.
- **Prepare the Workforce** – Developed employee return-to-campus communication and procedures.
- **Control Access** – Policies and protocols for safety and health checks, building reception, shipping and receiving, elevators and visitors.
- **Create Social Distancing Guidelines** – Guidelines for schedule management and office traffic patterns to decrease density.
- **Reduce Touch Points and Increase Cleaning** – Where possible, doors will be reviewed for automatic openers (utilize ADA opening devices as a start), increase frequency of sanitization in high traffic areas and if necessary, cleaning.
- **Communicate for Confidence** – Recognize the fear in returning to campus, communicate transparency, listen, survey and adjust as needed.

Specific areas of focus include:

- **Building System**: Focus on the primary heating, ventilation and air conditioning (HVAC) system:
  - HVAC system shall continue to run, increasing the amount of the air exchanges with outside air and reducing the amount of the re-circulated air inside of the facility.
  - Increase the frequency of the air filter and coil cleaning protocol to improve indoor air quality.
  - Cleaning and disinfecting HVAC coils periodically and utilizing a process that makes it possible to penetrate entirely through the coil.

- **Housekeeping**: Evaluate and implement measures to help minimize the transmission of the virus through environmental surfaces.
  - Train personnel on flu transmission methods.
  - Establish standards for the use of Personal Protection Equipment (PPE). Train custodial staff on the proper use and disposal of PPE.
  - Identify high touch areas and hard surfaces. Clean all surfaces with a disinfectant solution.
  - Disinfectant soap in the bathrooms and break areas will be provided. Employees encouraged to wash hands frequently throughout the day.

- **Training**: Provide training to Dining, Housekeeping and Facilities staff on:
  - Personal hygiene (includes hand washing and sanitizing of personal spaces including computers, and cell phones).
  - Chemical Safety
  - Disinfecting and Sanitizing Protocols
  - Social Distancing (6-foot rule)

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1 IFMA Pandemic Manual, 2020, pg. 43
Additionally, specific training for facilities staff includes:
   - Enhanced Sanitizing: Review various types of sanitizing (misting, wiping, single use), dwell times, and effectiveness.
   - Scope adjustment and routes: Review updated frequency plans, the methods to accomplish sanitizing tasks in a systematic way to improve quality.
   - Practice Run Through: Practice walk-throughs will be conducted to build habits.

Dining Hall Services Protocol

The reopening of dining services includes a comprehensive plan that provides an effective path forward to include specific areas as follows:

- Communication
  - Employees
  - Faculty & Staff
  - Students
  - Community

- Expectations
  - Sodexo and B-CU are partnered tightly in this transition to be on the same page and that we strive to meet/exceed the expectations of all involved.

- Employee Training
  - Properly educate and train personnel on all new guidelines to increase the safety of customers, employees, and self.

- Resources

- Contact all current and new vendors to make sure that we have all the items to meet the requirements of CDC and State of Florida guidelines.

- Dining options:
  - Dine-in
  - Grab & Go

- Three phases of reopening:
  - Restricted
    - Dining room is closed to seating
    - Menu is prepared and pre-packaged in-house by staff for to-go
  - Combined Services
    - Dining room staged for Social Distancing with max seating capacity of 150 people
    - In-house prepackaged menu items served by FNS staff
  - New Normal
    - Dining room open for full service implementation
    - Social Distancing and to-go option will be available
Student Housing and Residence Life Protocol

Housing Professional/Paraprofessional Staff and Students
- A clearance through the check-in process to return to campus will be required.

Students Returning to Residence Halls:
- Dates will be staggered for students to return in residence halls by classification and building.

Staffing/Shifts/Work Stations:
- Professional Housing Staff – 8:00 AM – 5:00 PM
- Paraprofessional (RAs, GRAs, and Work Study) – 5:00 PM – 6:00 PM; URAs – 6:00 PM – 12:00 AM
- All visitations will be suspended to reduce transmission of COVID-19 to general population.
- The number of people in common areas will be restricted to 10 persons.
- Housing staff will use PPE at all times when on duty and follow hand sanitization and social distancing guidelines provided by the University.
- All workstations, within each residence hall, will be equipped with protective barriers to reduce the potential threat of transmission of COVID-19 to student/staff (i.e. Plexiglas barriers).
- Housing and Residence Life will coordinate with Health Services to administer temperature checks of students and staff coming in and out of each residence hall by trained medical staff/technicians.
- Medical staff/technicians will be located in a designated area (possibly at the front entrance) within each residence hall.

Enter/Exit Residence Halls:
- Entry to the residence halls will be regulated and monitored.
- Students will arrive and depart the residence halls through the designated building access point (based on building configuration).
- Resident(s) Wildcat card/badge will be required for entry to the residence hall(s), and resident(s) may not hold or prop open exterior doors for any other person.
- Upon entering the residence hall, the resident will be required to wear a facemask, sanitize hands at the nearest sanitization station and follow signage (Appendix II) regarding social distancing guidelines within the residence halls.
- Residents will exit the residence hall wearing facemask and sanitize hands at the nearest sanitization station.
- Housing staff will report at the designated time to limit the number of people entering and exiting residence halls at any one time.
- Housing staff will regularly check Exit/Entry points to make sure doors are not propped and using surveillance cameras to monitor and identify persons in non-compliance.

Sanitization Stations:
- Sanitization stations will be located within the lobbies near the front entrances of each residence hall for student, staff, and faculty and University visitors.

Wearing of Face Covering:
- Students must wear a disposable or cloth face mask/covering at all times. Students will be expected to maintain proper hygiene by frequently washing cloth masks. Masks are not required inside the residence hall room.
Awareness Education:
- Residence Town Hall Meetings will be conducted during the first week and throughout the semester to provide awareness about the COVID-19 pandemic related to health and safety measures for residential students.

Signage [Appendix II]:
- Social distancing guidelines will be posted within each residence hall inclusive of all hallways, stairwells, elevators and common areas.

Amenities near Residence Halls:
- Maintaining space between individuals will be required inside and outside or near the residence hall.
- Students outside of the residence halls utilizing outside amenities such as seating areas in close proximity or residence halls courtyards will be required to practice the following social distancing guidelines:
  - Stay at least 6 feet (about 2 arms' length) from other people
  - Do not gather in groups
  - Signage (i.e. social distancing guidelines posted on tables and certain structures outside to remind students about maintaining best practices for their health and safety) [Appendix II].

Cleaning Protocol:
The Housing and Residence Life staff will take precautions to make sure the health, safety and well-being of the residence community by implementing the following:
- Professional cleaning to deep clean/disinfect all residence halls prior to return of residents in fall.
- Restrooms will be cleaned and disinfected at least once every day.
- Students will be required to clean private bathrooms and commonly used areas within their residential unit daily.
- Residence Life staff will monitor cleaning requirement regularly.
- CDC Guidelines for cleaning and disinfecting will be posted in resident hall units.
- Cleaning supplies will be provided by the University to all students by the Facilities staff.
- All entrance and exit doors, doors to common areas and bathroom doors will be cleaned each day.

Residence Hall Space Reconfiguration:
- Phase I, Buildings A & B and Lee Rhyant Honors Hall (923 capacity) will be converted to 461 spaces to accommodate a single occupancy model.

Self-Isolation/Quarantine Protocol:
- If an individual in a residence hall tests positive for COVID-19, the Student Health Services isolation protocol will be followed. The immediate space(s) in which the infected person(s) resided will be cleaned based on CDC protocols and will be re-opened once sanitized.
- Scholarship Houses will be designated as the site for on-campus student self-isolation/quarantine. LeFevre Hall (87-person capacity) will be utilized as a backup option to house students with COVID-19.
- Housing and Residence Life will coordinate with Student Health Services and Campus Safety to monitor containment.
- Meals will be provided to the isolation area for residents. Sodexo will deliver meals to the residence hall for the residents.
Student Health Services and University Health Protocol

All faculty, staff, and students will be asked to sign the B-CU COVID-19 Agreement before returning to campus, to acknowledge receipt of preventative health information (including guidance for high risk individuals), public health protection of the campus community, and expectations for individual responsibility.

The University has designated points of contact for all COVID-19 related matters.
- For Students, the designated office is Student Health Services.
- For University Personnel, the designated office is Human Resources.

1. Guidance for General Health and Safety

The University is encouraging preventative behaviors that reduce the risk and spread of COVID-19.

- Self-Monitoring
  - The University expects and encourages all students, faculty, and staff to monitor their health. If they are displaying symptoms of COVID-19, have tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 (either through community-related exposure or travel), students, faculty and staff are to follow CDC guidance. This guidance includes the expectation that the individual will self-isolate or stay home if he/she lives off-campus. If the individual is on campus, he/she will be expected to notify Student Health Services for further diagnosis, medical care and possible quarantine. B-CU employees exhibiting COVID-19 symptoms should seek medical attention. All students, faculty and staff are to review and adhere to CDC’s criteria for return to work/school policies.

- Hand Hygiene, Respiratory Etiquette and Physical Distancing
  - Faculty, staff, and students will be expected to wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used. Faculty, staff and students can utilize the hand sanitizer stations found in campus buildings and throughout the campus environment.
  - Faculty, staff and students will be expected and encouraged to cover coughs and sneezes with a tissue or use the inside of the elbow. Used tissues are to be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
  - Faculty, staff and students will be expected to maintain a 6 ft. (at least two arm’s length) distance between themselves and others. Hallways, rooms, and elevators will be appropriately designated for distancing. Classrooms will be utilized according physical distancing requirements.

- Face Covering
  - Faculty, staff, and students will be expected to wear face coverings according to CDC usage guidance.

- Other Preventative Measures
  - All University personnel and students will be strongly encouraged to obtain their seasonal flu vaccine barring any allergies or additional health concerns/contraindications.
2. Guidance for Returning to Campus

Mandatory Health and Safety Training

- Students, faculty and staff will be required to complete a module in CANVAS on CDC guidance on hand hygiene, respiratory hygiene/etiquette, cloth mask use, social distancing, and monitoring for symptoms for COVID-19.
- University personnel will be required to complete staff trainings as required by SHS and HR. These trainings will include CDC guidelines on preventive measures, as well as temperature monitoring and review of proper management of infected individuals.

University Personnel

- University personnel will be required to be tested at least five days prior to returning to campus. Testing is available through a Health Care Provider or testing site. Contact HR for further information.
  
  Note: Faculty/Staff with a positive result will not be able to return to campus until they can provide evidence of a negative test after resolution of infection.
- University personnel will complete daily symptom checks through a designated system prior to arriving on campus.
- Designated personnel will be trained and capable of adhering to implementing infection control procedures.
- All personnel will be required to observe respiratory, hand hygiene and social distancing guidelines.
- Designated personnel participating in testing and monitoring will be trained in the proper use and disposal of PPE for the prevention of contamination of clothing, skin and the environment, perform temperature checks on students using infra-red contactless thermometers.
- Designated personnel will perform temperature checks on students in residence halls, dining halls and other dining facilities and entrances to all buildings.

Students

- Students, new and returning, will be required to be tested for COVID-19.
  
  Note: Students with a positive result will not be able to return to campus until they can provide evidence of a negative test after resolution of infection.
- Initial testing will be performed during the campus check-in process for students living on campus.
- Any student present with a positive test result or testing positive upon arrival to campus will not be allowed to live or engage in activities on campus until receipt of a negative test finding.
- Students living off campus will be tested at least 10-14 days prior to the first day of class.
- Testing will be performed in designated facilities (Center for Civic Engagement).
- Subsequent testing will be performed at staggered intervals throughout the regular semester.
- Participating personnel perform temperature checks on students in residence halls, dining hall and other dining facilities, and entrances to all buildings.
- A temperature of 100.4 or above will be recorded, and the student referred to Student Health Services (SHS) for follow-up. SHS is to be notified in advance of student arrival. Staff are required to escort students to SHS. Daily recordings will be submitted to SHS at the end of each shift.
- Personnel will notify SHS if a student is experiencing any symptoms of potential infection. Personnel will escort the student to SHS.
Respiratory Hygiene
- Face masks providing coverage to the nose and mouth are required while on campus at all times. It is recommended that masks be worn while off campus.
- Face masks must be worn inside and outside of all campus buildings and facilities.
- Face masks will be provided at all building entrances. If students enter without the masks they were previously provided, a mask will be given to them. Students will not be permitted to attend class without a mask to protect the health of all individuals.
- Cough/sneezing etiquette is to be observed at all times (coughing/sneezing in elbow, turning head and covering mouth when coughing/sneezing).

Hand Hygiene
- Hands are to be washed using soap and water for at least 20 seconds during waking hours and at regular intervals throughout the day.
- Alcohol-based hand sanitizer is required when entering all campus buildings and facilities.

Physical Distancing
- As per CDC guidelines, maintaining a distance of 6ft. (approximately two arm's length) between yourself and others on campus is encouraged and expected.

Monitoring
- Temperatures for residents of campus housing will be continuously monitored.
- Temperatures of students who live off-campus will be assessed at the CCE, Dining Hall and other designated buildings on campus.
- If a student’s temperature is elevated, University personnel will escort the student to Student Health Services for further evaluation.

Visitors
- The University has enacted visitor restrictions due to COVID-19. Business visitors (vendors, etc.) and academic/work visitors must report to Campus Security for sign-in, temperature check, visitor pass and provision of face masks. Visitors are expected to comply with all University mitigation measures as delineated in the University Health Protocol and the University Operational Plan.

Note: If you test positive for COVID-19 prior to returning or are feeling unwell, please be aware that "sick faculty, staff, or students are NOT to return to in-person classes or University facilities, or end isolation until they have met CDC’s criteria to discontinue home isolation."

Student Health Services will:
- Provide information about COVID-19 on the SHS website, social media, at the front desk, in the dormitories, admissions office, and at the entrance of all campus buildings and facilities.
- Take history and assess students referred to SHS.
- Designate areas in SHS for students who are potentially infected.
- Immediately initiate infection prevention and control procedures.
- Restrict visitors from entering the area of the potentially affected individual.
- Develop a notification and alert system.
  - University alert team and/or personnel
  - Local and/or state health department
- Initiate isolation protocol.
- Follow-up daily with personnel responsible for student isolation.
- Make referrals to hospitals if condition warrants.
High Risk Populations with Pre-existing Conditions

Individuals of any age and older adults (age 65 and older) who have any of the following serious underlying pre-existing medical condition might be at a higher risk for severe illness from COVID-19.

- Chronic lung disease
- Moderate to Severe Asthma - COPD
- Chronic Kidney Disease being treated with Dialysis
- Diabetes – Type I and Type II
- Hemoglobin Disorders – Sickle Cell Disease; Thalassemia
- Immuno-compromised – Cancer treatment, HIV, prolonged use of corticosteroids or other immune weakening medications, smoking, bone marrow or organ transplant, immune deficiencies
- Chronic Liver Disease
- Serious Heart Conditions – Health failure, coronary artery disease, congenital heart disease, cardiomyopathies, pulmonary hypertension, etc.


- Students with any of the above mentioned risk factors or pre-existing medical conditions will be strongly advised not to come or return to campus. These students will be given the option to pursue their studies remotely or online.
- University personnel with any of the above mentioned risk factors or pre-existing medical conditions will be required to consult with the Office of Human Resources. The University will make efforts to provide reasonable accommodations to enable the employee to perform essential job functions.

Self-Isolation/Quarantine

- A student experiencing symptoms or testing positive for COVID-19 will be moved to Scholarship Houses (or LeFevre Hall as a back-up option) for a mandatory self-isolation period. The student’s health status will be periodically assessed and documented. The student is expected to remain in self-isolation for a period of 14 days (CDC Guidelines) for his/her protection and the protection of the University community. Failure to remain in isolation will result in disciplinary actions, up to and including expulsion from the University. A negative COVID-19 Viral test will be required at the end of the 14-day period. A student testing negative will be approved to leave self-isolation.
- If there is a change in health status for students in self-isolation, transportation will be provided to a health care facility (ambulance). Health care personnel will be alerted before arriving that the person has symptoms of COVID-19, or has tested positive for COVID-19.
- If a residential student is moved to isolation, his/her dormitory space will be kept off limits until cleaning and disinfection takes place. The area will be cleaned and disinfected after 24 hours.
- Students who live off-campus and University personnel will be expected to self-isolate in their residence.
- The Office of Academic Affairs will be notified of students in self-isolation. Success coaches and faculty of the courses in which students are enrolled will also be notified. Faculty will make sure the student has access to the course work.
- Confidentiality of the person identified with COVID-19 will be maintained in accordance with the American with Disabilities Act (ADA), FERPA, and other applicable laws and regulations.
Academic Program Delivery Protocol

The Taskforce on Academic Program Delivery has targeted on the following reopening priorities:

- Assure as many students as possible have access to progress toward degree attainment through F2F, blended and online instructional modality.
- Promote classroom safety to minimize flare-up of COVID-19 through sanitization between classes, use of PPE, revised course schedules, reduced class sizes, physical distancing and signage (Appendix II).
- Discourage congregation between classes in hallways or offices.

Specific areas of focus include:

Academic Calendar (Appendix I)

- Fall classes begin August 17 and end November 20.
- Students will be continually notified of changes to course schedules.

Instructional Delivery

- Instruction will be delivered in hybrid, blended, online or F2F modality.
- The course schedules will be optimized to support lower density classrooms and to allow for physical distancing with courses extending later in the day and Saturdays, as necessary.
- Three-credit courses will be scheduled M/W and T/TH, 90 minutes with 20 minutes between courses and flexibility for Friday courses. Faculty teaching three-credit courses will alternate which group of students receives in person instruction.
- Classes will be recorded to allow for asynchronous participation in the event of technical difficulties. Sixteen rooms have been allocated with lecture capture capabilities, allowing faculty to pre-record classes.
- Faculty will begin and end classes on time. Time between classes will be extended to 20 minutes for students to transition to the next class, allow time for cleaning/ sanitizing, and to exchange air in the classroom.
- Some courses will be offered online and faculty will engage with department chairs.
- Students will be given the opportunity to contact faculty or ask questions via CANVAS LMS, email or other means that do not involve staying after class or need to congregate outside of the classroom.
- Flexibility will be extended to Colleges and Schools to leverage scheduling based on needs and best practice.
- Faculty will conduct virtual office hours unless social distancing measures can be accommodated. Faculty can employ other in-person strategies that promote social distancing.
- Classrooms will have signage (Appendix II) for maximum occupancy and seating will be removed to reflect the capacity where possible. In classrooms, where it is not possible, seating will be marked to allow for physical distancing based on room size. Sanitation will occur between classes.
- Special courses such as labs, clinicals, field experiences and performance courses, for example will be scheduled to minimize physical distancing and protocols are developing.
- All faculty will develop contingency plans to offer all instruction remotely should guidelines change or an outbreak or natural disaster necessitates a temporary shift to the online modality.
Special Courses

- A hybrid model will be offered for Fall 2020, alternating between F2F and virtual labs/simulations.
- Natural science labs (biology, chemistry) will be scheduled M-F.
- Virtual labs, field placements and practicum, and internship will be utilized with provision for faculty training.
- Teacher Education Practicum will follow DOE Guidelines.
- New MOUs to community partners will be submitted as necessary.

Faculty Training

- Training will continue to prepare faculty to teach online and blended/hybrid classes in fall 2020.
- Instructional designers will continue to assist faculty to customize online and blended/hybrid courses.
Student Experience and Engagement Protocol

The Taskforce on Student Experience and Engagement in collaboration with Academic Affairs, Performing Arts and Athletics have developed protocols focused on the following specific areas for reopening in fall 2020.

Student Returning on Campus
- First-time freshmen will arrive on campus August 5th, 2020.
- Placement Testing for new students without test scores and/or placed in MAT095 will take place on campus by appointment during August 10-15, 2020.
- Special populations (Band; Football; Volleyball; SGA; Concert Chorale; RA/orientation Leaders) will arrive to campus beginning July 20th, 2020.
- Upperclassmen/Returning Students will arrive to campus beginning August 10th, 2020.

Student Organizations/Student Leadership
- Campus Labs (formally Org Sync) will be used to deliver a virtual platform for student organization registration, meetings, and events. This platform will also be used for Student Government Elections and Mr./Ms. B-CU selection process.
- Center for Civic Engagement will be utilized for meeting space for the executive board of student organizations.
- Virtual orientation program for new students will continue throughout summer.

Chapel Services
- Chapel services are mandatory for all new freshmen students.
- Chapel will have a hybrid approach to holding chapel services.
- Seating will be arranged to practice social distancing and students will also engage with Chapel via Canvas LMS.

Performing Groups
- Concert Chorale will rehearse in the Chapel. Smaller sections of the Concert Chorale will rehearse in the Concert Room. Concert Chorale will perform virtually and in outside settings.
- University Band will rehearse on the Band field. Smaller sections of the University Band will practice indoor on a rotating basis. Instruments will be cleaned as per industry standards.

Career Services
- Handshake software will be maximized for delivering career development services to students/alumni. Handshake will be integrated into the academic curriculum through the freshman seminar and subsequent professional seminars.

Campus Recreational Center
- Wellness Center Gymnasium hours will be reduced with an hour closure/break for deep cleaning.
- All fitness equipment and machines located in the Wellness Center Gymnasium will be safely spaced with 6 feet (at least two arm’s length) between them.
- Individuals will be required to follow personal hygiene practices and wipe down equipment regularly before and after each use.
- Gym wipes and hand sanitizer stations will be placed throughout the fitness center.
- Staff will be continuously monitoring and cleaning machines and equipment.
Intercollegiate Athletics Sports Protocol

The Division of Intercollegiate Athletics, in collaboration with the B-CU Reopening Taskforce, the Student Health Services and Campus Facilities has identified the following specific areas to encourage student-athletes, student aides/managers, and athletics employees for COVID-19 related compliance in accordance with the CDC guidelines. A return to practice and competition schedule will be followed in accordance with CDC, NCAA, MEAC and institutional guidelines which may be subject to change.

Intercollegiate Athletics will primarily focus on the following areas:

- Minimizing risk through managing schedules and team practice/training sessions.
- Maintaining high-level of facility and equipment cleaning and sanitation procedures.
- Addressing training safety and risk factors for student-athletes following a period of inactivity.
- Reducing the risk of virus spread through proactive detection, actions and response.
- Enforcing accountability through continuous surveillance, monitoring, communication and training.

The Athletics division recognizes the critical COVID-19 symptoms which include: Shortness of breath or difficulty breathing; Cough or other respiratory symptoms; Headache; Chills; Muscle aches; Sore throat; New loss of taste or smell; Nausea, vomiting, or diarrhea; Pain, redness, swelling, or rash on toes or fingers; New rash or other skin symptoms.

Specific areas include:

Healthy Athletics – Respiratory and Hygiene
- All students, employees, and visitors, will be required to wear face covering at all times on and off campus.
- Sanitation stations will be placed in Athletics office spaces, meeting spaces, and facility entry points for all athletes and staff as determined by Campus Facilities.

Social and Physical Distancing
- Social and physical distancing standards will be applied to each athletics sport and facility
- Student athletes, student managers/aides, and staff members will be expected to comply with the following personal requirements:
  - Athlete workouts and practices will be altered.
  - Seating will be rearranged or removed to reduce capacity in office/lounge/reception/conference rooms.
  - All rooms will be reconfigured to implement 6 feet (at least two arm’s length) distancing and meetings will be held in rooms which allow such distance between participants.
  - Floor decals and signage (Appendix II) to direct traffic and maintain social distancing requirements will be used.
  - Regular elevators’ access will be limited to 2 individuals at a time.
  - Large gatherings of more than 10 persons will be prohibited.
  - Virtual meetings and conferencing will be encouraged.
- Athletic personnel will be required to complete trainings provided by SHS and HR to include CDC guidelines on preventive measures and monitoring for COVID-19 related compliance.
Self-Health Evaluations
- Student-athletes, student aides/managers, and athletics employees will complete daily symptom checks through a designated system prior to arriving on campus.
- Any student-athlete and athletics employee who reports a COVID-19 symptom will immediately contact the designated Sports Medicine Office representative prior to arriving on campus.
- Any individual not feeling well will be required to NOT report to campus AND must contact the designated Sports Medicine Office representative.

Temperature Screening Requirements
All Student-athletes, student managers/aides, and athletics employees will:
- Be encouraged to take their temperature before departing their residence each day. Individuals with self-administered temperature below 100.4 degrees will report to the designated Athletics temperature screening station.
- Be required to undergo a daily temperature screening prior to entering any on-campus or off-campus athletics facility.
- Be required to wear a B-CU issued identification card (ID Card) in a visible location at all times inside or outside a campus building.
- Be COVID-19 symptom free for at least 14 days before returning to campus.

Testing for COVID-19

Staff
- University personnel will be required to be tested at least five days prior to returning to campus. Testing is available through a Health Care Provider or testing site. Contact HR for further information.  
  Note: Faculty/Staff with a positive result will not be able to return to campus until they can provide evidence of a negative test after resolution of infection.
- Testing results will be provided to HR at least two business days before the employee is scheduled to return to campus.

Students
- All students, new and returning, are encouraged to be tested for COVID-19 within 5 days of returning to campus. University testing will be provided.
- All students including athletes will be required to provide test results at the time of check-in.
- Student-athletes, student aides/managers, and athletics employees will avoid high-risk exposure to COVID-19 for at least 14 days leading up to their return to campus.
- Student-athletes, coaches, and staff will complete and submit a High-Risk Exposure Avoidance Attestation Form, through JumpForward, prior to their arrival on campus.
- High-risk COVID-19 exposure awareness will be communicated to all student-athletes, coaches, and staff through the Athletics COVID-19 Education Program which will include:
  - New contact with an individual confirmed to have COVID-19;
  - New contact with an individual suspected of having COVID-19; and
  - Prolonged contact with a crowd without physical distancing.
- A registration and documentation of clearance for Pre-Participation Physical and Mental Health Screening will be required from each student-athlete prior to their arrival on campus.
Isolation/Quarantine for Student-Athletes

- A residential Student-Athletes (living on campus) identified positive from a diagnostic test will be placed in contact with SHS to receive instruction, evaluation, and testing. The student will be moved to Scholarship House (LeFevre Hall as a back-up option) for a mandatory self-isolation period of fourteen (14) days (CDC Guidelines) and have their health status assessed and documented regularly.

- Off-Campus Student-Athletes (not living on campus) will be asked to stay home and self-isolate for fourteen (14) days and self-monitor for symptoms. *(Note: If the symptoms develop, both the on-campus and off-campus groups due to potential exposed contacts will be required to follow CDC guidelines. [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html]*)

- The Office of Academic Affairs will be notified of students in self-isolation. Success coaches and faculty of the courses in which students are enrolled will also be notified. Faculty will make sure the student has access to the course work.

- Employees identified positive or with pre-existing medical conditions will contact HR for guidance.
Performing Groups Protocol

B-CU Marching Band
In an effort to provide the safest possible environment for B-CU Marching Band students, the University will promote the following physical and social distancing and safe practices:

- Band students will take digital temperature before each practice. Students detected with higher than normal temperature will be reported to SHS and will be required to be cleared by SHS to return.
- Band students will be required to wear face covering during all band gatherings. Students will be able to pull the covering down to play and must cover immediately when not playing.
- The indoor music rehearsal from 6:00-7:00pm will be rotated between the woodwind, brass and percussion sections.
- The full band will rehearse outdoors from 7:00-9:00pm.

*Note: Adjustments will be made as needed to maintain the utmost safety for our students, while staying in compliance with the University and State pandemic guidelines.*

B-CU Concert Chorale
B-CU Concert Chorale will observe the following rehearsal options to accommodate physical and social distancing standards:

Sectionals and One Mass Rehearsal
- Sopranos will meet in the Chorale Room on Monday.
- Altos will meet in the Chorale Room on Tuesday.
- Tenors will meet in the Chorale Room on Wednesday.
- Bass will meet in the Chorale Room on Thursday.
- The entire Chorale will meet in the Chapel on Friday.

*Note: Performances will be held virtually and in outside spaces. Adjustments will be made as needed to maintain the utmost safety for our students, while staying in compliance with the University and State pandemic guidelines.*
# Appendix I:
## Fall 2020 ACADEMIC CALENDAR
*(Subject to Change)*

**FALL SEMESTER 2020**

### AUGUST

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>All Full Term Classes Begin</td>
</tr>
<tr>
<td>21</td>
<td>Last Day to Change Major for Fall Semester</td>
</tr>
<tr>
<td>17-20</td>
<td>Late Registration / $100 Late Registration Fee Applies / Add-Drop</td>
</tr>
<tr>
<td>17-Sept. 9</td>
<td>Mandatory Attendance Verification for Full Term/Sub-Term I Courses</td>
</tr>
<tr>
<td>20</td>
<td>Last Day of Registration</td>
</tr>
<tr>
<td>20</td>
<td>Last Day for 100% Tuition Refund (Room/Board Assessed)</td>
</tr>
<tr>
<td>20</td>
<td>Last Day to Drop without Receiving a WD</td>
</tr>
</tbody>
</table>

### SEPTEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>No Saturday Classes (Labor Day Week-end)</td>
</tr>
<tr>
<td>7</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>7</td>
<td>Fall Census date</td>
</tr>
<tr>
<td>21</td>
<td>Web Open for 4 Week Grade Submission for Full Term Courses</td>
</tr>
<tr>
<td>21</td>
<td>Mandatory Attendance Verification Full Term Courses</td>
</tr>
<tr>
<td>28</td>
<td>Student Deadline: Last Day for Students to Remove I's Earned Spring &amp; Summer Semesters</td>
</tr>
<tr>
<td>29</td>
<td>Web Closes for 4 Week Grade Submission for Full Term Courses</td>
</tr>
<tr>
<td>29</td>
<td>Mandatory Attendance Verification Full Term Courses – Ends</td>
</tr>
<tr>
<td>30</td>
<td>4 Week Grade Submission for Full Term Courses are due in computer by 5pm</td>
</tr>
<tr>
<td></td>
<td>Last Day of Sub-Term I</td>
</tr>
</tbody>
</table>

### OCTOBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First Day of Sub-Term II</td>
</tr>
<tr>
<td>5</td>
<td>Faculty Deadline: Submit Removal of I's to Registrar's Office by 5:00 p.m.</td>
</tr>
<tr>
<td>5-10</td>
<td>Midterm Exams Full Term courses</td>
</tr>
<tr>
<td>5-13</td>
<td>Web Open for Midterm Grade Submission for Full Term Courses</td>
</tr>
<tr>
<td>10-12</td>
<td>Web Open for Midterm Grade Submission for Full Term</td>
</tr>
<tr>
<td>12</td>
<td>Midterm Grades for Full Term courses Due in System by 5:00 p.m.</td>
</tr>
<tr>
<td>20</td>
<td>Last Day to Drop Full-Term Courses and Receive WD</td>
</tr>
<tr>
<td>21</td>
<td>Last Day to Withdraw from University (Full-Term) and Receive</td>
</tr>
</tbody>
</table>
NOVEMBER

2  Registration for Spring and Summer 2021 Begins
4  Last Day Fall Graduation Applications will be accepted
   *Applications Submitted After This Date, Name Will Not Appear in the Printed Program*
4  Midterm Grades Due in System by 5:00 pm
9  Spring 2021 Graduation Applications Due
9-12 Web Open for 12 Week Grade Submission for Full Term Courses
10 Last Day to Withdraw from University Sub-Term II and Receive W
10 Outstanding Grade Changes and Transfer Grades (Official Transcripts) for Graduates Due
    in System & Registrar's Office by 3:00 pm
11 Veteran's Day Holiday
14 Final Examinations for Saturday Classes
14-20 Final Examinations for Full-Term/Sub-Term II
20 Last Day of Fall 2020 Classes
21 Fall Commencement Ceremony (Tentative)
20-30 Web Open for Final Grade Submission for Full-Term/Sub-Term II
30 All Grades are Due in System by 11:59 pm
26-27 Thanksgiving Holiday

Source: Academic Affairs/Office of the Registrar
Appendix II:
Campus Signage

Traffic Directional Signage
Campus Signage

Social Distancing Signage
Campus Signage

Social Distancing Signage

[Images of social distancing signs]
Campus Signage

Images of signage indicating:
- **Do Not Enter**
- **Do Not Use**
- **Enter**
- **Exit**

These signs are part of the Wildcat Campus Reopening Roadmap for Fall 2020 provided by Bethune-Cookman University.
Campus Signage

- Please Wait Here
- Elevator Capacity
- Room Capacity
- Room Not Available
Campus Signage

Health and Hygiene Signage
Campus Signage
Health and Hygiene Signage

Stop the Spread of Germs

Wash Your Hands

Follow these steps every time:

1. Wet your hands with warm or soap water.
2. Apply soap or wash your hands.
3. Rub your hands with soap for at least 20 seconds.
4. Rinse your hands under running water for at least 20 seconds.
5. Dry your hands with a clean towel or air dryer.

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1. Wet your hands with warm water.
2. Apply soap or wash your hands.
3. Rub your hands with soap for at least 20 seconds.
4. Rinse your hands under running water for at least 20 seconds.
5. Dry your hands with a clean towel or air dryer.
References

1. B-CU Facilities Management Reopening Plan (Fall 2020)
2. B-CU Dining Hall Services Reopening Plan (Fall 2020)
3. B-CU Housing and Residence Life Reopening Plan (Fall 2020)
4. B-CU Health Services and Health Protocol Reopening Plan (Fall 2020)
5. B-CU Academic Program Delivery Reopening Plan (Fall 2020)
6. B-CU Student Experience and Engagement Reopening Plan (Fall 2020)
8. B-CU Staff Return Reopening Plan (Fall 2020)
9. Florida Blueprint for Reopening Colleges
10. B-CU Campus Signage