



**Fall 2020 Procedures and Considerations  
for 2020-21 Academic Year Planning**

1. An executive summary of the strategies to address the safety and welfare of students, faculty, and staff. In this regard, campuses must describe how the campus is collaborating with local public health agencies to ensure compliance with operative screening and risk mitigation protocols.

## **EXECUTIVE SUMMARY OF FALL 2020 CSUSB SAFETY AND WELFARE STRATEGIES**

### **A. ACCESSING THE CAMPUS**

Instruction for Fall 2020 will remain mostly virtual. As such, access to the physical campus at both San Bernardino and Palm Desert locations remains limited. At San Bernardino, many campus entrances will remain closed, limiting access to the campus at University Parkway, East Campus Circle, and Coyote Drive.

**Employees** – The only employees permitted to be on campus are: those who have been directed to perform work on campus by their immediate supervisor; faculty who are teaching an approved on-campus course; and faculty who are conducting approved on-campus research. All other employees who may need to pick something up from campus must receive prior approval from their appropriate dean or supervisor (one-hour limit). The dean or supervisor must communicate this approval to University Police at [universitypolice@csusb.edu](mailto:universitypolice@csusb.edu). Access to work on campus will not be granted for personal convenience reasons.

**Students** – The only students permitted to be on campus are those in registered courses approved for on-campus instruction, students contracted to live in on-campus residence halls, students accessing WiFi parking areas, and student/research/teaching assistants who are directed to work on campus by their supervisor. Students may also come to campus if they are accessing campus services that require an in-person appointment.

**Community** – Access to the campus for the local community for recreational purposes like biking, running, and walking is allowed. Community guests must adhere to campus safety policy on face coverings and social distancing.

**Vendors and Contractors** – All vendors and contractors shall follow Centers for Disease Control and Prevention (CDC) and state and local health department COVID-19 guidelines while working on campus. Contractors who work on the campus are required to submit a safety plan prior to commencing work. All must follow the campus face covering policy. Vendors and contractors are required to notify CSUSB Risk Management when any of their employees tests positive for COVID-19 and who have been on the campus within 14 days of the positive test result.

COVID-19 vulnerable employees and students, as defined by CDC guidelines and CSU policy, are prohibited from campus. Individuals who have tested positive for COVID-19 should not access campus until they meet the CDC and local health department's requirements for Discontinuation of Isolation. Housing residents who test positive should self-isolate in their unit until they meet the discontinuation of isolation criteria. Anyone experiencing COVID-19 symptoms is not permitted to come to campus and should seek medical attention and testing resources.

**Campus Arrival/Departure** – Employees and students who are approved to be on campus should arrive no earlier than 30 minutes prior to their scheduled work or class time and should not remain on campus for more than 30 minutes after work or class. For students attending more than one on-campus course during the same day, they may remain on campus between courses.

**WiFi Parking Lots** – Students, staff and faculty are permitted to come to campus to obtain WiFi access. At San Bernardino, this is available in the East and West Parking Structures, along with Parking Lot N. At Palm Desert, WiFi is available in the parking lot closest to the Indian Wells Theatre. When accessing parking lot WiFi, individuals must stay in their parked vehicle and maintain a minimum of 6 feet social distance from others.

## **B. CAMPUS EVENTS AND GATHERINGS**

All in-person campus events and gatherings are not permitted through November 30, 2020. An exception is permitted for classes or labs that are following their approved safety plan for on-campus instruction. This date may be extended depending upon the current pandemic status.

## **C. SOCIAL DISTANCE EXPECTATIONS**

All maximum occupancy allowed in any campus space under this plan assumes a minimum of 6 feet separation from others or 113 sq. ft. per person.

## **D. FACE COVERINGS**

Pursuant to guidance from CDC and state and local health officials, all members and guests of the CSUSB community who are on campus property are required to always wear a face covering over their nose and mouth. This comprises any indoor space on campus, including lobbies, hallways, bathrooms, break rooms, and any open office space with multiple workstations, even if there are no other individuals present. Face coverings are also required in any outdoor space on campus where there is a potential to encounter another individual. All staff and faculty who are required to be on campus will be provided with an appropriate face covering upon request.

## **E. COVID-19 REPORTING REQUIREMENTS**

CSUSB has established protocols for reporting positive tests of COVID-19. Members of the campus community who have tested positive, or become aware of a member of the campus community who has tested positive, will follow the appropriate notification processes:

**For COVID-19 Positive Students** - Please notify Beth Jaworski, Assistant Vice President of Student Affairs, at 909-537-5185 or [bjaworsk@csusb.edu](mailto:bjaworsk@csusb.edu). Students can also call the Student Health Center at 909-537-5241 for instructions on self-care or to make a telehealth or in-person appointment. Acutely ill students should seek medical care from a healthcare provider in their area.

**For COVID-19 Positive Employees** - Please email your supervisor and Risk Management (Beiwei Tu, Executive Director) at 909-537-4552 or [beiwei.tu@csusb.edu](mailto:beiwei.tu@csusb.edu). Employees should seek medical care through their regular health care providers.

## **F. ENTERING/EXITING CAMPUS BUILDINGS**

All campus building exterior doors will always remain locked, except for academic buildings that are pre-approved for on-campus instruction. Exterior doors for on-campus instruction will be unlocked 30 minutes prior to the first course of the day and will be locked 30 minutes after the last course of the day concludes. All doors remain operable to exit the building at all times. Automatic locks are scheduled for many buildings; for those without automatic locks, they will be opened by custodial staff and closed by campus safety officers.

To encourage social distancing and minimize person-to-person contact, campus buildings that are designated for instruction will have designated “Enter” and “Exit” doors. The campus community is encouraged to follow the directional flow of the building, even if it requires longer walks to get to their destination.

Where possible, campus stairwells may also be designated for specifically “up” or “down” traffic. The campus community is encouraged to follow the directional flow of stairwells to minimize person-to-person contact.

#### **G. CLASSROOM, LOBBY, AND LOUNGE FURNITURE**

Furniture in available classrooms, lounges, conference and waiting rooms will be removed and arranged to support a minimum of 6-foot social distancing. Additional furnishings that cannot be removed will be marked “Do Not Use.”

#### **H. ELEVATOR USE**

Individuals are encouraged to use building stairwells instead of elevators. Elevator use should be prioritized for individuals with mobility impairments. Elevator occupancy will be limited to no more than 2 riders at a time, with markings on the floor to support social distancing. Additional riders must wait until the elevator is available within these limits.

#### **I. PUBLIC RESTROOMS**

All campus public restrooms will have a maximum occupancy posted on the door to achieve social distancing. Maximum occupancy will be equivalent to the number of sinks in the restroom. Demand for the restroom that exceeds maximum occupancy will require waiting outside the restroom. Social distancing wait lines will be established on the floor outside the restroom.

All public restrooms will be equipped with touch-free devices throughout, including toilet and urinal flushing, paper towel dispensers, and soap dispensers.

To maintain social distancing inside the restroom, every other sink and urinal will be marked “Do Not Use.” All accessible restroom stalls and sinks will remain available.

#### **J. PERSONAL HAND HYGIENE**

Handwashing facilities in public restrooms and throughout occupied buildings will be stocked. To reduce the spread of viruses like COVID-19, all hand air-dryers have been rendered inoperable and replaced with disposable hand towel dispensers. Hand sanitizer stations will be available at building entrances and high-traffic areas.

#### **K. BUILDING VENTILATION**

Campus buildings that are pre-approved for on-campus instruction will have the building ventilation adjusted to maximize outdoor air intake, where possible. Air handling system components including air filters will be changed per manufacturer recommendation and operated to provide adequate airflow. Building exhaust fans will be operated starting 2 hours prior to the first course offering of the day and

ending 2 hours after the last course of the day concludes. CSUSB commits to installing building air filters that are rated at MERV 13 or higher, where possible, in all buildings.

## **L. DISINFECTION AND CLEANING STANDARDS**

Custodial teams will focus disinfecting efforts on high-touch and high traffic areas (entrances, hallways, elevator buttons, and lobbies) in occupied buildings on a daily basis, with classrooms being cleaned in-between classes. Products used for surface disinfection will meet the EPA criteria for use against COVID-19 and be applied as directed for maximum efficacy.

Courses in the same classroom in a day will be scheduled at least one hour apart to allow for disinfection and air exchange to occur between classes. Use of shared equipment will be minimized to the extent possible.

Disinfectant wipe dispensers will be installed in classrooms, laboratories, studio, and shared workspaces to facilitate additional cleaning of shared equipment by building occupants, as needed.

Occupied classroom, laboratory, studio, and shared workspaces will be cleaned daily by custodians or (in labs) by appropriate lab personnel, following CDC guidelines.

High-touch items (e.g., common pens, magazines, reusable cups, etc.) will be removed where possible.

All staff and faculty who are required to be on campus will be provided with an appropriate face covering upon request.

## **M. COORDINATION WITH PUBLIC HEALTH OFFICIALS**

CSUSB has established and maintains close collaboration with health officials from San Bernardino and Riverside counties.

Campus administrators from Student Affairs, Academic Affairs, the Student Health Center, and University Advancement have held collaborative and productive meetings with public health officials from the San Bernardino and Riverside County Departments of Public Health to share information and solicit feedback and guidance. County chief medical officers were briefed on the university's plans for the fall classes that will continue to be held virtually with restricted access to the campus. A limited number of classes and labs that necessitate in-person instruction or research will require prior administrative approval by the Provost, Vice Presidents and President.

Discussion topics have included the campus' preparedness response, collaboration on positive cases regarding testing, self-quarantine and contact tracing, personal protective equipment (PPE) along with the campus' request for supplies, priority testing of first responders, partnering on fall flu clinics, overview of the CSU Policy, Procedure and Considerations for 2020-21 Academic Year Planning in the Context of COVID-19, and discussion of developing a San Bernardino County Public Health higher education working group. The chief medical officers are supportive of the campus' efforts, which align with the guidelines of both counties. Bimonthly meetings are scheduled and communication lines are open and consultative in nature. Collaborations have also taken place regarding San Bernardino County resident/student COVID-19 cases. In addition, the key points of the

American College Health Association (ACHA) guidelines for reopening institutions of higher education were also shared.

With respect to Town-Gown relationships, the campus scheduled briefings with city officials from the cities of San Bernardino and Palm Desert to review the campus plan and discussions with county health leaders regarding the fall semester.

2. Information on the total number of academic courses (including in an appendix the course titles and course numbers) and other student learning activities that the campus plans to offer on campus, and the percentage of the total fall semester course offerings those on-campus courses constitute as compared to fall 2019.

CSUSB proposes 54 academic instructional labs and student learning activities for in-person instruction for fall 2020 (see appendix A). These instructional labs and activities are hybrid courses whereby students will rotate in-person lab or activities such that the number of students in any given room is at or under the maximum allowed under COVID-19 physical distancing guidelines. Furthermore, the university has scheduled all proposed in-person courses to allow a minimum of one hour of vacancy before and after the in-person instruction.

Currently, the university has scheduled 3,877 classes and learning activities for the fall 2020 semester. The 54 courses/labs/activities the university is proposing for in-person instruction represents 1.4 percent of the courses and learning activities scheduled. The maximum number of students who could enroll in these scheduled in-person courses/sections and related instruction is 819. Registration is currently ongoing, and a final actual enrollment number is not available. The total number of faculty and other staff on campus to deliver the in-person instruction and related activities during the fall 2020 term is 73.

Given that CSUSB will be transitioning to the semester system in Fall 2020, we are not able to compare the proposed course offerings with Fall 2019, a quarter term.

The Provost, Deputy Provost, deans, and the AVP of Facilities Services and Management evaluated the courses proposed for in-person instruction before submission to the President and entire Cabinet for approval.

| <u>Proposed in-person courses/activities</u> | <u>Percentage of all courses/sections of total offerings</u> | <u>Total number of faculty and other staff</u>                      | <u>Maximum number of students per enrollment caps</u> |
|--|--|---|---|
| 54<br>courses/labs/activities                | 1.4%   | 73<br>(64 faculty and 9<br>Staff/GA/TA/Instructional<br>Assistance) | 819   |

3. Recognizing at this time this is an estimate, information on the anticipated total number of students to enroll in these in-person courses and related instructional activities.

See table, above, in question 2.

4. Recognizing at this time this is an estimate, information on the anticipated total number of faculty and other staff on campus to deliver the in-person instruction and related activities during the fall 2020 term.

See table, above, in question 2.

5. Plans for employees and students who, because of COVID-19 induced concerns, cannot safely travel to campus.

For Fall 2020, CSUSB will mitigate COVID-19 community spread by maintaining a low campus population density and adhering to appropriate preventative measures. Staff employees have been categorized into three groups: physically essential, hybrid essential, and remote only.

Physically essential employees must conduct their work on campus. These employees are gradually expected to return to full-time, on-campus work starting in July 2020. Work will be assigned with social distancing as a general practice requirement. Face coverings are required and provided upon request for employees from their supervisor. When occasional work requires less than 6-foot proximity (heavy lifting, two-person jobs, etc.), additional PPE may be required and will be provided by the supervisor. Employees may also be assigned to different work shifts to reduce the number on campus at any one time.

Hybrid essential and remote employees will continue working remotely and should only be instructed to return to campus for essential work that must be completed and can only be done by coming to campus.

Vulnerable employees to COVID-19, as defined by CDC guidelines and CSU policy, may not return to on-campus work. The campus will formally notify COVID-vulnerable employees when they are authorized to return to campus.

No unit or department will increase on-campus staffing levels without appropriate authorization. The return-to-work process will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of students, faculty, and staff, as well as the communities we serve. Deans/Directors shall seek approval from their vice president before seeking to start a return-to-work process for any employee. Requests will be evaluated through a process of risk and resource assessment to establish approval, prioritization, and sequence. Employees will discuss their safety concerns with their respective manager, but ultimately management will make the final determination on resumption of on-campus operations.

Academic departments have plans for employees and students who, because of COVID-19 induced concerns, cannot safely travel to campus. Faculty are prepared to utilize virtual software and on-line pedagogical approaches, should the need arise to suspend in-person sessions at any time during the fall 2020 term.

6. A summary of preparedness of on-campus courses to switch to virtual or be ended during the course of the term if it becomes necessary to further decant the campus.

While it will be a challenge to meet optimal learning outcomes, faculty are prepared to utilize virtual technology and online pedagogical approaches, should the need arise to suspend in-person sessions at any time during the fall 2020 term.

7. An explicit attestation by the campus president that the undergraduate and graduate courses planned to be delivered on-campus were carefully evaluated and determined to be incapable of being delivered virtually.

The presidential review and final approval of CSUSB's proposed in-person undergraduate and graduate courses and labs listed in appendix A was done systematically and carefully, keeping the safety of our students, faculty, and staff as the utmost priority. Recommendations on those courses and labs that are not able to achieve the learning outcomes virtually were first proposed by faculty members and department chairs before being forwarded to academic deans. The deans reviewed the suggestions and provided a revised list of in-person courses and labs to the Provost. Academic Affairs leadership provided their input on the recommendations, including a justification, classroom location, capacity of the classrooms taking into account the COVID-19 social distancing protocols, and the cap on the number of students who could be taught at any one time. This information was provided by a cross-divisional team composed of Risk Management, Facilities Management, Academic Scheduling, Registrar and Information Technology Services. This final information was then reviewed by the Provost, who forwarded her recommendations to the Cabinet for review. Cabinet met with academic deans to discuss each course recommendation and modifications were made. The President then reviewed all submissions and feedback and approved the courses that are submitted in this proposed plan for final Chancellor's Office review.

8. An executive summary of the campus plan for on-campus housing, including the approximate number of employees required to staff the operations, the expected number of students who will reside in on-campus housing, expressed in absolute numbers and as a percentage of fall 2019, and an overview of the campus plan to offer safe housing to students.

CSUSB's Fall 2020 Housing Plan is intended to address health, safety, and welfare considerations around COVID-19 and on-campus living. The plan was informed by resources and guidelines provided by the CDC, the Association of College and University Housing Officers-International (ACUHO-I), the American College Health Association (ACHA), the San Bernardino County Department of Public Health, other CSU departments of housing, and CSUSB campus partners.

This plan is based on CSUSB housing inventory and identifies potential vulnerable populations for Fall 2020 housing consideration. It also uses the Department of Housing and Residential Education's experience of housing nearly 265 residents during Spring Quarter 2020 following the implementation of stay at home orders in the state of California due to the COVID-19 pandemic.

Based on need, DHRE would be able to house approximately 479 students in Arrowhead Village and University Village apartments during Fall 2020. Residents would be assigned to their own bedroom and bathroom and would share living room and kitchen spaces within the apartment. This would be approximately 40% of our Fall 2019 occupancy (1,185 residents). If we were to fill all available bed spaces, the Fall 2020 occupancy rate would be approximately 34% of originally planned inventory use for AY2020-21.

Student Leader staffing will be reduced due to lower occupancy and there will be no front desk service operations or staffing in the open Villages. Contact information will be provided at all front desk locations. The Faculty-In-Residence program will continue with five or six faculty members residing in on-campus apartments. Additionally, new faculty and staff housing options will be available for rent in University Village Building 8. DHRE will take guidance from the University and Human Resources should a reduction in workforce be required for DHRE employees. No new hires will be made and any future vacancies will be examined for critical need.



Unoccupied Villages will continue to be closed and cost saving measures for utilities will stay in place. Housing assignments for Fall 2020 will take into account social distancing measures as well as resident/community safety. DHRE has devised a self-quarantine and self-isolation plan and will hold a proportional number of apartment spaces in Arrowhead Village and University Village for students impacted by COVID-19. If a student is relocated to a quarantine unit, once the student is no longer in the quarantine unit, DHRE custodial staff will clean it after it's been vacant for at least 72 hours. Cleaning and other safety measures are outlined throughout the full plan (provided as appendix B), including face covering use, social distancing, and handwashing. Custodial DHRE staff will handle all cleaning arrangements, including when COVID-positive students vacate their regular room for self-isolation.

Preliminary move-in logistics are outlined in the plan including COVID-19 precautions. Students will be asked to self-isolate as much as possible before checking into housing at CSUSB. Additionally, students will be asked to self-monitor their health for up to 14 days upon their move-in to campus housing. Residents experiencing any COVID-19 symptoms will be instructed to contact the Student Health Center and/or their primary healthcare provider. Housing and Residential Education will work with campus and county stakeholders to determine if a pre-screening questionnaire will be required for students to complete at check-in.

DHRE will work in collaboration with the University Enterprises Corporation (UEC) and Chartwells Higher Education regarding food service and meal plans for residents who live in on-campus housing. Providing dining options to residential students will be important, including partnering should residents need food services while in self-quarantine/isolation.

The on-campus housing plan has to be flexible to address the ever-changing information and science associated with COVID-19. Ultimately, our goal is to provide on-campus housing to students who need it in order to achieve academic success and support. Additionally, DHRE needs to continue to forge ahead with planning to maximize occupancy for the future. DHRE had great momentum for the 2020-2021 academic year regarding housing occupancy and the residential program, then the COVID-19 pandemic hit. CSUSB may provide the only safe housing space for some of our students.

Please see appendix B for the complete residential housing plan.

9. [An executive summary of the campus plan for on-campus dining services, including how many employees are expected to be required to staff the dining function, and the estimated number of students who will be offered meal service, expressed in absolute numbers and as a percentage of fall 2019.](#)

For Fall 2020, on-campus dining services will be restricted to one venue, with two operations. Dining services will be focused on meeting the needs of our residence hall students as a priority, but additional members of the campus community who happen to be on campus may utilize the services. The venue to be open is Coyote Commons, with both the dining hall and convenience store available for services. The dining hall will provide two meal periods a day, 7 days a week, to accommodate students on a meal plan. Cooked to order, grab and go service, will be the only available option. No sit-down dining will be allowed in Coyote Commons. Social distancing will be enforced for students waiting for service. Floor decals will provide further directional information.

CSUSB anticipates 200-250 students on meal services in Fall 2020. The fall semester number represents an occupancy of approximately 15-20% as compared to Fall 2019.

The Howl and Growl convenience store will also be open during business hours, Monday-Friday. The store will primarily be stocked to meet the needs of residence hall students in apartments. All cash payments will be eliminated to reduce the spread of COVID-19. Cards and electronic payment are the only acceptable forms of payment. Mobile delivery options are also available for residence hall students, Monday-Friday.

CSUSB's dining contractor, Chartwells, anticipates that at the service levels described above, 19 employees are anticipated to operate the dining operation. These include 8 back-of-house associates, 9 front-of-house associates, a General Manager, and an Executive Chef.

The dining contractor will assess each associate daily with a wellness check, to include self-reported illnesses and a contactless temperature reading. Face coverings will be provided and expected to be worn at all times by associates. Gloves are always worn when handling food. Plexiglass health shield barriers are installed at all registers and points of service.

The following enhanced safety standards will be in place in Coyote Commons:

### **Cleaning, Sanitizing and Disinfecting**

- Associates wash hands and change gloves every 30 minutes, or more frequently.
- Throughout the day, associates will continuously clean all high-touch surfaces with sanitizer.
- Sanitizer stations are available for guests to use at the entrances, exits, and food delivery stations. For associates, these will be located throughout the food production areas.
- Every 30 minutes during the service day, back-of-house cleaning procedures will take place. The culinary team will clean and sanitize surfaces and high-touch areas.
- Coyote Commons restrooms will be sanitized every 30 minutes.
- Upon closing daily, the team will disinfect the entire facility.

### **Social Distancing and Associate Training**

- One-way traffic management will be established in Coyote Commons to help guests navigate safely.
- Floor decals and signs for guests to follow proper distancing and flow of service.
- Social distancing in our kitchens and other back-of-house areas.
- Signage visible at all hand washing sinks and time clocks.

Ongoing trainings will be covered at daily pre-shift meetings to provide the most up-to-date procedures and practices, including local health department regulations.

10. An executive summary of the campus plan for intercollegiate athletics, including the estimated number of employees required to staff the athletics function, and how many students will participate, expressed in absolute numbers and as a percentage of fall 2019. The campus should provide further context about the plan to provide safe and effective athletics programming and should provide context regarding any athletic conference or contractual obligations as well as confirmation that the plan will ensure gender equity under Title IX.

The CCAA, CSUSB's athletic conference, has cancelled all Fall 2020 athletics. Plans for Spring 2021 will be announced in mid-fall.

11. The name and contact information of the campus liaison and the local public health official who has been consulted regarding the campus plan should be included.

Erin Gustafson, M.D, MPH  
Acting Health Officer  
County of San Bernardino  
Phone: 909-387-6218  
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Additionally, Dr. Samuel Sudhakar, Chief Information Officer and Vice President for Information Technology Services, has been designated as the campus' liaison with the Chancellor's Office in relation to COVID-19 issues. University Advancement's Vice President Robert Nava has been identified as the liaison with Riverside and San Bernardino County's public health agencies.

12. An executive summary of the campus resources available to execute the plan, in light of the proposed 10% reduction to CSU's state appropriation.

COVID-19 has created an unprecedented impact on campus fiscal operations and CSUSB is faced with several potential revenue reduction threats in general operations, as well as its enterprise activities. In addition to potential state appropriation reduction of 10%, the campus will have to manage significant revenue losses in housing, parking, and University Enterprises Corporation retail services such as dining and bookstore. CSUSB anticipates the COVID-19 fiscal impact through the 2020-21 fiscal year to approach \$25 million.

CSUSB anticipates increased operating expenditures to implement this plan, including personal protective equipment, loaner technology and hotspots for students, signage, and safety partitions in offices. To offset these costs, CSUSB hopes to save several millions in cost avoidance or cost deferrals in its operations.

Campus leadership continues to plan for various operating scenarios to execute this plan and manage the fiscal crisis. CSUSB projects to be able to withstand the FY 2020-21 shortfall without having to compromise its academic programs. However, the FY 2021-22 impact is uncertain as many planning factors for revenue and expenditures remain fluid. Existing campus reserves, federal stimulus funds, and the potential opportunity for disaster claims from FEMA are all strategies that will be utilized to offset the costs associated with this plan.

**APPENDIX A**  
**CSUSB IN-PERSON COURSES FOR FALL 2020**

All of the following courses will be taught in a hybrid format. CSUSB will practice hand hygiene, physical distancing, proper cough/sneeze etiquette, frequent disinfection of common and high traffic areas and require face coverings for all in-person courses. Additional safety precautions unique to the course/lab and physical location will be practiced as listed, below. All maximum occupancy allowed in any campus space under this plan assumes a minimum of 6 feet separation from others or 113 sq. ft. per person. NOTE: Lab tech teams clean equipment; custodial staff perform general cleaning, as per usual.

| Course/Lab Number | # of Sections | Total Number of Students | Total Number of Faculty | Total Number of Other Staff/GA/TA/Instructional Assistance | Rationale   | Additional Safety Precautions Unique to the Course/Lab   |
|-------------------|---------------|--------------------------|-------------------------|--|---|--|
| BIOL 3800         | 2             | 48                       | 2                       | 0  | It is important for our students to have a hands-on experience with nature and ecology. These can be in their own neighborhoods and backyards. However, they need to come to campus to pick up quadrats, binoculars, thermometers, etc. Otherwise, it will be online. | While classes themselves will be online, a schedule will be put in place for students to pick up equipment so that they do not overlap (one student at a time). They will be required to wear face coverings and wash/sanitize their hands. Faculty will also wear a face covering, sanitize hands, and sanitize the equipment loaned out to students. Returns of the equipment at the end of the quarter will follow the same procedures. |
| BIOL 5130         | 1             | 30                       | 1                       | 2  | CIRM projects require face-to-face lab experiments. It is a lab-based training.   | Only three people per group to meet social distancing requirements. Groups will meet on different days of the week, with PPE and proper cleaning in between.   |

|               |   |    |   |   |   |  |
|---------------|---|----|---|---|---|--|
| CHEM 3400     | 4 | 60 | 4 | 0 | Chemistry and Biochemistry moved most of the labs to online except a very few where it is absolutely essential to have a face-to-face meeting in safe mode to meet the learning outcomes. The online versions are found to be not very good. If absolutely need to switch to online, videotaped versions will be created during Summer/Fall to share. | No more than 11 people in each class to meet social distancing requirements. The Department of Chemistry and Biochemistry will do the following in all classes to promote safety: (1) make sure all personnel are wearing facemasks, chemical splash google, and gloves through the laboratory period; (2) replace gloves when moving between rooms and/or pieces of equipment; (3) have each instrument station/hood station taped off on the floor with a 6 ft parameter to make sure 6 ft distance is maintained; (4) teach laboratory classes in rooms with air exchange approximately 15x per hour (as required for chemistry safety); (5) have students wipe all surfaces in their work zones frequently and upon leaving; (6) promote hand washing frequently between glove changes and upon leaving the building; (7) enforce one way traffic patterns within lab rooms and in the hallways. This will strictly be followed by all in-person instructors. Used gloves and disposable masks will be placed in sealed plastic bags for disposal; students will wipe down goggles with WHO-approved cleaning solutions after each use, and store in their personal drawers. No sharing of glassware/drawers will occur. |
| CHEM 3200     | 2 | 40 | 2 | 0 | See Department of Chemistry and Biochemistry rationale, above.  | See the Department of Chemistry and Biochemistry safety procedures, above.   |
| CHEM 4100L    | 3 | 44 | 3 | 0 | See Department of Chemistry and Biochemistry rationale, above.  | See the Department of Chemistry and Biochemistry safety procedures, above.   |
| CHEM 4370BQ2S | 1 | 4  | 1 | 0 | See Department of Chemistry and Biochemistry rationale, above.  | See the Department of Chemistry and Biochemistry safety procedures, above.   |
| GEOL 3100     | 1 | 20 | 1 | 1 | 20% of labs can be virtual, remaining labs are inherently hands-on with rocks and minerals. RP grades if they can't do hands-on.  | The class will be split into two rooms, no more than 6 people per section, to meet social distancing requirements.   |

|                                      |   |    |   |   |   |  |
|--------------------------------------|---|----|---|---|---|--|
| GEOL 3200                            | 1 | 20 | 1 | 0 | Field trips are an essential part of geological sciences experiences and can be done with proper protection and safe distancing while achieving the learning objectives.  | Maximum number of 6 people per section, to meet social distancing requirements. Outdoor meetings will be limited to groups of 5 students.  |
| GEOL 3903                            | 1 | 12 | 1 | 0 | See GEOL 3200 rationale, above.   | See GEOL 3200 safety precautions, above.   |
| GEOL 6000                            | 1 | 6  | 2 | 0 | See GEOL 3200 rationale, above.   | See GEOL 3200 safety precautions, above.   |
| NURS 2821 (6 SB campus 2 PDC campus) | 8 | 68 | 8 | 0 | Skills will be taught virtually whenever possible. Extra equipment for home use and videotaping will be used. Only high risk, intricate skills requiring close supervision will be done on campus. This training is critical before they go to clinicals. | Clinical/lab sections of 8-10 will be divided in half to groups of 5 people or less to meet social distancing requirements. Lab beds will be spread out to support social distancing. Plexiglass will be placed between beds if less than 6 feet apart. Half of students in a section will be in the am. Lab cleaned and other half in pm. Students will learn virtually half day. <b>Nine courses that need access to the 3 labs HP 234, 239, 257 during the 15-week semester will be scheduled for specific weeks so only one course per day per lab with one half students in am and one half in pm.</b> The students will be in clinical or doing work virtually on the other weeks with their instructor. |
| NURS 3016 (2 SB campus 1 PDC campus) | 3 | 68 | 3 | 0 | See NURS 2821 rationale, above.   | See the Department of Nursing safety procedures, above.  |
| NURS 3221                            | 6 | 49 | 6 | 0 | See NURS 2821 rationale, above.   | See the Department of Nursing safety procedures, above.  |
| NURS 4833                            | 5 | 40 | 5 | 0 | See NURS 2821 rationale, above.   | See the Department of Nursing safety procedures, above.  |

|                    |           |            |           |          |
|--------------------|-----------|------------|-----------|----------|
| <b>CNS Totals:</b> | <b>39</b> | <b>509</b> | <b>40</b> | <b>3</b> |
|--------------------|-----------|------------|-----------|----------|

Total of Sections    Total of Students    Total of Faculty

|          |   |    |   |   |   |   |
|----------|---|----|---|---|---|---|
| ART 2330 | 1 | 12 | 1 | 2 | The Department of Art & Design's national accreditation body, NASAD, accredits degree programs on students' ability to access and learn using CSUSB facilities. Glass-making is an important aspect of offerings, and its methods of making cannot be replicated in any other way. Student learning in this area requires that students gain at least some direct experience using the hot shop's infrastructure and tools (furnace, glory-holes, annealers, etc.). | Students, the faculty member, and the IST staff member (for safety) will be required to wear masks and gloves at all times. All tools and equipment and work surfaces will be disinfected with Clorox wipes. Hand sanitizer will be available for all participants in the small groups of the infrequent F2F instruction. Everyone involved (max. 3 students, one faculty member, and one staff member) to meet the social distancing requirements. of 5. They will operate at safe social distance. Workstations will be at least 2m apart, since no other courses will run in VA123. All doors to VA123, save for two (one entry and one exit, to ensure social distancing), will remain locked. Entry will be barred to anyone. This will make it safe for the 405 students, instructor, and IST staff member involved in the course's infrequent F2F elements. There are a male and female bathroom in VA123 next to the hot shop, which will be limited to use by one person at a time. Users of the bathroom will be requested to use hand sanitizer and to wipe down handles and surfaces with Clorox wipes after use of the bathrooms. Students and the one faculty member will not have access to the rest of the VA building, which will remain locked. |
| ART 3330 | 1 | 6  | 1 | 2 | See rationale for Art 2330, above.  | See Art 2330 safety precautions, above.   |
| ART 4330 | 1 | 6  | 1 | 2 | See rationale for Art 2330, above.  | See Art 2330 safety precautions, above.   |

|          |   |    |   |   |  |   |
|----------|---|----|---|---|--|---|
| MUS 2200 | 2 | 34 | 2 | 0 | <p>According to National Association of Schools of Music (NASM) Guidelines, IX.A.1.a.(2) all students in the BM Degrees in Performance, Music Education, and Professional Studies should have “functional performance abilities in keyboard and voice” which are essential. In addition, BM Music Education students need to be competent conductors, which “includes instruction in score reading. The prospective music teacher must be able to arrange and adapt music from a variety of sources to meet the needs and ability levels of individuals, school performing groups, and in classroom situations.” These three things—functional keyboard skills, score reading, and arranging—are among the core competencies required of musicians holding the professional BM degree that are all covered in the Class Piano sequence. MUS 2200, 2210, 2220, 2230.</p> <p>The CSUSB keyboard labs are filled with 88 key touch-sensitive keyboards outfitted with internal computers allowing for up to 16 track sequencing of student’s own arrangements; they are also equipped with hundreds of instrumental sounds and accompaniments that students can use when devising arrangements, and the instructor for each section can attend to individual students or the group depending upon the course activities. The piano labs also provide opportunities for group sight-reading of vocal and instrumental scores and have a very close compatibility with acoustic pianos in touch and sound. Important opportunities for group activities such as score reading and ensemble in a virtual framework are impossible because of latency and sound quality issues. Having access to professional quality</p> | <p>There will be no more than 5 people in each class to maintain social distancing. Lines taped on the floors outside the other classrooms will indicate where students should stand and wait for entry and exit at 6' distancing—one student entering/leaving the classroom at a time. In most instances, there is a 60-minute gap between the end of one ensemble and the start of another. If there is the standard 10-minute CSUSB gap, the previous class will end at least 5 minutes early and the next class will start at least 5 minutes later to allow for controlled movement between the two classes.</p> <p>All music majors and members of an ensemble will be required to purchase their own folding music stand that they will bring to each rehearsal and take back to their living quarters. This eliminates having to sanitize music stands owned by the department.</p> <p>Sanitizing will occur at the beginning of each class period. Given the above, it is predicted that chairs (if used) and doorknobs will need to be attended to.</p> |
|----------|---|----|---|---|--|---|



|          |   |    |   |   |  |   |
|----------|---|----|---|---|--|---|
|          |   |    |   |   | <p>keyboards is an essential element for successful development of necessary keyboard skills.</p> <p>When students practice on inadequate, poor quality keyboards, they have difficulty developing the proper technique and touch, which are essential for their basic progress, especially for the foundation in the intro MUS 2200 classes. They are unable to develop a sense of tone quality when the instrument doesn't differentiate between loud and soft playing. It would be cost-prohibitive to furnish all students with a piano of the quality in the two fully furnished piano labs. Some assignments can be done remotely, but all students should have similar quality keyboards and recording capacities.</p>  |   |
| MUS 3800 | 1 | 30 | 1 | 0 | <p>(1) Music ensembles are collaborative activities that require real time, synchronous acoustics. Current technologies preclude development of effective synchronous rehearsal techniques, experience in balancing, blending, intonation and temporal accuracy that are critical to music performance.</p> <p>(2) Many of the ensembles require instruments and space that students cannot access when working virtually, e.g., large percussion, acoustic pianos.</p> <p>(3) Social distancing can be achieved by limiting sizes of these groups to align with spaces available. The National Association of Schools of Music (NASM) makes myriad references to ensemble performance. Notably, NASM makes the distinction between solo and ensemble performance as two separate skillsets.</p> | <p>There will be no more than 13 people in each class to maintain social distancing. All students will be responsible for the carriage of their own instruments, except for pianos and percussion. Instruments will be housed with the students rather than in the music building. Therefore, student lockers will not be accessible. This significantly decreases student traffic in the PA Building.</p> <p>It is encouraged that only the main doors to the PA Building should be unlocked and all other entrances remain locked to eliminate any walk-throughs of this building that regularly occur during 'normal' times. It will also help control indoor traffic. The main doors will be indicated as entrance/exit and hallways and stairwells will be one-way. These indications will be clearly posted on the outside doors, walls and on the floor.</p> |

|          |   |    |   |   |   |   |
|----------|---|----|---|---|---|---|
|          |   |    |   |   | <p>Section VII.D.3.b.1 states, “Instruction in a performing medium, participation in large and small ensembles, experience in solo performance, and opportunities to choose music electives are the means for developing these competencies.” The skillsets students would develop in isolation from one another would be more in line with solo performance skills. Ensemble performance is a unique artistic process that requires a shared space, and the implementation of a skillset unique to the artform.</p> <p>NASM goes on in section II.B.2b to say, “the study of music requires opportunities for daily interaction with other musicians. In academic settings, this interaction is critical not only in ensemble performance, but also in the development of all types of musical knowledge and skills.” Additionally, in section VIII.B.1f, NASM requires “growth in artistry, technical skills, collaborative competence and knowledge of repertory through regular ensemble experiences.” It is clear from these statements that NASM dictates interaction and collaboration as integral components of an ensemble experience.</p> | <p>The PA Recital Hall has multiple entrances and exits, thus social distancing can be easily maintained when entering or exiting the hall. Lines taped on the floors outside the other classrooms will indicate where students should stand and wait for entry and exit at 6' distancing—one student entering/leaving the classroom at a time. In most instances, there is a 60-minute gap between the end of one ensemble and the start of another. If there is the standard 10-minute CSUSB gap, the previous class will end at least 5 minutes early and the next class will start at least 5 minutes later to allow for controlled movement between the two classes.</p> |
| MUS 3810 | 1 | 30 | 1 | 0 | See MUS 3800 rationale, above.  | See MUS 3800 safety precautions, above.   |
| MUS 3821 | 1 | 10 | 1 | 0 | See MUS 3800 rationale, above.  | See MUS 3800 safety precautions, above.   |

|          |   |    |   |   |   |  |
|----------|---|----|---|---|---|--|
| MUS 3870 | 1 | 10 | 1 | 0 | See MUS 3800 rationale, above.  | <p>There will be no more than 10 people in each class to maintain social distancing. Lines taped on the floors outside the other classrooms will indicate where students should stand and wait for entry and exit at 6' distancing—one student entering/leaving the classroom at a time. In most instances, there is a 60-minute gap between the end of one ensemble and the start of another. If there is the standard 10-minute CSUSB gap, the previous class will end at least 5 minutes early and the next class will start at least 5 minutes later to allow for controlled movement between the two classes.</p> <p>All music majors and members of an ensemble will be required to purchase their own folding music stand that they will bring to each rehearsal and take back to their living quarters. This eliminates having to sanitize music stands owned by the department.</p> <p>Sanitizing will occur at the beginning of each class period. Given the above, it is predicted that chairs (if used) and doorknobs will need to be attended to.</p> |
| MUS 3910 | 1 | 20 | 1 | 0 | See MUS 3800 rationale, above.  | See MUS 3870 safety precautions, above.  |
| TA 3122  | 1 | 20 | 1 | 0 | Even if performed or presented virtually, the process of developing performance must be, at least partially, in person. Theatre is a communal experience. | Many rehearsals conducted online. There will be no more than 8 people in each class to maintain social distancing. Once in the rehearsal space, masks and decontamination activities incorporated into experience. Rehearsal space allows for social distancing. Sufficient time between rehearsals to clean and decontaminate space.  |

|         |   |    |   |   |  |  |
|---------|---|----|---|---|--|--|
| TA 3123 | 1 | 20 | 1 | 0 | Even if performed or presented virtually, the process of developing performance must be, at least partially, in person. Theatre is a communal experience. Sets must be physically built. Costumes must be built at fitted. | Shop space is large enough to accommodate workers with much more than 6 feet distancing. Masks worn at all times. Extra time and effort spent on cleaning equipment. Many hours between shop occupancies. The capacity of people is 22, to meet social distancing requirements.  |
| TA 3143 | 1 | 20 | 1 | 0 | The manipulation of performers and integration of design is a communal experience that must be, at least partially, in person.   | Small class working in small groups. The maximum number of people is 7, to meet social distancing requirements. Groups scattered into breakout rooms. No classes overlap; many hours between occupancies.  |
| TA 4340 | 1 | 12 | 1 | 0 | Lighting equipment is delicate, expensive, and complex. Certainly, the theories can be explored remotely, but certain lessons must be conducted with hands-on activities.  | Small class: each student will have area designated just for them. The maximum number of people is 8, to meet social distancing requirements.<br>To minimize contact with between student each student will be assigned individually their own equipment to be utilized during class. This equipment will be sanitized before and after each class utilizing proscribed cleaning products. Software installed on each personal computer to minimize contact with lighting board. |

|                    |           |            |           |          |
|--------------------|-----------|------------|-----------|----------|
| <b>CAL Totals:</b> | <b>14</b> | <b>230</b> | <b>14</b> | <b>6</b> |
|--------------------|-----------|------------|-----------|----------|

Total of Sections    Total of Students    Total of Faculty

|         |   |    |    |   |   |  |
|---------|---|----|----|---|---|--|
| AS 5001 | 1 | 80 | 10 | 0 | Trainings are typically conducted in small group formats with no more than 10 cadets per group. Nearly all training for this class is conducted outdoors with enough space to meet social distancing requirements. Indoor trainings will be modified to ensure social distancing or be conducted virtually. | No more than 10 cadets/group. The course is only offered outdoors. Cadets are required by regulation to report any changes in medical status to ROTC leadership. Both AFROTC and Army ROTC have procedures in place to limit participation depending on the severity of the medical issue. Procedures range from sitting out |
|---------|---|----|----|---|---|--|

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  | an individual lab session, a 30-day temporary deferment, to medical disqualification (as determined by a DOD Medical Review Board). COVID-19 has been deemed a Commander's Critical Information Requirement - all ROTC programs must report any/all Cadre/Cadets that have been diagnosed with COVID-19 to their respective command teams. Personnel would not be allowed to attend any face-to-face training should they receive a positive COVID-19 diagnosis. Face-to-face instruction can still move forward should an individual Cadre member be diagnosed with COVID-19 and not be able to attend in person training sessions. |
|--|--|--|--|--|--|--|

|                     |          |           |           |          |
|---------------------|----------|-----------|-----------|----------|
| <b>CSBS Totals:</b> | <b>1</b> | <b>80</b> | <b>10</b> | <b>0</b> |
|---------------------|----------|-----------|-----------|----------|

Total of Sections    Total of Students    Total of Faculty

**APPENDIX B**



**Department of Housing  
and Residential Education**

**FALL 2020  
HOUSING PLAN**

**JUNE 15, 2020**

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## EXECUTIVE SUMMARY

This Fall 2020 Housing Plan for California State University, San Bernardino is intended to address health, safety, and welfare considerations around COVID-19 and on-campus living. The plan was informed by resources and guidelines provided by the U.S. Centers for Disease Control and Prevention, the Association of College and University Housing Officers-International (ACUHO-I), the American College Health Association (ACHA), the San Bernardino County Department of Public Health, other CSU departments of housing, and CSUSB campus partners.

This plan is based on CSUSB housing inventory and identifies potential vulnerable populations for Fall 2020 housing consideration. It also uses the Department of Housing and Residential Education's experience of housing nearly 265 residents during the Spring Quarter 2020 following the implementation of stay at home orders in the state of California due to the COVID-19 pandemic.

Based on need, DHRE would be able to house approximately 479 students in Arrowhead Village and University Village apartments during Fall 2020. Residents would be assigned to their own bedroom and bathroom and would share living room and kitchen spaces within the apartment. This would be approximately 40% of our Fall 2019 occupancy (1185 residents). If we were to fill all available bed spaces, the Fall 2020 occupancy rate would be approximately 34% of originally planned inventory use for 2020-21.

Student Leader staffing will be reduced due to lower occupancy and there will be no front desk service operations or staffing in the open Villages. The Faculty-In-Residence program will continue with five or six faculty members residing in on-campus apartments. Additionally, new faculty and staff housing options will be available for rent in University Village Building 8. DHRE will take guidance from the University and Human Resources should a reduction in workforce be required for DHRE employees. No new hires will be made and any future vacancies will be examined for critical need.

Unoccupied Villages will continue to be closed and cost saving measures for utilities will stay in place. Housing assignments for Fall 2020 will take in to account social distancing measures as well as resident/community safety. DHRE has devised a self-quarantine and self-isolation plan and will hold a proportional number of apartment spaces in Arrowhead Village and University Village for students impacted by COVID-19. If a student is relocated to a quarantine unit, once the student is no longer in the quarantine unit, DHRE custodial staff will clean it after it's been vacant for at least 72 hours. Cleaning and other safety measures are outlined throughout the full plan (provided as appendix B), including face covering use, social distancing, and handwashing. Custodial DHRE staff will handle all cleaning arrangements, including when COVID-positive students vacate their regular room for self-isolation.

Preliminary move-in logistics are outlined in this plan including COVID-19 precautions. Students will be asked to self-isolate as much as possible before checking in to housing at CSUSB. Additionally, students will be asked to self-monitor their health for up to 14 days upon their move into campus housing. Residents experiencing any COVID-19 symptoms will be instructed to contact the Student Health Center and/or their primary healthcare provider. Housing and Residential Education will work with campus and county stakeholders to determine if a pre-screening questionnaire will be required for students to complete at check-in.

DHRE will work in collaboration with the University Enterprise Corporation (UEC) and Chartwells Higher Education regarding food service and meal plans for residents who live in on-campus housing. Providing dining options to residential students will be important, including partnering should residents need food services while in self-quarantine/isolation.

This plan has to be flexible to address the everchanging information and science associated with COVID-19. Ultimately, our goal is to provide on-campus housing to students who need it in order to achieve academic success and support. Additionally, DHRE needs to continue to forge ahead with planning to maximize occupancy for the future. DHRE had great momentum for the 2020-21 academic year regarding housing



occupancy and the residential program, then the COVID-19 pandemic hit. CSUSB may provide the only safe housing space for some of our students.

## BUILDING USAGE AND OCCUPANCY

This Fall 2020 Housing Plan uses strategies and lessons learned from Spring Quarter 2020 housing practices at CSUSB. Fall 2020 on-campus housing will continue to emphasize resident and staff safety while reducing the number of residents in housing. This plan provides for maximum flexibility and the ability to pivot based on changes likely to occur during the COVID-19 pandemic.

As of June 1, 2020, the Department of Housing and Residential Education (DHRE) received 1,142 housing applications. Based on this plan, DHRE would have bed spaces for approximately 479 residents during Fall 2020 (this number includes DHRE student leaders). This equates to a resident occupancy of approximately 34%. DHRE is in the process of notifying applicants about changes to Fall 2020 housing availability and asking those not wanting to live on campus to cancel their applications.

Similar to Spring Quarter 2020, all on-campus residents would be assigned to apartments where each resident would have their own bedroom and their own bathroom in Arrowhead Village or University Village. Residents would share kitchen and living room spaces. Health, safety, and social distancing measures would be communicated to all residents based on guidelines provided by the CSU, the San Bernardino County Department of Public Health, and the U.S. Centers for Disease Control and Prevention.

### Occupancy and Rent Rates

DHRE will utilize Arrowhead Village and University Village apartments for Fall 2020 student housing:

| Arrowhead Village | SEMESTER RATE | EARLY APPLICATION RATE | COVID-19 Occupancy # | Total Number of Bed Spaces | COVID-19 Semester Rate | COVID-19 Early Application Rate* |
|-------------------|---------------|------------------------|----------------------|----------------------------|------------------------|----------------------------------|
| AV 4 Bed / 2 Bath | \$4,826       | \$4,290                | 2                    | 255                        | \$4,826                | \$4,290                          |
| AV 2 Bed / 2 Bath | \$5,936       | \$5,277                | 2                    | 24                         | \$4,826                | \$4,290                          |
| AV Studio         | \$5,823       | \$5,176                | 1                    | 19                         | \$5,176                | \$4,600                          |

| University Village | SEMESTER RATE | EARLY APPLICATION RATE | COVID-19 Occupancy # | Total Number of Bed Spaces | COVID-19 Semester Rate | COVID-19 Early Application Rate* |
|--------------------|---------------|------------------------|----------------------|----------------------------|------------------------|----------------------------------|
| UV 4 Bed / 2 Bath  | \$4,998       | \$4,443                | 2                    | 124                        | \$4,998                | \$4,443                          |
| UV 2 Bed / 1 Bath  | \$5,636       | \$5,010                | 1                    | 12                         | \$5,636                | \$5,010                          |
| UV 4 Bed / 4 Bath  | \$5,735       | \$5,098                | 2                    | 45                         | \$4,998                | \$4,443                          |

\*Those who applied for housing by 11:59 p.m. on June 1, 2020 are eligible for the Early Application Rate

Self-isolation and self-quarantine designated apartments will also be necessary for Fall 2020. We will hold a proportional number of apartments in Arrowhead Village and University Village for this designation based on our total occupancy.

The first floor of University Village Building 8 is being held for faculty and staff housing. The total number of units available for faculty and staff housing is not included in the student bed space inventory.

| Faculty/Staff Housing | RATE/Month | Total Number of Apartments |
|-----------------------|------------|----------------------------|
| UV 4 Bed / 2 Bath     | \$2,000    | 11                         |
| UV 2 Bed / 1 Bath     | \$1,800    | 6                          |

The number of people allowed in shared apartment common space will be limited to just occupants of the space. Guests will not be allowed. This is to ensure appropriate social distancing measures and resident safety.

Serrano Village and Coyote Village will remain offline during Fall 2020. The traditional nature of these Villages, including common restrooms, open lounges, kitchens, etc. create challenges for mitigating risk of potential COVID-19 spread throughout the community.

### On-Campus Housing Need Considerations

The guidance provided by the CSU Chancellor's Office is that on-campus housing should be offered to vulnerable populations for Fall 2020. Roughly 20 percent of CSUSB housing residents claim their on-campus residence as their only home. Based on this information, we are proposing the following considerations for those who may need on-campus housing:

- Considerations 1
  - Currently on-campus/summer residents
  - Renaissance Scholars, Foster Youth, EOP
  - Homeless/Housing insecure [indicated homelessness on their Cal State Apply application]
  - Enrolled in in-person courses at the CSUSB campus
  - Documented disabilities requiring on-campus services
  - DHRE Student Leaders
  - Documented extenuating circumstances, including risk housing situations; handled on a case-by-case basis
- Considerations 2
  - Part of a program such as Athletics or special group (i.e., ROTC) that requires some type of in person instruction/activity
  - Distance from home to campus with on-campus purpose [new International Students?]
- Other
  - Distractions at home; handled on a case-by-case basis
  - Wi-Fi limitations (could request hot spot from University)
  - If student doesn't have on-campus housing, they'll not enroll at CSUSB

We would house first year (Freshman) residents, as well as upper-division residents in Arrowhead Village and University Village utilizing the considerations listed above. DHRE will utilize application submission date for assignment considerations and will maintain a waiting list should space become available due to cancellations and no-shows.

DHRE staff will work closely with campus partners in Enrollment Management, Financial Aid, International Studies and Programs, etc. to cross-reference our applicant pool to ensure students may fit the outlined considerations.

### Housing Application Cycle

DHRE Operations staff will continue to communicate with applicants about their housing needs and facilitate the process of application and cancellation for Fall 2020. The \$200 non-refundable advance payment, which was to be applied to the first fee period of the contract, was eliminated from the room reservation process. There are no fees associated with the 2020-21 Housing Application.

The Early Application Rate was extended for both new and continuing students to June 1, 2020. The Early Application Rate is the equivalent of one month of free rent during the 2020-21 academic year.

### *Current Application Status and Communication*

Once our on-campus housing need considerations are finalized, we will be able to reach out to everyone who submitted a 2020-21 Housing Application to inquire if they intend to cancel or need housing for Fall 2020.

To assist with determining the actual number of students who need on-campus housing, we may launch a survey asking all current applicants to answer the following questions regarding their housing needs:

- If one of your fall classes were to have in-person meetings, would you need on-campus housing?
- Do you need on-campus housing for reasons other than in-person class?
- If you need on-campus housing for other reasons, please share why.

As of June 1, 2020, we have received six formal cancellation requests. 375 residents had previously selected a room for Fall 2020, and room selection has been placed on hold while Fall 2020 housing considerations are finalized. Per our housing license agreement, students are not required to cancel their application if a room is not selected, however, we will request cancellation confirmation for all those who have applied.

### *Managing Housing Assignments*

Once a plan for occupancy is approved, the DHRE Operations staff will communicate with applicants regarding their application status and housing assignment needs:

- Operations staff will assign students into spaces and offer them a window to accept their placement depending upon options available
  - Additional information will be obtained through a questionnaire to facilitate apartment-mate matching based on personal practices around COVID-19 safety measures such as:
    - I regularly wear a face covering < - - - - - > I do not wear a face covering often
    - I intend to strongly practice social distancing measures < - - - - - > I will probably not follow social distancing measures consistently
- Staff will use the outlined considerations to assign students to bed spaces
- Staff will use the survey data and outlined considerations to assist in the placement of students
- If students do not accept, they would be moved to the end of the applicant list and/or cancelled for Fall 2020
- Assignments will be sent out on a rolling basis

### *2020-2021 Housing License Agreement*

DHRE through Dr. Paz Olivérez is working with CSUSB Legal Counsel regarding language and modifications to the 2020-21 Housing License Agreement to address COVID-19 considerations and practices. Changes may be included in the license agreement or reflected in an addendum to the agreement.

## **FALL 2020 MOVE-IN PROCESS**

All Fall applicants will receive specific instructions as to when they can drop off belongings and also formally move into their housing assignment. To ensure the health and safety of our residents and employees, all residents will be able to sign up for a time to move their belongings to their apartment between August 1, 2020 and August 15, 2020 (tentative), and they will be assigned a day and time to move in prior to the first day of classes. There will be allowances for exceptions (i.e., those traveling far distances).

### *Residents Moving Belongings In*

Residents will be asked to sign up for a specific date/time as to when they will be able to move their belongings in to their Fall 2020 apartment. This is not their move-in date; residents will simply be allowed one hour to drop off their belongings (not unpack or set up their space). Specific instruction about the process, including parking locations will be provided in advance. Blue moving bins will be made available by DHRE, but it will be encouraged that folks bring their own hand trucks to assist in the drop off process. DHRE blue moving bins will be sanitized after each resident's use by DHRE staff, wearing PPE and using Virex as the cleaning agent. This is the same process that housing intends to use for summer and fall move-in.

### *Residents Move In*

Residents will receive a specific date in which they can officially move in prior to the start of the Fall 2020 semester. These move in dates/times will be staggered as to avoid large gatherings and to ensure appropriate social distancing measures. Check-in and physical key distribution will occur at multiple points throughout the Villages' grounds to avoid lines and crowds and would be as contactless as possible.

### *COVID-19 Precautions*

Residents will be asked to have no more than one other person assist with the move-in process, and it is recommended that this person be from their immediate household. Everyone will be required to wear a face covering during the process and be asked to wash their hands for at least 20 seconds regularly during the process. Elevators will have rider limitations and directions will be provided for stairwell usage. Physical distancing will be expected as much as possible during the move-in process.

We intend to ask residents to self-monitor their health for up to 14 days upon their move into campus housing. This includes checking their temperature and monitoring symptoms such as fever, cough, difficulty breathing, sore throat, muscle aches, and abdominal discomfort. Residents experiencing any COVID-19 symptoms will be instructed to contact the Student Health Center and/or their primary healthcare provider.

### *Packing Lists*

We will provide a packing list of suggested items to bring based on COVID-19 needs (i.e., thermometer, face covering(s), PPE, cleaning supplies, etc.) and also should CSUSB experience Public Safety Power Shutoffs in the fall (i.e., flash light, portable cell phone charger, etc.).

As occupancy and needs are determined for fall, Housing and Residential Education staff will create final plans for the structure of residents' move-in following appropriate guidance from the CSU, the San Bernardino County Department of Public Health, the U.S. Centers for Disease Control and Prevention, Environmental Health and Safety, etc.

### *Resident Expectations*

DHRE will communicate resident expectations throughout the Summer to begin the education process for living in on-campus housing during COVID-19. These expectations include:

- Wearing face coverings in all public areas, including hallways
- Following all social distancing guidelines and practices around handwashing and hygiene
- Not allowing outside guests within the Villages, including apartment spaces and individual bedrooms/bathrooms
- Complying with DHRE protocols around cleaning of shared kitchen and living room spaces
- Adhering to all guidelines provided by the San Bernardino County Department of Public Health, including potential COVID-19 exposure and/or diagnosis, self-isolation/self-quarantine measures, etc.

## **FACILITIES AND CLEANING**

### *Cleaning of Public Areas*

Our DHRE custodial cleaning program uses an EPA-registered disinfectant to clean surfaces in public areas that are touched frequently including common hallways, elevators, doors, entrances, laundry spaces, etc. DHRE facilities staff have completed COVID-19 related cleaning training through CSUSB's Environmental Health and Safety office.

## Cleaning of Residential Apartments

In preparation for Fall, DHRE custodial staff will deep clean and disinfect all apartments using EPA-registered disinfectant while wearing appropriate Personal Protective Equipment (PPE).

Once an apartment is occupied, it is the responsibility of the residents to clean their individual bedroom and bathroom; cleaning of the shared kitchen and living room spaces are the responsibility of the assigned occupants. Residents will be directed not to share dishes, silverware, pots and pans, and other cooking or food service items. Cleaning and sanitizing instructions and best practices will be shared with residents to ensure they know how to appropriately clean and disinfect their spaces.

## Cleaning Supplies

DHRE will continue to provide all necessary cleaning supplies and tools to the custodial and maintenance staff.

## Public Areas and Common Spaces

All soft seating has been removed from public areas to ensure social distancing measures. Common spaces such as study rooms and lounges have been closed and locked for public use. Additionally, the workout room and computer lab in the University Village Community Center will continue to be closed.

### *Elevators and Stairwells*

Specific instructions will be provided for elevator and stairwell traffic in the Villages. Elevator occupancy will be limited based on the size of the elevator (1 or 2 people total). Specific up and down stairwell usage will be determined to avoid contact. Signage will be used to explain these procedures.

### *Laundry Facilities*

Laundry facilities continue to be available to residents with posted social distancing guidance. Arrowhead Village's laundry room has approximately 600 square feet of clear floor area. Based on industry guidance, we will limit the space to no more than six residents at one time. We will encourage residents to utilize the Pay-Range App to track their laundry completion to minimize time spent in laundry facilities.

### *Swimming Pools*

Recommendations by San Bernardino County Department of Public Health are utilized regarding resident-only swimming pools. DHRE has closed all resident-only pools at this time.

### *Drinking Fountains*

Out of an abundance of caution, DHRE will close or shut off water to all drinking fountains in the Villages.

## Signage

DHRE will work in conjunction with Strategic Communication to provide signage throughout the Villages (entry points and high traffic areas) to reiterate messaging around face coverings, social distancing, handwashing, etc.

## Mail Room Services

Mail and package services will continue operating from the Mail Room located in Coyote Village, Cajon Hall. All residents will be issued a mailbox for standard mail, while package receipt will continue to utilize social distanced pick-ups and minimal staff interaction using face coverings. The Mail Room requires daily staffing due to USPS and carrier deliveries.

## Vendors and Contractors

Vendors and contractors delivering supplies or performing work within student housing will comply with Environmental Health and Safety guidelines prior to entering campus (e.g., face coverings, physical distancing, etc.). DHRE staff will inform all vendors and contractors of CSUSB established protocols.

## Housing Tours

Until further notice, DHRE is not offering in-person housing tours. Virtual 360 tours of each of our Villages are available on the Housing website.

## **SELF-QUARANTINE/SELF-ISOLATION PROCEDURES**

DHRE has devised procedures in the event self-quarantine/isolation is necessary by a resident(s). A proportional number of apartments in Arrowhead Village and University Village will be held for this designation based on total occupancy. The devised procedures outline the following:

- Self-Isolation and Quarantine Designated Spaces
- Maintenance of Facilities
- Food Services
- Mail Services
- Resident Trash Removal
- Laundry
- Supplies and Resident Support
- Safety and Security
- Disinfect and Decontamination
- Community Notification

## STAFFING

### Return to Work

DHRE will follow all guidelines and protocols provided by the University regarding a return to work plan for staff.

### On-Site Work

Current on-site work has been conducted by live-in professional staff – Area Coordinators for Residential Education (ACOREs), custodial and maintenance staff on weekly rotating schedules, and DHRE leadership.

### Face Coverings and Social Distancing Guidelines

Until directed otherwise, all DHRE staff, professional and students, will be required to wear face coverings while working and follow social distancing guidelines.

### Faculty-In-Residence

DHRE plans to maintain the Faculty-In-Residence program for Fall 2020. Five current Faculty-In-Residence plan to continue with the program and there may be one additional faculty member joining for Fall 2020. The DHRE sponsored meal plan for Faculty-In-Residence will be eliminated as a cost savings measure.

### Student Leader Staffing Plan

It is important to consider a number of factors in Student Leader staffing plans, including the minimal amount of Student Leaders needed to support duty (on-call) functions and the critical role Student Leaders hold in developing community, responding to a wide variety of resident needs and crises, and supporting residents' well-being and success. Noting recent departmental experiences with COVID-19 related self-isolation requirements, it is necessary that a minimum staffing must be determined with consideration for the impact of 1) potential quarantine or self-isolation scenarios, and 2) potential power outage scenarios on departmental functions. It is also important to recognize the high likelihood that a large portion of DHRE Student Leaders will meet the criteria for needing to live on campus (provided earlier in this document). All staffing options include a complete elimination of Front Desk Assistants. DHRE Student Leaders are compensated room and board for their work.

The Fall 2020 plan includes 20 Student Leaders. This would be a 72.3% decrease in student staff (including Front Desk Assistants, this would be a 76.8% decrease). This staffing model includes a projected 30:1 SL to resident ratio and 100:1 Academic Mentor to resident ratio. Student Leaders would have approximately two duty shifts per week. This model allows for virtual 1:1 meetings with residents to occur over the course of the semester. Area Coordinators\* would split the supervision of Student Leaders.

\*Student Leader supervision is just one of many critical Area Coordinator responsibilities. They hold a crucial role as full-time on call staff who respond in-person to a wide range of crises and emergencies, as well as the development and administration of community initiatives; student leadership; academic success; student mentorship; and staff development. Area Coordinators also assists in planning, designing, and implementing department-wide initiatives and processes, such as student leadership selection and training, living learning communities, inclusion initiatives, and sustainability initiatives to positively impact student learning and retention (as well as university-wide committees and initiatives).

Overall, Student Leader staffing levels will be determined by occupancy, the location of residents, density in each facility, and the virtual programmatic needs.

## RESIDENTIAL EDUCATION

### Engagement and Programming Model

During Spring 2020, the Residential Education team established and implemented a virtual community engagement model. Using this model as a baseline, the team is in process of updating the model to meet the needs of residents in fall, considering many factors such as appropriate social distancing, the quarter to semester transition, learning outcomes, and data we have from residents regarding their own needs and areas for development. The engagement model includes passive and active elements, individual resident outreach and support, small-scale community development and learning opportunities, and large-scale programming.

In addition, Residence Hall Association, the governing body of all CSUSB residents, plans to continue to maintain an inclusive, positive community virtually for all residents for the fall semester. The mission of RHA is to enhance the residential experience through advocacy, leadership development, and programming. RHA has created a full, comprehensive virtual plan to meet their goals for the on campus living experience and to support resident engagement through both programming and virtual Village councils. RHA's goal throughout this year is to increase the retention and excitement for our students that live on and off campus for now and the future. Particularly important under these COVID-19 circumstances RHA will continue to focus on giving residents a sense of community and belonging.

### Student Leader Training

Our Residential Education team is considering many options to make sure that our fall Student Leader training and Residence Halls Association (RHA) training safely and effectively prepares our student leaders to build community, support academic achievement, and maintain a safe and inclusive environment. Our team has been examining and reassessing the training schedule sessions and making appropriate modifications based on relevant information and guidance. The structure of training sessions will be fully virtual utilizing a variety of formats, from virtual meetings to online modules, to ensure training is effective and engaging. The team also took feedback from the virtual Spring Leader Development course, offered to Student Leaders and alternate Student Leaders during Spring 2020, to inform the development of fall training.

The DHRE SL training committee has plans to partner with the Student Health Center, Counseling & Psychological Services, and many more campus partners to develop training on COVID-19 related issues, including: how to provide self-care and how to refer those who may be exposed, understanding symptoms of COVID-19, supporting students' mental health across virtual platforms, etc. In addition to these topics, a general list of training sessions for our student leaders can be seen in the chart below. The DHRE SL Training committee is still adding in sessions as content areas arise as needed.

| <b>Session/Topic</b>      | <b>Delivery Method(s)</b> | <b>Session Summary</b>   |
|---------------------------|---------------------------|--|
| Training Opening          | Virtual                   | Include staff and student Introduction, opening remarks from Director, and training expectations provided by student leader training committee.  |
| COVID-19                  | Virtual/Online Module     | Presentation and discussion: Campus Partner: Student Health Center, the impact of COVID-19 on our students, campus, and higher education. Parameters and protocol for on campus housing for Fall 2020. Q/A with student leaders. |
| Team Building/Development | Virtual                   | Creating virtual fun and inclusive experiences to build trust and rapport  |



|  |                            |  |
|--|----------------------------|--|
| Engaging the Pack Model                                  | Virtual/Online Module      | on the SL/Pro-Staff teams. Random and Community specific breakout rooms.<br>Review virtual community building and programming expectations and strategies for implementation.                  |
| Conflict Management/Mediation of difficult conversations | Virtual                    | Open door scenarios, Review common roommate issues and policies such as: Cleanliness, Loud music, Guest, etc. How to facilitate and encourage healthy roommate interaction.<br>Campus Partners |
| Title IX/Sexual Harassment Prevention/DOS                | Virtual                    |  |
| Mental Health/Suicide Prevention                         | Virtual/Online Module      | Campus Partner: Counseling and Psychological Services  |
| Social Justice Training                                  | Virtual                    | Campus Partner: Office of Diversity and Inclusion.   |
| Power Outage response                                    |                            | How to prepare for power outage, staff preparation and protocol.   |
| Professional Development                                 | Virtual                    | Presentation and Discussion: Becoming a Leader, Resume and Cover letter Workshops, Strengths, etc.   |
| Emergency Response                                       | Virtual with Online Module | General departmental emergency response (fires, earthquakes, active shooter, etc.)   |
| On Call/Duty Procedures                                  | Virtual with Online Module | On call expectations and scheduling. Incident Report Writing.  |

The DHRE student leader training committee is also in the initial stages of planning multiple training sessions with campus partners who are not on the list above. A few of the other campus partners that will join our students for fall training, whether virtual or recorded, are:

- Basic Needs
- Athletics
- Office of Student Engagement
- Chartwells Dining
- Student Conduct and Ethical Development
- Services to Students with Disabilities
- ASI
- CARE team
- Cross Cultural Centers
- Various Living Learning Community partners

## Student Conduct

Staff will work with Student Conduct and Ethical Development if there are Student Code of Conduct or conduct process changes made related to COVID-19. Area Coordinator staff will continue to hear cases of housing policy violations.

## Week of Welcome Programming

As noted in the Engagement section, Residential Education Staff will establish virtual engagement opportunities throughout the fall semester. DHRE's Week of Welcome is an annual fall tradition, beginning when residents move into the villages. Our team has developed a general plan to keep this year programs aligned with the health and safety guidelines. These programs will be implemented by the Program Coordinators and our other student leaders will assist and participate. Below are a number of programming ideas that have been proposed for Week of Welcome:

- Virtual Faculty in Residence and Staff Meet and Greet
- Virtual Faculty in Residence Webinar
- At-home mask making virtual workshop
- Advocacy night hosted by RHA (Social Media Live Chats with Students)
- Virtual Tours of CSUSB and the city of San Bernardino
- Physically Distanced but Socially Connected Gatherings (Virtual Pictionary, Karaoke, etc.)

## FOOD SERVICE

DHRE is collaborating with University Enterprise Corporation and our new food service provider, Chartwells Higher Education to develop a food service plan for Fall based on occupancy. Meal offerings and modality of delivery may change based on the number of residents. All options are being considered, including voluntary meal plans, grab-and-go options, meal prep kits, and expanded product offerings at the Coyote Market. The goal is to provide some level of food service for residents during the Fall.

Chartwells Higher Education has developed a comprehensive COVID-19 plan, intended to direct on-campus food service operations. The plan provides for flexibility by campus and is based on industry standards for cleanliness, health, and safety.

## OTHER

### *Flu Vaccinations*

It will be encouraged that all on-campus residents get a flu vaccination to mitigate illness caused by seasonal influenza viruses.

### *Fall Public Safety Power Shutoffs*

Should the CSUSB campus experience Public Safety Power Shutoffs due to high winds and dry conditions, services provided virtually to residential students would be hindered. Additionally, facilities and meal service operations are challenging during past Public Safety Power Shutoffs.

## REFERENCES AND RESOURCES

- The American College Health Association, [\*Considerations for Reopening Institutions of Higher Education in the COVID-19 Era\*](#) published May 7, 2020
- Centers for Disease Control and Prevention, [\*Considerations for Institutions of Higher Education and COVID-19 Guidance for Shared or Congregate Housing\*](#)
- Association of College and University Housing Officers – International (ACUHO-I), [\*COVID-19 \(Novel Coronavirus\) Resources\*](#) and [\*Future of Housing Checklist\*](#)
- Brailsford & Dunlavey with Cushman & Wakefield, [\*Recovery Readiness: Reopening Student Housing Guidelines\*](#)