Getting Back on Campus
COVID-19 Issues Facing Opening or Partial Opening

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Let’s dive right in …
What will fall semester look like?

- operating virtually for the first part of the fall term and returning to campus after several weeks
- opening with in-person education, but having to move to online sometime during the semester
- operating in a hybrid manner with providing courses both online and in person
- operating virtually for the first part of the fall term and returning to campus after several weeks
- operating with online education for the entire fall term
Plan, Prepare, and Respond

- Public Health
- Government Orders
- Stakeholders

Should we return to campus?
Are we prepared to return to campus?

Academics

Housing

Dining

International/Travel

Extracurricular/Athletics

Student Services

*COVID-19 Response*
COVID-19 Response
The Big Picture
COVID-19 Response
Think globally & Create an overall plan

- Assign individuals to become experts in topics.
- Designate individuals to provide updates on latest guidance.
- Create a workflow for unique circumstances.
- Plan for positive tests.
- Emphasize creation and enforcement of policies and procedures.
COVID-19 Response
The Experts

 ✓ Who is responsible for knowing how COVID uniquely affects each department?
  - Academics
  - Housing
  - Dining
  - International
  - Extra curricular
  - Student services
  - Maintenance/facilities/custodial
COVID-19 Response
Tracking Updates

✓ Who is responsible for keeping the administration abreast of updated guidance?

- CDC
- WHO
- Governor
- Local health department
- State legislative
- Federal legislative
- NCAA
COVID-19 Response
Creating a Workflow

✓ When an issue arises, how should it be handled and by whom?
  ❑ Train employees on policies and procedures
  ❑ Direct questions to the assigned expert
  ❑ Determine level of urgency
  ❑ Discuss recurring issues as a group and create a new workflow for those issues
COVID-19 Response
Plan for Positive Tests

✓ Localized Outbreak
  - Response team – task force, table tops
  - Communications plan
  - "Yellow Flag" days with stricter protocols
  - Containment Protocols
  - Academic plan
  - FERPA / HIPAA (see next slide)
  - Social distancing
  - Masks

✓ Pandemic
COVID-19 Response
HIPAA/FERPA Reminder

**FERPA:** Know when you can disclose PII from education records without consent
- Health or safety emergencies (time limited, disclose only to appropriate parties)
- De-identified records (must make a reasonable determination)
- FERPA does not apply to employee records, but state laws might restrict your disclosure of information about employees

**HIPAA:** If HIPAA applies, know when you can disclose PHI without authorization:
- When needed to provide treatment
- When required by law
- When first responders may be at risk for an infection
- To prevent or lessen a serious or imminent threat

**Restrict media access to protected information**
- FERPA’s health or safety emergency exception only allows nonconsensual disclosures of PII to “appropriate parties” – the media does not count
- HIPAA requires a valid authorization from individual before giving the media access
COVID-19 Response Policies and Regulations

Student Policies
- Enrollment/Tuition
- Waiver/release/assumption of the risk
- Housing
- Housing/dining/fees → force majeure
- Code of conduct
- Sickness protocols
- Interim policy

Employee and Business Policies
- Testing/screening
- Social distancing
- Face covering/mask
- Attendance
- Paid time off
- Leave of absence
- FFCRA
- Accommodation
- Travel
- Discipline
- Vendor contracts → force majeure
- Faculty/staff contracts (online learning)
- Waiver/release/assumption of the risk

Regulations
- Distance Learning
- Foreign Students
- Title IX (virtual)
Are we prepared to return to campus?

**Academics**

Housing

Dining

International/Travel

Extracurricular/Athletics

Student Services

*COVID-19 Response*
Academics
Let’s think about this in stages:

- Designing the Curriculum
- Identifying the Physical Spaces
- Working with Employees
- COVID Procedures
Designing the Curriculum

- **What is essential? First in, last out / last in, first out**
  - Lab sciences
  - The freshman experience
  - Signature programs
  - Vulnerable populations

- **Hybrid in person/online pedagogy – what can be converted and adaptable**
  - Department-by-department plans for fluid transitions
  - Department-by-department plans for individual student accommodations (e.g., Masks/Video recording/Grading)

- **Clinics and Internships**
  - Which are essential?
  - Make them voluntary
  - Review individual site-agreements
Designing the Curriculum
Virtual Plans

✓ Hybrid in-person/virtual
  - Plan for either individual students (e.g., sick, cannot come to campus, or opt to stay home) or portions of the campus to be online
  - Disability accommodations
  - Other accommodations (virtual component, video recordings, grades)
  - Laptop policy
  - University-wide and department-by-department plans
    - Table-top run through – especially for departments

✓ Pandemic conditions: all virtual
  - University-wide and department-by-department plans
  - Now is the time to start your spring 2020 self-evaluation
  - Technology
Identifying Physical Spaces

- Which classroom options best allows for social distancing?
  - Large lecture halls? Auditoriums
  - Be creative: the art museum? The gym?
  - Do you need to secure more space, i.e., trailers
  - The Harkness table may need to go

- Within these spaces:
  - Social distancing protocols?
  - Masks?
  - Cleaning protocols
  - Accessibility and accommodations?
  - One-way flow?

- What about Laboratories? Theater? Dance?
Working with Employees

✓ What employees do we need to bring back?
  - Faculty
  - Support staff
  - Custodial

✓ What fears/hesitations will those employees have?
  - Fear
  - High risk individuals (accommodation questions)
  - Childcare issues
## Working with Employees (continued)

<table>
<thead>
<tr>
<th>How can we make employees feel comfortable in the workplace?</th>
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<tbody>
<tr>
<td>- Rotating office hours</td>
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<td>- Classroom scheduling</td>
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<td>- Meetings by appointment only</td>
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<td>- Use of conference rooms for appropriate distancing</td>
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<td>- Encourage working from home</td>
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<table>
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<tr>
<th>What kind of safety measures can we put in place?</th>
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<td>- Deep cleaning?</td>
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<td>- Face masks?</td>
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<td>- Sanitation stations?</td>
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COVID Policies & Procedures

✓ What policies need to be adjusted for flexibility?
  - Enrollment/tuition → do they specifically or implicitly accommodate virtual environment?
  - Technology Use policy
  - Conduct
  - Department-by-department (attendance, credits, requirements)
  - What other policies unique to your school?

✓ Distance Learning Regulations
  - Interim guidance relaxing current regulations through June 30, 2020 (Title IV related)
  - New regulations – July 1, 2020 (?)

✓ How do we handle a symptomatic employee/student or positive test?
Are we prepared to return to campus?

Academics

Housing

Dining

International/Travel

Extracurricular/Athletics

Student Services

*COVID-19 Response*
Housing
Break this down as well …

- Identifying the Housing Options
- Reconfiguring the Physical Spaces
- Working with Employees
- COVID Procedures
Identifying the Housing Options

✓ What are the available housing options?
  - traditional residence halls
  - campus apartments/suites
  - campus fraternity/sorority houses
  - other housing arrangements

✓ Which housing options best allows for social distancing? Think about:
  - Number of rooms?
  - Number of bathrooms?
  - Ventilation systems?

✓ How many can we accommodate on-campus?
  - Which student population will be permitted to reside in housing?
  - Will non-residents be permitted inside the housing facility?
  - How will you stage move-in dates and times?
Reconfiguring the Physical Space

✓ What social distancing efforts will you enforce in common areas?
  - Will you require facial coverings?
  - Is there a way to promote social distancing via room arrangement?
  - Will you establish allowable occupancy?
  - Ingress/Egress (high traffic areas – elevators & stairwells)

✓ What other safety measures will you put into place? Think about:
  - Making sanitizer with at least 60% alcohol content available
  - Posting informational materials regarding good personal hygiene
  - Following mandated cleaning and disinfecting policies?

✓ How can you promote the student experience?
  - Virtual games?
  - Virtual speakers?
Working with Employees

✓ Do we have enough professionals to staff the building? Think about:
  - Hall directors, RAs, desk security, custodial staff, etc.
  - Is additional training warranted?

✓ What workers are needed to prepare housing accommodations?
  - Facilities/Maintenance?
  - Contractors?

✓ What safety measures will be in place?
  - Masks? Gloves? Coveralls? Testing?

✓ What do work schedules for those workers look like?
  - Assign employees to work in teams?
  - Separate workers by dorm room? Floor?
  - Create staggered shifts?
Working with Employees (continued)

✓ What workers are needed once students return to housing?
  - Facilities/maintenance?
  - Custodial?
  - Will extra shifts be needed to sanitize surfaces more frequently?

✓ How will you enforce social distancing between workers and students?
  - Will students be required to be away from the dorm at certain times so that work can be performed?
  - Can maintenance people assist students to perform basic maintenance via video chat?

✓ What other safety measures will you put into place? Think about...
  - Will you provide masks for all workers in housing buildings?
  - Do your policies and procedures about cleaning and disinfecting need to change?
COVID Procedures

✓ Will you take a housing space offline for use in a quarantine?
  ❑ Is this feasible? Do you need to look off-campus?
  ❑ If so, look for spaces without communal bathrooms
  ❑ How will you staff that building?
  ❑ Will you handle meal delivery?
  ❑ What if the student needs to be transported?
  ❑ Do you need a new fire plan for that space?

✓ How will you handle a symptomatic employee who has worked in a residence hall?
  ❑ Will you inform students?
  ❑ Will you inform coworkers?
  ❑ What can you tell people?
  ❑ Can you contact trace?
Are we prepared to return to campus?

- Academics
- Housing
- **Dining**
- International/Travel
- Extracurricular/Athletics
- Student Services

*COVID-19 Response*
Dining
This can be broken down similarly…

- Identifying the Dining Options
- Reconfiguring the Physical Spaces
- Working with Employees
- COVID Procedures
Identifying the Dining Options

✓ What are the available dining options on campus?
  - traditional dining halls
  - other food service locations
  - coffee shops

✓ Which dining options best allows for social distancing? Think about:
  - Size of the space
  - Ventilation
  - Space outside for a line to physically distance
  - Directional flow options (ingress/egress)
  - Accessible?
Reconfiguring the Physical Spaces

What safety measures will you/can you implement?

- Require patron face masks?
- Allowable occupancy?
- Established dining times?
- Eliminate buffet-style?
- Eliminate self-serve beverage stations?
- Consider take-out only?
- Rearrange tables and chairs?
- Add physically-spaced floor markers for line outside?
## Working with Employees

**Which workers are needed to run the dining options?**
- Management employees
- Cooks/Servers/Dishwashers
- Cashiers
- Custodial

**What safety measures will be in place?**
- Masks
- Deep cleaning
- Partition between employees and students
- Adequate space between workstations
- Limit use of cash
- Temperature checks
Working with Employees (continued)

✅ How do we ensure that employees are comfortable returning to work?
   - Provide training regarding safety measures
   - Face masks
   - Gloves
   - Temperature checks
   - Have a plan for interacting with vendors
   - Provide mechanism for bringing and addressing concerns

✅ What other spaces do we need to consider?
   - Break rooms
   - Time clocks
   - Employee restrooms
COVID Procedures

✓ How will you handle food service for those in quarantine?
  - Those on campus - meal plan only? Everyone?
  - How will you handle delivery? Who will make the delivery?
  - Do you have a vendor or staff willing to deliver?

✓ How will we handle a dining employee who becomes sick?
  - Send symptomatic employees home?
  - Inform coworkers? Quarantine coworkers?
  - Inform diners?
  - Deep clean? Contact health department?

✓ How will we bring previously sick employees back to work?
  - Require negative test?
  - Quarantine period only?
  - Doctor’s note?
Are we **prepared** to return to campus?

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International/Travel
## Student Concerns

### International Students
- Follow CDC/ WHO guidance
- Quarantine
  - Be prepared to provide accommodations/ individualized instruction (hybrid plan)
- **Other regulations/ guidance**
  - SEVP COVID-19 (as of March 13)
  - SEVP Frequently Asked Questions (as of May 12)

### Student Trips / Study Abroad
- State Department CDC / WHO guidance
- Quarantine upon return?
- Voluntary
- Waiver/release/ assumption of the risk
Employees Concerns

✓ What types of questions will you ask employees returning to the workplace?
  ☐ Domestic travel
  ☐ International travel
  ☐ Travel to hot-spots

✓ What kind of travel will you permit?
  ☐ If you allow for essential travel, how will you define “essential”?
  ☐ Are you going to restrict personal travel?

✓ How will you handle employees returning from travel?
  ☐ Quarantine
  ☐ Testing
Are we prepared to return to campus?

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*COVID-19 Response*
Athletics & Extracurricular
Quick NCAA Updates

- In-person athletic recruiting is suspended May 31
- Official and unofficial visits during this period are discouraged

Before you return to campus athletics you should consider:

- Sport-by-sport (personal contact level, ball transfer, equipment surface)
- Location-by-location (locker/training/meeting rooms, practice/play venues, etc.)
- Pre-Participation & Continuing Evaluation (students, coaches, medical staff)
- Travel concerns (monitor CDC, federal, state, local guidelines)

Two Resources

Athletics – Big Picture
Employee Safety

✓ Which employees will we need to bring back?
  - Facilities/Maintenance
  - Grounds
  - Custodial
  - Coaches
  - Trainers
  - Administrative staff

✓ What kind of safety measures can we put in place?
  - Work from home
  - Rotating shifts in office
  - Meetings by appointment only
  - Building ingress/egress
  - Hand sanitizer stations near high-traffic surfaces (e.g., doors, stairwells, etc.)
Extracurricular Activities

How will we support the student experience?

Recreational Facilities?
• What recreational facilities do we have on campus (gym, pool, rec center)
• Is it safe to open any?
• Do we even have the capacity to open, monitor social distancing, clean?
• Could we offer virtual recreational/exercise classes?

Student organizations?
• Will we enforce limitations on small group meetings?
• Will we offer a virtual way for the organizations to meet?

Other experiences?
• Virtual games (Quizzo)
• Virtual coffee and conversation
Extracurricular Activities

How will we support our employees?

✓ Which workers will we need to run recreational facilities?
  - Desk staff
  - Custodial
  - Exercise class instructors

✓ How can we keep workers safe?
  - Open some areas and not others
  - Maintain distance between employees
  - Close areas for cleaning to separate employees and others present
  - Install sanitizer stations
  - Partitions between employees and others

✓ Other considerations...
  - Allow general public to use facilities?
  - How to handle positive cases (e.g., notice, contact tracing, etc.)?
Are we prepared to return to campus?

Academics

Housing

Dining

International/Travel

Extracurricular/Athletics

**Student Services**

*COVID-19 Response*
Student Services
Student Services

✓ Health Center Services
  - Capacity
  - Protocols
  - Telehealth?

✓ Mental Health Services
  - Telecounseling
  - Mental health education (without a therapeutic relationship)

✓ Academic Tutoring
  - Quarantined students?

✓ Career Counseling

✓ Social Support
Staff & Space

✓ Which employees will we need to bring back?
  - IT
  - Career counseling
  - Academic advisors
  - Administrative staff
  - Tutoring

✓ What spaces need to be opened to provide these services?
  - Office spaces open to employees only
  - Spaces open to employees and students
  - Meeting spaces to allow for appropriate social distancing
Tricky Issues
Workplace & In-Person

✓ How can we make employees feel comfortable in the workplace?
  - Establish workplace expectations
  - Provide training on appropriate health and safety measures
  - Allow work from home
  - Restrict access to certain areas
  - Post signage about social distancing and other measures

✓ How can we handle in-person meetings?
  - Meetings by appointment only
  - Use large spaces
  - Create physical barriers
  - Sanitation stations
  - Electronic sharing and review of documents
Trickier Issues
The More Vulnerable

✓ Faculty, Staff, and Students who are at higher risk of serious complications due to underlying conditions and/or age or have family member who are.

✓ Cannot exclude them (discrimination)

✓ Can you/must you accommodate them to not be on campus?
Questions?

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