

**Plan for Re-Opening of the Unification Theological Seminary
During COVID-19 Public Health Emergency**

**New York Main Campus
4 W. 43rd Street
New York, NY 10006**

Responsible Parties:

Mr. Steven Boyd

Dean of Enrollment Management & Student Life

Ms. Ute Delaney,

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Per guidelines provided by the New York Department of Health (DOH) in the document Interim Guidance for Higher Education During the COVID-19 Public Health Emergency, the following document outlines provisions for people, places, and processes within the plan for the reopening of the Unification Theological Seminary (UTS). This plan has been developed under the supervision of the President of UTS, Dr. Thomas J. Ward, in cooperation with the President's core leadership staff. Steven Boyd, Dean of Enrollment Management and Student Life, and Ute Delaney, Registrar and Senior Associate Dean for Academic Affairs, and have been designated the Seminary's Responsible Parties. The plan was formulated taking into account input from faculty, students, and staff of the Seminary.

Fall 2020 Semester

Unification Theological Seminary has resolved to hold all classes online for the Fall 2020 semester. However, if deemed appropriate and necessary, special classes, meetings, or activities may be permitted to be held on campus premises. If this occurs, the details regarding procedures and processes in the following plan will be observed.

I. PEOPLE

a. Physical Distancing

- i. Faculty, students, and staff must maintain 6 ft. distancing between themselves, unless safety or the core function of the work activity requires a shorter distance. Outside of their private offices, faculty and staff must wear acceptable face coverings. Students must wear acceptable face coverings at all times.
 1. Acceptable face coverings are required for individuals who are over the age of two and able to medically tolerate such covering.
 2. Acceptable face coverings for COVID-19 include but are not limited to cloth-based coverings (e.g. homemade sewn, quick cut, bandana) surgical masks, and face shields that cover both the nose and mouth.
- ii. Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing face coverings. If occupied by more than one person, occupancy must be under 50% of the normal maximum capacity in each classroom, common area or workspace.
- iii. Social distancing markers will be posted using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas.
- iv. No visitors will be permitted on campus, unless receiving written approval 24 hours in advance of the visit by the Academic Dean or the President. Visitors will be subject to the same screening requirements as those of faculty, students, and staff as outlined in Section IIIa below.
- v. Invited guests are expected to abide by all campus and building-specific protocols.
- vi. UTS will post signs throughout the campus, consistent with DOH COVID-19 signage. Signage will remind individuals to:
 1. Stay home if they feel sick.
 2. Cover their nose and mouth with an acceptable face-covering.
 3. Properly store and, when necessary, discard PPE.
 4. Adhere to social distancing instructions.

5. Report symptoms of or exposure to COVID-19, per New York Department of Health guidelines.
6. Follow hand hygiene and cleaning and disinfection guidelines.
7. Follow respiratory hygiene and cough etiquette.

b. Gatherings in Enclosed Spaces

- i. All classes for the Fall 2020 semester will be conducted online. In-person gatherings will be limited, and only by special permission. Tele or videoconferencing will be used whenever possible. Any essential in-person gatherings will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ii. Staff will be requested to work from home for the Fall 2020 semester unless specific duties require staff members to visit their offices on campus. In such cases, staff presence on campus will be carefully organized to allow for proper social distancing in offices and common areas.
- iii. Staff offices are limited in size, and if more than one individual is required to enter a given office, masks must be worn by all present in the room. Only one person will be allowed in restrooms at a time, and signage outside of the restrooms will so indicate. Signs will require individuals to knock before entering the restrooms. This limitation will similarly apply to the use of the restrooms available on the 1st and 7th floors of the 43rd Street building, which are not part of the UTS office/classroom area.
- iv. Visitors will be subject to same requirements and protocols and will receive instructions to this effect upon arrival. Visitors will be escorted at all times. Upon completion of the approved purpose of the visit, the visitor will be required to depart the premises.
- v. The number of faculty, students, staff allowed on campus at the same time will be strictly controlled per suggested protocols.

c. Operational Activity

- i. As mentioned above, all classes for the Fall 2020 semester will be conducted online.
- ii. Faculty, students, and staff presence on campus will be reduced to an absolute minimum.
- iii. In cases where faculty, students, or staff are required to visit campus, schedules will be carefully planned to minimize the number of individuals on campus at the same time to accommodate social distancing guidelines.

d. Movement and Commerce

- i. All deliveries and pickups should take place only at the main entrance of the 43rd Street building. Pre-arrangements must be made to permit the delivery of large items to campus offices or meeting spaces.

II. PLACES

a. Protective Equipment

To ensure faculty, students and staff comply with protective equipment requirements, UTS will implement the measures indicated below:

- i. Pursuant to Executive Order 202.16, UTS will provide faculty and staff with acceptable face coverings at no-cost to them and will have an adequate supply of coverings in case of replacement.

- ii. UTS will make available proper face coverings, however faculty, students, and staff may use their own acceptable face coverings.
 - 1. UTS will have an initial supply of 150 masks, 300 pairs of vinyl gloves, and 1,200 wipes on hand for distribution, which will be regularly resupplied. In addition, an ample supply of hand sanitizer, keyboard cleaning product, and other sanitizing products will be on hand and regularly re-supplied. The Librarian, who is in charge of purchasing office supplies for the campus, will also act as liaison with the suppliers to ensure that the proper amount of products are always on site.
- iii. UTS will provide instructions by email communication and signage on site to faculty, students, and staff on how to wear, clean and discard face coverings.
- iv. UTS will ensure that face coverings will be replaced after use, or when damaged or soiled. UTS will require that face coverings not be shared and should be properly stored or discarded.
 - 1. Instructional handouts and signage will be posted to clearly indicate designated areas for discarding PPE.
- v. The sharing of objects will be limited, and the touching of surfaces will be discouraged. When contact is made with shared objects or frequently touched areas, areas will be sanitized with cleaning materials made available (such as hygienic handy wipes and keyboard sanitizing products). Faculty, students, and staff will be instructed to wash or sanitize hands before and after contact.
 - 1. Common objects that are likely to be shared between faculty, staff, and students include computer stations in the library and classrooms, tables, television, remote controls, copy machines, mailboxes, and shared telephones.

b. Hygiene, Cleaning, and Disinfection

To ensure employees comply with hygiene and cleaning requirements, UTS will implement the following measures:

- i. UTS will adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health and a maintain virtual cleaning log that document date, time, and scope of cleaning.
 - 1. The Faculty Secretary will be responsible for overseeing a virtual Cleaning Log. The virtual Cleaning Log will be available through the UTS data system. Faculty, students, and staff will be permitted to access and log information.
- ii. UTS will provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels in the restrooms, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
 - 1. Hand sanitizing station location will be indicated by proper signage. Instructive signage will be available at the exit to the main elevator, in the Lecture Hall, in the Inner Library, and in all office areas. The library and student lounge will operate on a limited schedule, and staff will always be present to ensure proper social distancing as well as recommended hygiene practices.

- iii. Receptacles will be placed around the campus for the disposal of soiled items.
- iv. UTS will conduct regular cleaning and disinfection at least at the end of every activity, or more frequently as needed, and frequent cleaning and disinfection of shared objects and surfaces, as well as transit areas, such as restrooms and common areas.
 - 1. Cleaning and disinfection of the Seminary restrooms will be carried out twice a day by staff contracted by the 43rd Street building maintenance department. The Supervisor assigned to an approved scheduled event will be responsible to ensure proper hygiene, cleaning of shared spaces and objects, and social distancing per recommended guidelines.
- v. In the event an individual is confirmed to have COVID-19, UTS will carry out the cleaning and disinfection of exposed areas, including heavy transit areas and high-touch surfaces per CDC guidelines on *Cleaning and Disinfecting Your Facility*. Cleaning and disinfection of affected areas will be carried out the 43rd Street building cleaning staff.
- vi. In case meals are consumed on campus by faculty, students, or staff, UTS prohibits shared food and beverages among individuals, unless individuals are members of the same household. Individuals must observe proper social distancing protocols while eating meals.

c. Communication

UTS will implement the following measures, in line with New York State Department of Health guidelines:

- i. UTS will post signage throughout the building to remind faculty, students, and staff to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfectant protocols.
- ii. UTS will establish an email communication plan for faculty, students, staff and visitors with a consistent means to provide updated information.
- iii. UTS will maintain a continuous log of every person, including faculty, staff, students, and visitors, who may have close contact with other individuals on the campus; excluding deliveries that are performed with the appropriate PPE or through contactless means.
 - 1. The Faculty Secretary will be responsible for overseeing a virtual log of all who visit campus, including visitors.
- iv. If a faculty member, staff member, or student tests positive for COVID-19, UTS will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as faculty, staff, students or visitors who had close contact with the individual, and will maintain the confidentiality required by state and federal law and regulations.
 - 1. If a faculty member, staff member or student tests positive for COVID-19, the Faculty Secretary will be responsible for notifying state and local health departments.

III. PROCESSES

a. Screening

In order to ensure that UTS and its faculty, students and staff comply with protective equipment requirements, UTS agrees to do the following:

- i. UTS will implement a mandatory health screening assessment (questionnaire, temperature check) before employees begin work each day, and for essential visitors, asking about (1) COVID-19 symptoms in the past 14 days, (2) positive COVID-19 test in the past 14 days, and/or (3) close contact with a confirmed or suspected COVID-19 case in the past 14 days. Assessment responses will be reviewed every day and the review will be documented.
- ii. Faculty, students, and staff members are required to immediately disclose if, and when, their responses to the aforementioned questions change, such as if they begin to experience symptoms, including during or outside of work hours after they have answered the questions posed on the questionnaire.
 1. Before arriving on campus, all faculty, students, and staff are required to complete an online screening questionnaire at utsdl.org (temporary URL). The results of the questionnaire will be logged and stored electronically through the site.
 2. Onsite screening will take place for individuals who have not completed the online questionnaire. Screening will be performed by the designated supervisor of a scheduled event. The onsite screening will include the answering of the questionnaire, as well as a temperature check using a handheld thermometer. Screeners will be provided with a facemask and hand sanitizer.
 3. Instructions regarding how to complete the online questionnaire and the onsite screening will be provided to faculty, students, and staff by email.
- iii. Any individual who screens positive for COVID-19 exposure or symptoms must immediately go home. If screening detects symptoms or symptoms exist prior to traveling to or arriving on campus, the individual should not come to UTS.
- iv. UTS will immediately notify the appropriate state and local health departments of confirmed positive cases.

b. Contact tracing and disinfection of contaminated areas

To ensure its faculty, staff, and students comply with contact tracing and disinfection requirements, UTS will do the following:

- i. If a positive cause of COVID-19 is detected, cleaning, disinfection will be undertaken by the 43rd Street building cleaning staff. UTS staff will offer support in contact tracing efforts.
 1. The UTS Librarian is responsible for the purchase of cleaning and hygiene products. Products will be purchased through agreement with W.B. Mason or through Amazon.com. Products to be used include: Vital Oxide (for disinfecting), Gym wipes by Wipex, Hot Shot's Hand Sanitizer 80% alcohol, Hydra Pearl Hand Sanitizer Gel 79% alcohol, KontrolFeek CleanFreek Anti-bacterial Cleaner for computer gear, and other disinfectant and cleaning products. Professional sanitizing and disinfecting will be carried out

professionally by the 43rd Street building management services using industry grade machinery and cleaning/hygiene products. (Building Manager Luis Araujo, tel. 201-232-4015.)

2. In case a faculty member, student or staff member tests positive for COVID - 19 , the Assistant to the Vice President will reach out at a distance to the infected individual to inquire regarding symptoms and with whom the infected individual has had contact. Those with whom the infected individual has had contact will be informed and asked to self-quarantine per guidelines outlined in *Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure*.
- c. UTS will remain up to date on industry-specific guidance by consulting regularly with the NY Forward website at www.forward.ny.gov and any applicable Executive Orders at www.governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.