

THOMAS JEFFERSON UNIVERSITY

HEALTH AND SAFETY PLAN

January 7, 2021



JUST WEAR IT.



Table of Contents

Introduction	4
The 2020-21 Academic Year	4
Purpose of this Plan	4
Development of the Health and Safety Plan	4
Students	7
Housing	7
Dining	7
Student Screening	7
Student Testing	8
Student Case Management	8
Absenteeism Policy	8
Advising and Tutoring	8
Student Affairs	9
Academic and Testing Accommodations	9
Career Services	9
Student Counseling	9
Student Health Services	9
Student Life and Engagement	9
Residential Life	9
Campus Community Standards	10
Travel	10
Athletics	10
Masks	11
Campus Meetings	11
Campus Events	11
Academics	13
Spring 2021 Semester	13
Courses	13
Clinical Rotations	13
Internships	13
Study Away, Honors and Creativity Programs	14
Faculty & Staff	16
Workplace Health and Safety	16
Remote Work Considerations	16
Staff and Faculty Screening	16
Campus Meetings	16

Masks	16
Travel.....	17
Adjunct Faculty.....	17
Research	19
Returning On-Campus Research Activities.....	19
Operations.....	21
Facilities Guidelines.....	21
Campus Stores	21
Visitors	21
Confirmed COVID-19 Case Protocol.....	21
University Relaunch Committee.....	21
Communications.....	23
Closing.....	23

Introduction

The 2020-21 Academic Year

For the 2020-21 academic year, Thomas Jefferson University committed to delivering our students' education in person, along with significant hybrid and online components, and operating within a framework that maximizes safety and abides by local, state and federal regulations related to the COVID-19 pandemic. As a result of extensive planning, collaboration with numerous internal and external stakeholders, and most importantly, the engagement of students, faculty and staff in a common goal of re-opening the University safely, the University was able to carry out a successful Fall 2020 semester, and will continue the same operating model for the Spring 2021 semester. The University has remained flexible to respond to changes in the situation of the pandemic in our local and regional communities, and will continue to make alterations in educational delivery and academic operations when needed.

Purpose of this Plan

This *Health and Safety Plan* provides a top-level summary of the health and safety measures the University is taking to provide our campus communities with a safe learning, living and working environment. Students, faculty and staff are also being provided with additional detailed information about health and safety policies, guidance and resources in the *Thomas Jefferson University Playbook*, return-to-campus orientation programs, and other educational programs and resources. The full version of the *Playbook* is available for students by logging on to <https://banner.jefferson.edu> and for faculty and staff on MyJeffHub.

Development of the Health and Safety Plan

The University commissioned a Relaunch Committee to develop a comprehensive relaunch plan with components related to students, faculty and staff, academic programs and operations, research operations, campus operations, and communication protocols. The work of the Committee has produced the *Thomas Jefferson University Playbook* (formerly called the *Relaunch Guide*), which is a highly detailed source document for sustaining campus operations during the pandemic. This *Health and Safety Plan* is a summary of the aspects of that comprehensive document related to the health and safety of our campus communities. The Committee sought input from multiple stakeholders in developing its health and safety plan, including:

- Academic programs, colleges, and academic operational units
- Faculty and staff members via town halls and meetings
- Consultation with enterprise-level partners, including Facilities, Public Safety, the Jefferson Health System, Infection Control, Human Resources and an enterprise-wide Return-to-Workplace Task Force

- Collaboration with local and regional colleges and universities
- Guidance from the Centers for Disease Control, the Pennsylvania Department of Health, the Pennsylvania Department of Education, and the Philadelphia Department of Public Health



STUDENTS

Students

Housing

- After employing a single resident per room occupancy model for the Fall 2020 semester, the University is allowing double occupancy in some residential housing on the East Falls campus. Residential students at the Martin Residence Hall in Center City will continue with single occupancy.
- Numerous policies and procedures, as well as educational programming, have been put in place to maintain the health and safety of residential students.

Dining

- Dining services on the East Falls campus will primarily be grab-and-go for all meals and food items, with limited seating in dining areas.
- All food services and venues are being modified to promote contactless interactions and food procurement.

Student Screening

- Students must complete an online return-to-campus orientation and initial screening prior to return to campus; if they have signs or symptoms, or positive risk factors, they must contact the University's student health services before arriving on campus.
- All students are asked to stay at home for two weeks before coming to campus, to minimize the chance of being exposed to the virus and potentially transmitting the virus at the campus environment
- Students must follow the Jefferson-wide travel policy for guidance on what to do when returning to the Philadelphia area after any travel out of the region. This policy has been communicated to the students, updated regularly, and is available on the Jefferson.edu website.
- Students will be given frequent individual text messages during the academic year to self-screen for signs and symptom and evaluate daily their risk factors for COVID-19. If a student has signs or symptoms, or positive risk factors, she/he cannot come to campus and must contact the University's student health services.
- Students are also encouraged to download and use the COVID Alert mobile apps (either the Pennsylvania or New Jersey versions) to notify them of possible exposures.

Student Testing

Students who are symptomatic can obtain a COVID-19 test at Jefferson Occupational Health Network in Center City (215-955-6835) or at Student Health Services in East Falls (215-951-2986).

Student Case Management

The University has developed a protocol for managing students who are symptomatic or who have a confirmed diagnosis of COVID-19, which includes:

- Sending residential students who are symptomatic or diagnosed home immediately if they wish and can safely do so.
- Providing isolation space on campus for those students who cannot immediately or safely return home or do not wish to return home.
- Providing Jefferson telehealth services to symptomatic or diagnosed students.
- Providing healthcare, daily needs, and academic support services to students in quarantine or isolation.
- Providing criteria for students to safely return to campus.
- Providing quarantine requirements for students who have been in contact with confirmed COVID-19 individuals.

Absenteeism Policy

- University policies on class attendance have been modified to encourage students to stay home if they are not feeling well, without negative impact on their course standing.
- Students are responsible for reaching out to faculty regarding their absence but are not obligated to provide information on their health status or to provide a note from a medical provider to validate their absence.
- Students and faculty will work together to ensure that students still meet the class requirements for assignments, reading, etc.

Advising and Tutoring

- Most academic advising and tutoring meetings and programs will be held online.
- Some freshmen-level advising and tutoring will still be done in-person with social distancing, mask use and other protections.

Student Affairs

- All Student Affairs services and programs will be available to students, though many will be conducted remotely.
- Some Student Affairs staff will be on campus, and the others will be accessible remotely for students.
- All offices and staff will observe social distancing and masking guidelines.

Academic and Testing Accommodations

- Academic accommodations policies and procedures will still be in place.
- Modifications in testing accommodations are being implemented involving larger rooms, remote proctoring, and expanded scheduling options.

Career Services

Individual appointments and group meetings and programs will continue but will be conducted mostly remotely.

Student Counseling

- All individual services will continue with a combination of in-person, phone and virtual interactions.
 - All in-person services will be conducted with social distancing and masking.
- All programs and events will be conducted virtually.

Student Health Services

- Student Health services will be available in a combination of in-person and telehealth visits.
- JeffConnect for telehealth access will be offered free to students for Spring 2021.

Student Life and Engagement

Most programming will be conducted virtually; some programs can be conducted in person with all social distancing and masking precautions.

Residential Life

- All residential students will be required to complete health and safety training specific to residential halls.

- Health and safety guidelines, and compliance for residential students, are incorporated into the campus community standards.
- There will be increased cleaning in the residence halls.
- No guests will be allowed in any residence halls.
- Residential Life programming will be held virtually.

Campus Community Standards

- Supplemental requirements to the community standards have been added for all students to observe to promote health and safety, including:
 - Mask use at all times
 - Social Distancing
 - Frequent hand washing
 - Avoiding touching one's face
 - Coughing/sneezing into one's elbow
 - Staying home when feeling ill
 - Reporting signs and symptoms, and possible COVID-19 exposures, to University Student Health
 - Cooperation with contact tracing efforts carried out by the University or City of Philadelphia

Travel

- Students must follow the Jefferson-wide travel policy for guidance on what to do when returning to the Philadelphia area after any travel out of the region. This policy has been communicated to the students, updated regularly, and is available at Jefferson.edu/coronavirus.
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Athletics

The disposition of intercollegiate sports for the 2021 winter and spring seasons is still under consideration, in consultation with the Central Atlantic Collegiate Conference (CACC) and the Philadelphia Department of Public Health. Updated information about athletics can be found at www.jeffersonrams.com.

Masks

The University has approved a policy stating that all students, staff and faculty must wear masks at all times on campus, except when eating (social distancing must be observed while eating, in or outdoors). The mask policy is now incorporated into the campus community standards. The University will provide cloth masks to students.

Campus Meetings

All scheduled meetings for student groups must be held virtually, unless approved by University administration.

Campus Events

All student events will be held virtually, postponed or cancelled until further notice.



ACADEMICS

Academics

Spring 2021 Semester

Most academic programs will begin their Spring 2021 semesters one week later than originally planned, and the spring break week has been cancelled. The beginning of the Spring 2021 semester is also impacted by the City of Philadelphia's Safer at Home regulations, which mandate remote-only learning at least through January 15, 2021.

Courses

- Many typical freshmen courses will have fully online sections available.
- Courses with large enrollments will have a hybrid format to reduce large gatherings of students.
- Course room scheduling decisions are based on established occupancy limitations in classrooms (limits can change depending on pandemic conditions) to maintain social distancing; additional sections and expanded time slots are being implemented to reduce classroom occupancies.
- Classrooms will have plexiglass shielding to promote student and instructor safety.
- Students and instructors must wear masks in classrooms.
- Students and instructors must wipe down their personal contact areas in classrooms; cleaning supplies will be available in each classroom.
- In some class situations where social distancing cannot be maintained, such as lab sessions where clinical skills are learned, there will be additional personal protective equipment requirements (PPE) for students and instructors.
- All academic programs are creating contingency plans to teach courses in a completely online format if necessary due to local or regional pandemic conditions.

Clinical Rotations

Clinical rotations will continue even if classroom-based courses transition to online delivery unless conditions warrant the suspension of rotations.

Internships

On-site internship requests will be evaluated on a case-by-case basis depending on the ability of the employer to provide a safe working environment for students.

Study Away, Honors and Creativity Programs

- All Study Away programs are suspended for the Spring 2021 semester to avoid travel.
- The Honors and Creativity programs will be held in an online format to avoid in-person gatherings.



FACULTY
& STAFF

Faculty & Staff

Workplace Health and Safety

- The University has published a comprehensive set of guidelines that cover COVID-19 transmission, how to prevent transmission, the importance of staying home if symptomatic, physical distancing at work, hand hygiene, mandatory mask usage, disinfection of shared equipment and office areas, and employee support resources.
- All faculty and staff who are intending to return to the campus workplace must complete a return-to-workplace orientation program and attestation that they do not have the signs and symptoms of, or possible exposure to, COVID-19 in order to return to the workplace.
- Departments may also implement staff scheduling modifications, including alternating workdays and staggered reporting and departing times, to maintain social distancing.
- Employees can anonymously report violations of safe workplace guidelines to Jefferson's Alert Line.

Remote Work Considerations

Employees who are able to successfully work remotely should continue to do so in order to reduce the density of employees in workspaces; the University has created a telecommuting policy for employees and supervisors to guide processes and decision-making for remote work.

Staff and Faculty Screening

Staff and faculty will receive individual reminders to self-screen for signs and symptoms, and evaluate their risk factors, on a daily basis. If a staff or faculty member has signs or symptoms, or positive risk factors, she/he will be told not to come to campus and given guidance on contacting the Jefferson Occupational Health Network. Faculty and staff are also encouraged to download the COVID Alert mobile apps (either the Pennsylvania or New Jersey versions) to notify them of possible exposures.

Campus Meetings

Scheduled meetings must be held virtually, unless approved by University administration.

Masks

- The University has approved a policy stating that all students, staff, and faculty must, at all times, wear masks on campus, except when eating (social distancing must be observed while eating in or outdoors).
- The University will provide cloth masks to staff and faculty.

Travel

- Faculty and staff must follow the Jefferson-wide travel policy for guidance on what to do when returning to the Philadelphia area after any travel out of the region. This policy has been communicated to the faculty and staff, is updated regularly, and is available on the Jefferson.edu website and on myJeffHub.

Adjunct Faculty

Adjunct faculty will be required to complete the return-to-workplace orientation and attestation provided by the University.



RESEARCH

Research

Returning On-Campus Research Activities

The University has enacted guidelines for researchers and research staff for on-campus research activity, including:

- All principal investigators must submit a work safety plan.
- Remote work should be continued wherever possible.
- Symptomatic employees should contact the Jefferson Occupational Health Network (JOHN) and can be tested there.
- All employees must adhere to the University's mask policy.
- Lab staff are responsible for sanitizing their own labs.
- Strict social distancing must be observed in all work settings.
- Employees can anonymously report violations of safe workplace guidelines to Jefferson's Alert Line.



OPERATIONS

Operations

Facilities Guidelines

- Facilities personnel will monitor safety measures on campuses.
- Modifications to campus space setup and usage have been made to promote social distancing, cleanliness and other health and safety measures.
- Facilities will conduct regular deep cleaning in addition to regular cleaning, especially in high contact/high usage areas.
- Facilities will provide increased numbers of hand sanitizer stations and cleaning supplies and will ensure that building ventilation systems are operating at peak effectiveness.
- Routine building maintenance practices are being adjusted to maximize health and safety for all occupants and facilities staff.

Campus Stores

The campus stores will implement safety measures such as frequent disinfection, plexiglass shielding and limited occupancy.

Visitors

- International visitors and visitors to residence halls are not allowed.
- All other visitors must adhere to all campus policies for health and safety, including the use of masks (provided by the visitors) at all times.

Confirmed COVID-19 Case Protocol

The University has established a protocol to manage campus operations, communicate with campus stakeholders, and ensure the safety of campus stakeholders in cases of confirmed COVID-19 individuals on campus.

University Relaunch Committee

The University has established a relaunch committee that is charged with monitoring the health and safety of the University campuses relative to COVID-19 on an ongoing basis and coordinating all actions relative to exposures or outbreaks impacting the campus communities, as well as overseeing academic and administrative operations associated with the pandemic.



COMMUNICATIONS

Communications

The University will utilize a variety of communication strategies and tactics to keep students, parents, staff, faculty and other stakeholders aware of the health and safety measures in place at the University; also the university will provide updates to stakeholders on current conditions on campus, and any internal or external circumstances that impact campus operations.

Closing

The *Health and Safety Plan* will be continually monitored and updated as pandemic conditions evolve, as we receive new guidance from government agencies, and as the University makes changes to policies and procedures to better promote the health and safety of our campus communities.



Jefferson.edu