

# California State University, Stanislaus

## Residence Halls Repopulation Plan

Initial Draft: June 5, 2020

Revision: June 19, 2020

Implementation Updates: July 31, 2020

# Residence Halls Repopulation Plan: July 31, 2020

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IMPLEMENTATION UPDATES (07/31): As the plan shifts from the proposal phase to implementation, updates have been added to denote any changes or shifts from the original proposal. Changes reflect updates to [CDC](#), [California Department of Public Health](#), and [Stanislaus County Health Services Agency](#) guidance and orders as well as operational realities for the department and campus.

Please contact Housing & Residential Life at [housing@csustan.edu](mailto:housing@csustan.edu) or (209) 667-3675 if you have any questions on this plan.

### Executive Summary for On-Campus Housing

While the role of on-campus Housing is always to provide space and services that support our students academically, we understand that facing the pandemic COVID-19, we need to limit the availability of our housing, strictly to those students who need our spaces to be safe and successful this fall. Implementation Update (07/31): Management of demand will prioritize placement depending on student self-reported need.

Based on this structure and approach, and with consultation and review of county, state and federal guidelines, we anticipate approximately 250-300 students living on campus for fall 2020, with a maximum of 500 students, depending on the needs of our students. 250-300 students represents 37%-44% of fall 2019 occupancy. Residents who meet the exceptions to live on campus will be charged the rate for a double unit for fall, and can petition to move off campus without penalty for reasons relating to COVID-19.

Stanislaus does not have any traditional style residence halls on campus, instead all accommodations are either apartment or suite style with one bathroom per 2 or 4 bedroom unit. All apartments have kitchens, and suite style units have microfridges. Approved residents will be placed in units with either 1 or 2 persons per bathroom; no more than 4 people will be able to be in the same unit.

On-Campus Housing will be limited to students in one or more of the following groups:

- Former Foster Youth
- Housing insecure
- Students that do not have homes they feel are safe for them
- Students enrolled in at least one in-person course
- Students that do not have reliable technology and campus accommodations would not address technology needs at home

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- Students that do not have a home environment that is conducive to studying – maybe they have no physical space or ability to access space that would allow them to successfully participate in an online class
- Athletes in their associated workout groupings

The current structure of 16 professional staff, or 100% of fall 2019, will be required in order to maintain the facilities, operations and provide academic and residential life support to support 250-300 residents. We are currently reviewing scenarios to adjust student staffing to 40%-50% of fall 2019 numbers.

The plan for a well community will start with education on COVID-19, what is known about its transmission, impact to our community and society and our expectations on self-reporting of symptoms and compliance with policies and behavior for anyone who enters our community.

This education will be reinforced through signage, modeling of behavior from staff members, intentional programs & marketing through social media and collaborations with health education and other areas on campus.

Other plans to offer safe housing to students include:

- Intentional attention on the physical and emotional wellness of any student who lives on campus
- Staggered move-in over 2 week period, with move-in assignments for well participants by floor, cap of 2 persons to assist resident and 2 separate entry locations to control traffic
  - Implementation Update (07/31): Primary move-in will occur over 3 full days, August 19 – 21, with early move-in options prior to August 19 for residents based on need and request.
- Minimum of 17, or at least 35% of units dedicated for isolation. This conservative number was based on availability and location of units appropriate for isolation.
  - Implementation Update (07/31): Units have been designated for Quarantine purposes, supporting Stanislaus County Quarantine Order. Residents required to isolate will remain in unit; roommates of isolated roommates will be relocated to a quarantine unit.
- Comprehensive isolation plan, compliant with county, state and federal guidelines, that includes contact-less meal delivery
  - Implementation Update (07/31): Isolation plan supports both the Isolation and Quarantine Orders for Stanislaus County that follow symptom-based pathways and are not reliant on testing
- Accommodations of 1 person per bedroom, 1-4 persons per unit, depending on occupancy. Probable 2 persons per 1 bathroom.
- Bathroom, shower, and kitchen use schedules for all units

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- Thermometer and survey for each resident to report daily wellness, with outreach to follow up when needed
  - Implementation Update (07/31): In addition to a thermometer, residents are provided information on daily self-monitoring steps and directions for addressing symptoms associated with COVID-19
- Cleaning supplies for all units, with daily resident cleaning expectations for bathrooms and kitchens
  - Implementation Update (07/31): Residents are provided with a move-in checklist, noting recommended items to bring in preparation of moving on campus. The list includes cleaning supplies for use in their unit. Cleaning supplies purchased by the department are commercial-grade.
- Face coverings in community, dining facility and in areas where 6 feet distance is not attainable
- Central cleaning and PPE supply coordination with campus and sanitization regimen for resident and community spaces per CDC guidelines. This includes the use of commercial fogger for community spaces.
- Training, education and support of staff and compliance with campus staff repopulation practices
- Signs, floor stickers, and physical barriers (including Plexiglass shields) for social distancing and to reinforce CDC, State and County guidelines.
- Directional markers to manage traffic in stairways. Use of face coverings in stairways, hallways and all areas where a 6 feet distance cannot be maintained.
  - Implementation Update (07/31): While many hallways and all stairways in Housing are outdoors, use of face coverings in these are expected by residents and staff. Signage will be posted regarding face coverings and physical distancing. To not create issues for safe fire evacuation processes and considering current understanding of COVID-19 transmission, directional markers will not be utilized outside of move-in.

Housing and Residential Life will follow the approved campus process for COVID-19 testing and tracing. Wellness will be reinforced through a self-monitoring program and intentional and regular education and outreach to the residents in our community. This education will be reinforced through signage, modeling of behavior from staff members, intentional programs and marketing through social media, and will include collaborations from the Student Health Center, Health Education, and other areas on campus.

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### Executive Summary for On-Campus Dining

A minimum meal plan will be required for all residents living on campus. The declining balance meal plan amount will be based on the number of residents living on campus and the availability of dining locations. The dining staff required for 250-300 residents, maximum of 500, is 8 per day, depending on service. At this level, 5 staff are needed for breakfast, 6 for lunch and 8 for dinner service. These numbers represent 100% of staffing levels compared to fall 2019, because any reduction from fewer residents served, is met with requirements for additional resources for sanitization and to accommodate other public health code requirements.

Dining opening plans are based on a phased approach and are compliant with county, state and federal guidelines.

This plan to offer safe dining for residents includes some of the following:

- Boost mobile app used for touchless online ordering and payment
- Scheduled pick up/to go service
- Face coverings to be used by residents entering café and Chartwell's staff members
- Plexiglas shields located at cashier and to go/pick up area
- No buffets
- No reusable utensils
- Individual condiment packets instead of shared dispensers
- Additional hand sanitizing stations
- Grab & go, and take out options only

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### Availability of On-Campus Housing

On-Campus Housing will be available to the following students, who intend to remain on campus and refrain from traveling on weekends or during the term or academic year.

- Former Foster Youth
- Housing insecure
- Students that do not have homes they feel are safe for them
- Students enrolled in at least one in-person course
- Students that do not have reliable technology and campus accommodations would not address technology needs at home
- Students that do not have a home environment that is conducive to studying – maybe they have no physical space or ability to access space that would allow them to successfully participate in an online class
- Athletes in their associated workout groupings

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### Occupancy

While the role of on-campus Housing is always to provide space and services that support our students academically, we understand that facing the pandemic COVID-19, we need to limit the availability of our housing, strictly to those students who need our spaces to be safe and successful this fall. Implementation Update (07/31): Management of demand will prioritize placement depending on student self-reported need.

Based on this structure and approach, and with consultation and review of county, state and federal guidelines, we anticipate approximately 250-300 students living on campus for fall 2020, with a maximum of 500 students, depending on the needs of our students. 250-300 students represents 37%-44% of fall 2019 occupancy. Applicants can choose an Academic Year or Spring 2021 term contract and can cancel their agreement during their contract term due to COVID-19 reasons without penalty.

- Minimum of 17 units for isolation. This conservative number was based on availability and location of units appropriate for isolation.
  - Implementation Update (07/31): Units have been designated for Quarantine purposes, supporting Stanislaus County Quarantine Order. Residents required to isolate will remain in unit; roommates of isolated roommates will be relocated to a quarantine unit.

### Fees

Housing fees include a deposit, application fee, activities fee, rent fees. Rent fees will be charged at the double occupancy rate of \$7,150. This rate is 20-25% less than the usual rent rate for single room occupancy.

Meal plan fee set as part of ABS/Chartwell's and ABS/RLV agreements, but expect to be adjusted based on the number of residents living on campus and the availability of dining locations.



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### Staffing

#### Overview

The current structure of 16 professional staff will be required in order to maintain the facilities, operations and provide academic and residential life support to support 250-300 residents.

Implementation Update (07/31): Current need is reflecting an occupancy of less than 200 residents. The current structure of 16 professional staff is necessary to support facilities, operations, and academic and residential life support. One vacancy (live-on academic support) in the department has not been filled; review of position necessity is contingent on increased occupancy.

#### Repopulation Plan

Housing & Residential Life will consult and comply with the Fall 2020 Campus Staff Repopulation Plan.

#### Training

This plan includes training, education and support of staff and compliance with campus staff repopulation directives.

Cleaning and social distancing practices have been implemented into staff working spaces, including availability of PPE. Information is reviewed with staff by their supervisor, implemented into operating procedures, and posted in work spaces.

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### Living on Campus

#### Move In

We are planning a scheduled move-in process over one to two week period, depending on how many residents will be moving in. Implementation Update (07/31): Primary move-in will occur over 3 full days, August 19 – 21, with early move-in options prior to August 19 for residents based on need and request.

Here are additional details on the move in plan:

- Staged approach – We will utilize StarRez PortalX and push scheduled move-in day/time by location.
  - Implementation Update (07/31): Residents will sign-up for a time block through an Office 365 application.
- Limit the number of people who can help resident move in and increase duration of time allowed to move in Advise students to monitor for symptoms prior to arrival to campus; provide delayed and isolated move-in options for students who may be feeling sick
- Facilitate self-screening process with on-site Student Health Center staff; establish baseline health assessment tracked in Student Health and facilitate early isolation protocol if needed
  - Implementation Update (07/31): Student Health Center staff will facilitate a symptom-screen as part of the move in process; symptom screen may require a contact-less temperature check facilitated by Student Health Center staff. Early isolation protocol will be implemented for residents if needed

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### Resident Interactions

This plan includes updates to the following:

- Robust virtual community interaction and engagement opportunities, including 1:1 academic support and peer mentorship
- Required Health and Safety education sessions, including assessment to determine resident comprehension
- Implementation Update (07/31): The [2020-2021 Housing Administrative Policies and Regulations](#) have been revised to include COVID-19 Updates, emphasizing use of face coverings, physical distancing, restriction of overnight guests and limits on unit capacity, and quarantine/isolation expectations.

### Common Spaces

Attention to common spaces include the following:

- Laundry areas will require students to use the laundry 'alert app' which shows residents the status of the laundry machines (so they know when to go to the laundry room). All students will be asked to honor physical distancing guidelines and the posted maximum number of students able
- Stairways will be one directional when at all possible to lessen the opportunities of residents passing one another in common spaces Implementation Update (07/31): Due to evacuation processes, directional stairways will be implemented during high-traffic periods, including move-in times.
- Shared bathroom cleaning procedure, per CDC guidance
- Shared kitchen use and guidelines, per CDC guidance
- Bathroom access restrictions will be based on state or county guidelines
- Shower schedule
- Face coverings for residents in common areas, outside of bedrooms including hallways and other areas where 6 foot distance is unable to be maintained
- Swimming pool access needs to be reviewed and spa access removed
- Use of fogger and sanitation schedule for regular cleaning
- Gate Entrances and Door Handles
  - i.Clean handles and panic bars twice daily (morning and end of day)
  - ii.Post signage at each gate regarding public health guidelines
  - iii.Assign 1-2 custodial assistants to clock in later in

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### Physical Wellness

As part of our plan to allow students to live on campus, and slow the spread of COVID-19, and allow early alert of symptoms that could relate to COVID-19, we will implement a wellness self-monitoring system that will include:

- Supply all residents with thermometer
- Supply of face covering for each resident
- Distribution of passive educational information on self-monitoring steps and medical care options should they suspect they may have COVID symptoms
- Required interactive education of community behavior that promotes wellness, per CDC, state and county guidelines for congregate living
- Coordination of pop-up symptom-checks with campus Student Health Center. An initial symptom-check will be facilitated with Student Health during the move-in period for resident to help establish a baseline. Periodic screening opportunities will be facilitated throughout the semester. Information will be maintained within the Student Health Center.
- Explore use of apps to monitor health: <https://youtu.be/JiC21jr9vWI> or <https://www.cnbc.com/2020/05/15/microsoft-and-unitedhealth-offer-companies-free-app-to-screen-employees-for-coronavirus.html>

### Emotional Wellness

- Reinforcement of resources available to residents for emotional wellness
- Duty and crisis response activities need to be updated to include impact to residents on isolation and changes to their global and local communities in a pandemic
- Intentional attention on the physical and emotional wellness of any student who lives on campus

The plan for a well community will start with education on COVID-19, what is known about its transmission, impact to our community and society and our expectations on self-reporting of symptoms and compliance with policies and behavior for anyone who enters our community.

This education will be reinforced through signage, modeling of behavior from staff members, intentional programs and marketing through social media, with collaborations from the Student Health Center, Health Education, and other areas on campus.

Residential support will also include more direct, intentional interactions, both individual and apartment-based, facilitated remotely between Resident Assistants and residents.

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### Spring 2021

On-Campus Housing and Dining Plans for Spring 2021 will be discussed in fall 2020 and formulated as we are further informed on the behavior and containment of COVID-19, and after the primary instruction method has been determined for Spring 2021.

### Isolation and Quarantine Protocol

Developed under [CDC](#) and county public health guidance as well as with input from collaborating campus and community partners, it has been advised that if an individual has been confirmed as COVID-positive or if symptoms they are exhibiting have been identified by a medical professional as potential for COVID-19, they are expected to self-isolate for approximately 14 days in their current unit. Any roommates will be considered as having first-hand exposure and will be required to move to a quarantine designated unit for 14 days to monitor for COVID symptoms. Additionally, any residents that have had recent contact with an individual who has been confirmed as COVID-positive will be asked to quarantine in their assigned space, following CDC guidance for [quarantine](#).

Both COVID-positive residents and those exposed first-hand must remain in the designated space for the duration of the quarantine/isolation period, and will not be permitted to leave the unit, except in the case of an emergency. Food, medicine, mail, trash, and laundry will be facilitated on behalf of the resident to ensure that they meet self-isolation/quarantine requirements. There will be no visitors permitted, including friends, families, or caretakers. Should residents reach an inability to care for themselves, the resident will be transported for medical attention.

Once it is determined that a resident needs to be quarantined or isolated, there will be a high need to limit their interaction with other people. This includes the process to return to the isolated unit or the move process to a designated quarantine unit. Residents will be informed that they need to pack all personal items needed for the quarantine period and complete their move in one trip. Students in quarantine will not be permitted to return their original assignment until the isolation or quarantine period has been completed. Limited supplies will be provided to both quarantine and isolation units.

To maintain a ratio of one resident to one bathroom, quarantine units will only have one resident occupancy at a given period. Once a resident has cleared the 14-day period and shows no symptoms, they will be given approval to return to their original assignment or provided a new assignment.

Identified quarantine apartments facilitate ease of access for students with minimal need to navigate community passageways or stairwells. Entry into each apartment is through an

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outward facing door to an outdoor courtyard. Each unit comes with at least two bedrooms, one bathroom, and one kitchen.

Out of an abundance of care, should a resident have heightened concern for their safety based on exposure to a roommate with unconfirmed COVID concerns, the resident will be offered a space in an emergency apartment on a temporary basis to use during the period that their roommate is recovering. The resident is also able to request an expedited room change, contingent upon available space. Emergency apartments will offer a single occupancy bedroom with a maximum bathroom to resident ratio of 2 to 1.

### Dining

A minimum meal plan will be required for all residents living on campus. The declining balance meal plan amount will be based on the number of residents living on campus and the availability of dining locations. The dining staff required for 250-300 residents, maximum of 500, is 8 per day, depending on service. At this level, 5 staff are needed for breakfast, 6 for lunch and 8 for dinner service. These numbers represent 100% of staffing levels compared to fall 2019, because any reduction from fewer residents served, is met with requirements for additional resources for sanitization and to accommodate other public health code requirements.

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### Facilities

#### Cleaning and Sanitization

- Coordination with Safety & Risk Management on resident and staff education on PPE
- Residents supplied with cleaning supplies and instructions for their unit, with specific information for bathroom and kitchen use
  - Implementation Update (07/31): Residents are provided with a move-in checklist, noting recommended items to bring in preparation of moving on campus. The list includes cleaning supplies for use in their unit. Cleaning supplies purchased by the department are commercial-grade.
- Cleaning schedule incorporated in roommate agreement expectations
- Routine use of Fogger disinfectant machines that can the kill virus per [this product details sheet](#)
- Maintenance of PPE and cleaning inventory
- Cleaning protocol/guidelines are being adapted to account for COVID-19
- Shared bathrooms should be cleaned regularly using the following [EPA-registered disinfectantsexternal icon](#), at least twice per day (e.g., in the morning and evening or after times of heavy use).
- Make sure bathrooms are continuously stocked with soap and paper towels or automated hand dryers. Hand sanitizer could also be made available.
- Make sure trash cans are emptied regularly.
- Provide information on how to wash hands properly. Hang handwashing and bathroom cleaning etiquette information in bathrooms.
- Residents should be instructed that sinks could be an infection source and should avoid placing toothbrushes directly on counter surfaces. Totes could also be used for personal items to limit their contact with other surfaces in the bathroom.

#### Signage

- Social distancing stickers on floors in Community Center (how many students can be in office at once)
- Physical Barriers in Community Center (Plexiglass)
- Signage on the outside of elevators to promote social distancing
- Informational signage and reminders placed at community entrance gates as well as resident bathrooms and kitchens