

UCDC Reopening: The Fall 2021 Plan for the UC Washington Program ("UCDC")

Submitted to the Higher Education Licensure Commission (HELC)
May 24, 2021

1) About UCDC

The University of California extends its mission of service, teaching and research to the nation's capital. The UC Washington Program (UCDC) is a residential, instructional and research center that provides students and instructors from the University of California with opportunities to study, research, work, and live within Washington's rich cultural, political, and international heritage. The program is housed in an 11-story building in a lively neighborhood a short walk from the White House with room for more than 270 students.

2) Planning UCDC Returns

- a) Since March 2020, UCDC has been operating under a limited on-site personnel status. Since summer 2020, UCDC has conducted a remote academic internship program serving over 300 UC undergraduate students. Through use of technology and the efforts of our Academic, Internship, Student Life, Communications, and IT units, these students have attended remote classes and internships and will continue to do so through the end of the summer 2021 term. We are planning to reopen our on-site program at half capacity for fall 2021.
- b) All aspects of this plan are consistent with requirements and guidelines established by the [Centers for Disease Control and Prevention](#) , [DC Health](#) , and DC's Higher Education Licensure Commission ([HELC Memo RE COVID-19 Reopen Guidance and HELC Policy Guidance for Re-opening Postsecondary Schools: COVID-19 Recovery Period](#)).
- c) Additionally, guidance from [University of California Consensus Standards for Operation of Campus and ANR Locations in Light of the SARS-CoV-2 Pandemic](#) was also consulted in the preparation of this plan.
- d) The planning and execution of UCDC's response to COVID-19 is co-coordinated locally by the following UCDC team members:
 - (1) Helen Shapiro, Executive Director, UCDC
 - (2) Jennifer Diascro, Associate Academic Director
 - (3) Marc Sandalow, Associate Academic Director
 - (4) Mac Hamlett, Manager, Building and Housing Services
 - (5) Debbie S. Deas, Director, Student Services

Questions and comments regarding the content of this plan may be directed to Helen Shapiro (helen.shapiro@ucdc.edu) and Mac Hamlett (mac.hamlett@ucdc.edu).

3) Reporting COVID-19 Cases to DC Health

- a) In the event that UCDC identifies a student, lecturer, or staff member who has tested positive for COVID-19, Debbie S. Deas (or her designee) will notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website: dchealth.dc.gov/page/covid-19-reporting-requirements.
- b) Communication protocols for students, instructors and staff can be found in **Section 11: Communication Strategy**
- c) Decisions on the timeline of exclusion and any other responses to a COVID-19 exposure will be determined by DC Health.

4) Proposed Timeline for UCDC Returns

- a) Phase I: Staff Return
 - i) Early July 2021
 - (1) UCDC receives HELC approval of UCDC Reopening Plan
 - ii) Late July 2021
 - (1) Email communication to instructors and staff, including return to on-site operations/procedures and changes to on-site protocols.
 - iii) Early August 2021
 - (1) Staff return on-site as needed. Telework continues as needed throughout fall 2021.
- b) Phase II: Student return
 - i) August 21, 2021
 - (1) Semester students (approx. 22) arrive. Residential orientation including on-site protocols related to face coverings, distancing, sanitation, health and safety guidelines, basic needs support, and student conduct/community standards.
 - ii) September 18, 2021
 - (1) Quarter students (approx. 106) arrive. Residential orientation including on-site protocols related to face coverings, distancing, sanitation, health and safety guidelines, basic needs support, and student conduct/community standards.
 - iii) Student Arrival details
 - (1) Fall 2021 students will check in at the main lobby after completing the [UCDC Screen](#)
 - (2) All students will be tested and/or perform quarantine as directed in current [Mayor's Orders](#).
 - (3) Students receive boxed meals or meal delivery vouchers from UCDC Basic Needs to encourage them to stay in the building during the testing period.
 - (4) Students receive linen kits (delivered to their rooms) from UCDC Basic Needs to reduce need to leave the building and travel via public transit during their first 24 hours.
- c) Phase III: Fall 2021 Academic Program
 - i) August 24 – Fall semester classes begin.
 - ii) September 21 - Fall Quarter classes begin.

iii) December 4 – All fall students check out.

5) Community Member Health and Safety

- a) [Vaccination and Testing for Students, Instructors, and Staff](#)
 - i) Current expectations are to require that all students, instructors, and staff produce proof of full vaccination or a negative result report prior to entering the building for the first time. (The test must have been taken within the previous 2 days.)
 - ii) UCDC will also ensure that all students, instructors, staff follow the protocols/procedures provided in the current [Mayor's Order](#).
- b) [Daily COVID-19 Screener for Campus Access](#)
 - i) Everyone entering the UC Washington Center is required to complete the [UCDC Screen](#) before entering.
 - (1) If an individual is not approved to enter, they may not do so.
 - ii) Student, instructors, and staff residents will be required to complete the [UCDC Screen](#) before exiting their residence each day.
 - (1) If they are not approved via the application, they should remain in their residence and contact their medical provider.
 - iii) Community members will be required to visit the security desk (abiding by distancing requirements) to display their authorization email. Also, results will be accessible by designated and authorized UCDC staff for instant verification.
 - iv) No residential community member is authorized to enter any public space if they do not receive the green authorization email. Residential community members without authorization should contact a member of the UCDC Student Services team, via the emergency duty line, for situation triage and support.
- c) [Community Members Who Become Symptomatic While On-Site](#)
 - i) UCDC students, students, and staff who believe they have become symptomatic while on-site should consult [CDC guidance](#). People with the following symptoms may have COVID-19 (the list is not exhaustive):
 - a. Fever or chills
 - b. Cough
 - c. Shortness of breath or difficulty breathing.
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Nausea or vomiting
 - k. Diarrhea.

- d) Community members should look for emergency warning signs for COVID-19. People showing any of the following signs should seek emergency medical care immediately by calling 911 or calling ahead to a local emergency facility (this list is not exhaustive):
 - a. Trouble breathing
 - b. Persistent pain or pressure in the chest
 - c. New confusion
 - d. Inability to wake or stay awake.
 - e. Bluish lips or face

- e) [Protocol for UCDC residential students who believe they have become symptomatic:](#)
 - a. The Person of Interest (POI) should relocate to their residential assignment and begin a period of self-isolation.
 - b. The POI should consult with a health care provider to discuss the POI's symptoms and testing options.
 - c. The POI should contact a member of the UCDC Student Services team, via the emergency duty line, to inform them of their self-isolation and confirm that they have consulted with a health care provider.

- f) [Protocol for UCDC instructors who believe they have become symptomatic:](#)
 - a. The Person of Interest (POI) should leave the site and return to their private residence. The POI should take steps to avoid the use of public transportation (if possible). The POI's priority should be their safe return to their residence.
 - b. The POI should begin a period of self-isolation within their private residence.
 - c. The POI should consult with a health care provider to discuss the POI's symptoms and testing options.
 - d. The POI should virtually contact the UCDC Associate Director for Academics to confirm their safe arrival to their private residence and confirm that they have consulted with a health care provider.

- g) [Protocol for UCDC staff who believe they have become symptomatic:](#)
 - a. The Person of Interest (POI) should leave the site and return to their private residence. The POI should take steps to avoid the use of public transportation (if possible). The POI's priority should be their safe return to their residence.
 - b. The POI should begin a period of self-isolation within their private residence.
 - c. The POI should consult with a health care provider to discuss the POI's symptoms and testing options.
 - d. The POI should virtually contact the UCDC Manager for Building and Housing Services to confirm their safe arrival to their private residence and confirm that they have consulted with a health care provider.

- h) [Contracted staff and authorized visitors who believe they have become symptomatic](#) should leave the site and follow employer guidelines (if applicable) and/or return to their private residence.

- i) In general, **symptomatic, or COVID-19-positive community members, contracted staff, and authorized visitors** will not be permitted entry to the site and/or access to public amenities until they have completed any self and/or physician-prescribed isolation periods.
 - ii) Specifically, these individuals must wait to enter the site until:
 - (1) Seventy-two (72) hours have passed since fever has resolved (without the use of fever-reducing medication such as Tylenol) been symptom free without the use of medication for three (3) calendar days and
 - (2) Ten (10) days have passed since symptoms first appeared, whichever is later.
 - iii) Individuals with a negative COVID-19 test and who meet standard entry criteria may enter the site after completing the [UCDC Screen](#).
 - iv) They have been cleared from isolation per their healthcare provider or DC Health instructions.
- j) **Community Members Who Are Close Contacts of a Person Confirmed to Have COVID-19**
 - ii) Per [DC Health guidance](#) , community members who are close contacts of a person confirmed to have COVID-19 should:
 - (1) self-quarantine as much as possible within their residence for fourteen (14) days from the last time they were exposed.
 - (2) stay in another room or be separated from the person who tested positive as much as possible (See **Section 7**).
 - (3) use a separate bedroom and bathroom, if available.
 - (4) avoid leaving the residence, public activities and gatherings (e.g., religious services, parties, bars, etc.), going to class in-person, going to work, taking public transportation, travel via airline, and hosting guests.
 - (5) avoid sharing household items.
 - (6) answer the phone calls from the DC Health Contact Trace Team.
 - iii) Per [DC Health guidance](#) , community members who are close contacts of a person confirmed to have COVID-19 should:
 - (1) get tested for COVID-19 at least three (3) to five (5) days after they were exposed to a person who tested positive for COVID-19. Information on options for COVID-19 testing in the District of Columbia is available at <https://coronavirus.dc.gov/testing> . UCDC encourages testing as quickly as possible.
 - (a) If the test result is negative for COVID-19, they should continue their fourteen (14)-day quarantine and monitor for symptoms.
 - (b) If the test result is positive for COVID-19, they should contact a member of the UCDC Student Services team for assistance.
- k) **Encouraging Healthy Practices**
 - ii) Public bathrooms on Floors 1, 2, 3, 4, 10, and 11 will be checked twice daily to ensure proper stock of hand soap and toilet tissue. All public bathrooms include touchless faucets, hand soap dispensers, and paper towel dispensers.

- iii) Community members will be informed that handwashing includes washing with soap and water for at least twenty (20) seconds, especially after going to the bathroom, before eating, after blowing one’s nose, coughing, or sneezing.
- iv) Signage will be posted in all public restrooms and private bathrooms on effective handwashing techniques.
- v) Touchless hand sanitizer dispensers (utilizing alcohol-based sanitizer that is at least sixty [60] percent ethyl alcohol) will be stationed on all public and residential floors and additional dispensers will be placed at the building entrance, near classrooms, in the computer lab, in the Mail rooms on floors 2 and 3, Fitness Center, and any other area deemed necessary.
- vi) No more than a one (1)-month supply of the products described in **Section 8.a.2** will be kept in-stock.
- vii) UCDC Staff have installed signage for physical distancing and safe hygiene practices that is clear and informative. The signage will be posted prominently in all areas of the building to promote:
 - (1) Established practices to reduce the spread of COVID-19 via physical distancing, frequent handwashing, use of face coverings in public areas, limiting touch of one’s eyes/nose/mouth, remaining at home if one feels ill.
 - (2) The [UCDC Screen](#) requirement and the requirement to wear a face covering over one’s mouth and nose in public areas.
 - (3) Wayfinding and directional signage to reinforce revised elevator capacity, entrance/exit-only doors, and maintain physical distancing.



Figure 1 Sample Signage

- viii) Students will be required to participate in a virtual pre-arrival orientation to review site protocols, health and safety guidelines, basic needs, and student conduct/community standards. The pre-arrival orientation will be supplemented by a series of physically distanced in-person orientation sessions once students arrive on-site. Students will receive a copy of all requirements, guidelines, and restrictions in writing.
- ix) Instructors, staff, and contracted staff will receive in-person training on site protocols and health and safety guidelines. Instructors, staff, and contracted staff will receive a copy of all requirements, guidelines, and restrictions in writing.
- x) Attendance will be taken at all in-person class meetings and at all in-person co-curricular and extra-curricular activities. Attendance records will be uploaded during these gatherings to a secure UCDC SharePoint folder. Access to the secure folder will be limited to designated UCDC staff for the purposes of contact tracing within the building and for assisting DC Health with contact tracing requests.
- xi) Should a potential outbreak of COVID-19 be identified, UCDC will send written communication to impacted community members via email within twenty-four (24) hours of identification. The purpose of said email will be to:
 - (1) keep impacted community members informed of current conditions on-site (including any necessary changes to facility amenities and procedures)
 - (2) inform all community members that they may be contacted by the DC Health for contact tracing purposes.
 - (3) remind community members of their roles and responsibilities in limiting the spread of COVID-19.
 - (4) maintain transparency of UCDC's continued efforts to limit the spread of COVID-19 within the facility.
- l) [Supporting Community Members, including Individuals of High-Risk](#)
 - ii) [According to the CDC](#) , people of any age with the following conditions ARE at increased risk of severe illness from COVID-19:
 - (1) Cancer
 - (2) Chronic kidney disease
 - (3) Chronic lung diseases
 - (4) Dementia or other neurological conditions
 - (5) Diabetes (type 1 and 2)
 - (6) Down Syndrome
 - (7) Heart Conditions
 - (8) HIV infection
 - (9) Immunocompromised state
 - (10) Liver disease
 - (11) Overweight and obesity
 - (12) Pregnancy
 - (13) Sickle Cell disease or thalassemia

- (14) Smoking, current or former
 - (15) Solid organ or blood stem cell transplant
 - (16) Stroke or cerebrovascular disease
 - (17) Substance use disorders
- iii) UCDC's aim for Fall 2021 is to have on-site the number of staff necessary to support our academic and administrative operations in-person, and to offer telework where possible.
 - iv) Instructors and staff may continue to work remotely while in quarantine or isolation if they are asymptomatic or have not yet been diagnosed with any medical condition and are physically able to work.
 - v) Requests for COVID-19 related time off/leave that are not due to the described order of quarantine or isolation (e.g., requests based on a doctor's note), instructors and staff should follow any applicable University time off/leave policies and procedures.
 - vi) **For students**
 - (1) If a student intends to be absent from class, the following steps must be completed:
 - (a) The student emails both the instructor and the UCDC Academics Team (academics@ucdc.edu) of the absence. The instructor or the UCDC Academics Team must copy the other party in the reply to the student acknowledging receipt of the email if both are not included in the original message. This will help clarify any follow up that is needed.
 - (b) The instructor must report this absence on the class attendance sheet in the secure SharePoint folder.
 - (c) If the instructor or staff have concerns about the student, they should record this on the UCDC Care form that is sent to the Director of Student Services for follow up.
 - (2) If the absence relates to an illness that may be related to COVID-19, the steps above must still be taken in addition to contacting the UCDC Duty phone.
 - (3) Accommodations for students who are absent from class and are not able to watch the class synchronously via Zoom will be coordinated between the UCDC Academics Team and the instructor. This could include, but is not limited to:
 - (a) Watching supplemental material to make up the in-class session.
 - (b) Completing assigned course work with a reasonable extension
 - (4) Students who declare themselves ready to return to class must pass all checkpoints supervised by the Student Services team, who will have cleared the student to partake in academic pursuits and notified both the Academics Team and the instructor of the student's ability to return to class.
 - vii) In general, **symptomatic, or COVID-19-positive community members, contracted staff, and authorized visitors** will not be permitted entry to

the Center and/or access to public amenities until they have completed any self and/or physician-prescribed isolation periods.

(1) Specifically, these individuals must wait to enter the site until:

- (a) Seventy-two (72) hours have passed since fever has resolved (without the use of fever-reducing medication such as Tylenol) been symptom free without the use of medication for three (3) calendar days and
- (b) Ten (10) days have passed since symptoms first appeared,
- (c) whichever is later.

(2) Individuals with a negative COVID-19 test and who meet standard entry criteria may enter the site after completing the [UCDC Screen](#) .

(3) UCDC Basic Needs will assist students who need help getting meals during their isolation period.

viii) Students are urged to consider their health and safety and the safety of the entire UCDC community before travelling in DC, MD, or VA, other than for internship purposes. Extracurricular domestic and international travel after beginning the academic term is discouraged. Students are strongly encouraged to:

- (1) avoid personal travel (locally, domestically, and internationally) when possible, and in particular, air, train, and bus travel.
- (2) maintain physical distance (6 feet) from others when possible.
- (3) wear face coverings that cover the mouth and noses in public areas.
- (4) carefully consider the risk to themselves, UCDC community members, and others by engaging in the activities that pose a high-risk of COVID-19 infection and spread.

ix) Students should be aware that local, federal, and international outbreaks and restrictions have and can change rapidly with little notice. Depending on where a student travels, they may encounter challenges in avoiding COVID-19, departing a municipality, state, or country, or face difficulties when they try to return, to the Center, including, but not limited to, quarantine upon return. At the very least, students should plan on extra time for travel and keep up to date on developments at their destination as well as the destination to which they are returning.

m) [Social and Mental Health](#)

ii) Student Services will support students' social and mental health by:

- (1) ensuring all communication shared accurately explains how the virus spreads to limit misconceptions that can lead to stigma.
- (2) maintaining the privacy of students who may have been exposed and/or are seeking resources related to COVID-19.
- (3) speaking out against negative statements and behaviors that may reinforce stereotypes by meeting with students and discussing community impact, potential harm caused, and UCDC community standards. If behavior persists, students may be subject to a conduct conference.
- (4) Referring students who may have experienced stigma to local, campus, and third-party resources.

- (5) UCDC has secured Third-Party counseling services that are available to the students.
- (6) UCDC Basic Needs program will help students manage their food access and needs.

6) Limiting Physical Contact within the UC Washington Center

h) [Face Coverings Policy](#)

- (1) According to [DC Health guidance](#) members of the general public should use cloth face coverings (such as homemade cloth masks, store-bought fabric masks, bandanas, etc.). Cloth face coverings help to protect others and slow the spread of COVID-19.
- (2) Cloth face coverings prevent the person who is wearing it from spreading respiratory droplets when talking, coughing, or sneezing. The use of cloth face coverings does not eliminate the need for physical distancing and staying at home when one is sick.
- (3) All persons within the UC Washington Center must wear a non-medical face covering or face mask while in instructional spaces, public bathrooms, elevators, lobbies, hallways, stairwells, and other public spaces within the building. This policy applies to UCDC students, instructors, staff, contracted staff, and visitors to the site.
- (4) Face coverings must be worn in public spaces even when others are not present to limit the spread of COVID-19 on surfaces, touch points, and in the air.
 - (a) Face coverings do not need to be worn within a private staff office containing a single occupant.
 - (b) Gatherings within private offices of no more than two (2) persons is permitted. Face coverings must be always worn, and proper physical distancing must be maintained.
- (5) Students, instructors, and staff will be instructed to speak more loudly, rather than remove their face covering, should the environment be noisy.
- (6) Instructors and staff may wear face coverings with clear plastic windows, or briefly remove their face coverings, when interacting with students with disabilities identified as having hearing or vision impairments, who require clear speech or lip-reading to access instruction.
- (7) Face coverings should not be worn:
 - (a) by anyone under the age of two (2)
 - (b) by anyone who has trouble breathing, or anyone unconscious or unable to remove the mask without assistance.
 - (i) Students in need of accommodations related to face coverings policy may submit requests directly to Student Services or the UCDC Academic Team.

- (ii) Instructors and staff in need of accommodations related to face coverings policy may submit requests directly to the [Executive Director](#).

(8) How to Put on a Cloth Face Covering:

- (a) Before putting on a cloth face covering, clean hands with alcohol-based hand rub or soap and water.
- (b) Cloth face coverings should cover the nose and mouth and fit snugly against the sides of the face.
- (c) Avoid touching the cloth face covering while using it. If contact is made, clean hands with alcohol-based hand rub or soap and water.
- (d) Do not put a cloth face covering around the neck or up on the forehead.

(9) When and How to Remove a Cloth Face Covering:

- (a) Remove a cloth face covering and replace with another if it becomes visibly dirty, wet, or difficult to breathe through.
- (b) To remove the cloth face covering:
 - (i) Handle it by the string ties or ear loops only.
 - (ii) Untie the strings behind the head or stretch the ear loops and remove.
 - (iii) Avoid touching the dirty part (do not touch the front of the cloth face covering).
 - (iv) Fold outside corners together (so the outside part is folded into itself).
 - (v) Place in a hamper or washing machine. It is okay to include cloth face coverings in regular laundry, using the warmest appropriate water setting and drying it using the highest heat setting (follow all manufacturer instructions).
 - (vi) Clean hands with alcohol-based hand rub or soap and water immediately after removing the face covering.

- (10) Students will be provided with one cloth face covering upon move-in to their residential assignment. Additional disposable coverings will be made available to students upon request.

- (11) Instructors and staff may request a disposable mask from the security desk in the main lobby.

i) [Other Forms of Personal Protective Equipment \(PPE\)](#)

- ii) All students and instructors will be encouraged to keep individual hand sanitizer dispensers with them.
- iii) All staff will be encouraged to keep an individual hand sanitizer station in their office.

- j) "Emergency PPE Kits" will be stationed at the security desk in the main lobby and in the Residential Life Office on the 4th Floor. These kits will be designed to provide immediate emergency protection should a community member need to interact with a person experiencing symptoms of COVID-19. The kits will be stocked by the UCDC Manager of Building and Housing Services, or his designee

and inventoried once per day, Monday through Friday. Security will notify the Manager for Building and Housing Services if the kit is used or otherwise in-need of replenishment. Members of the Student Services staff will have access to the kits 24/7.

- ii) Each kit will include:
 - (1) Two (2) three-ply disposable face coverings
 - (2) One (1) personal hand sanitizer pump or squeeze bottle (alcohol-based sanitizer that is at least sixty [60] percent ethyl alcohol)
 - (3) Two (2) packs of sanitizing wipes (solution that is at least sixty [60] percent ethyl alcohol)
 - (4) Two (2) full-length disposable protective gowns
 - (5) Four (4) individually wrapped pairs of allergen-free disposable gloves.
 - (6) Two (2) protective eyeglasses
 - (7) Two (2) face shields
 - (8) Two (2) disposable shoe coverings
- k) **Physical Distancing**
 - ii) All persons within the UC Washington Center must maintain [the CDC-recommended 6 feet \(2 meters\) of distance](#) between individuals at all times. In situations where physical distancing is not possible, the activity occurring should be cancelled, postponed, relocated, or otherwise completed as quickly as possible.
- l) Entering and Exiting the UC Washington Center
 - ii) All persons should maintain at least (6) feet of physical distance when entering and exiting the main entrance vestibule.
 - iii) A transparent glass partition is installed at the security desk to create a safety barrier between security guards and customers.
 - iv) Contactless trash cans are stationed at the main entrance and throughout the lobby for depositing used face coverings or other unwanted items.
 - v) For awareness, physical distancing markers will be placed on the main entrance doors, within the main entrance vestibule, and throughout the lobby.
- m) Stairways
 - ii) The north stairwell will include signage for maintaining physical distancing. Up and down usage will be allowed.
 - iii) The south stairwell is down only and is only used in emergency.
- n) Elevators
 - ii) Elevators 1 and 2 will be occupied by no more than two (2) persons at one time to maintain proper physical distance within the elevator car.
 - iii) For awareness, physical distancing markers will be placed in the elevator lobby on each floor and within both elevator cars.
- o) Hallways
 - ii) For awareness, physical distancing markers will be placed on the floor and walls in all public areas and hallways.
- p) Public Restrooms

- ii) Foot pulls (allowing for contactless opening) will be installed on the doors to public restrooms on Floors 1, 2, and 3.
- q) Instructors and Staff Offices and Supplies
 - ii) All full-time staff already utilize private offices. Gatherings within private offices of no more than two (2) persons is permitted. Face coverings must be always worn, and proper physical distancing must be maintained.
 - iii) Shared use of office supplies will be strongly discouraged. Staff offices will be stocked with individually assigned office supplies.
 - iv) Instructors may continue to reserve use of private offices when they are available. Meeting with students in person will be restricted to spaces that meet social distancing requirements or by using Zoom. Instructors will be assigned a personal set of dry-erase markers, a dry-erase eraser, and other instructional space supplies.
 - v) Second and Third Floor Conference Room (Rooms 201,301and 351)
 - (1) Use of the Conference Rooms will be restricted to scheduled academic and staff use. The rooms will be reconfigured for proper physical distancing.
 - (2) Extra chairs will be removed from the room to encourage proper physical distancing.
 - vi) In-Person Staff Gatherings:
 - (1) In-person meetings will be limited to situations in which they are deemed necessary, in accordance with CDC workplace guidance: to minimize face-to-face contact between employees to ensure physical distancing.
 - (2) Approved in-person meetings will be limited to no more than twelve (12) individuals with proper physical distancing.
 - (3) Gatherings within private offices of no more than two (2) persons is permitted. Face coverings must be always worn and proper physical distancing must be maintained.
 - (4) The Instructors/Staff Break Room on Floor 3 will be closed to communal eating. Staff will be directed to take their meals in their private offices or outside the building while continuing to engage in proper physical distancing. Staff will be encouraged to limit their use of the break room and storage of personal food (and other related items) as much as possible.
 - (5) The coffee machine will be removed.
 - vii) Mail and Package Delivery:
 - (1) Mail and packages will continue to be accepted by security and stored in the package staging area on Floor 1.
 - (2) UCDC Student Services staff will relocate student mail and packages to the 4th floor and staff mail and packages to mail rooms on floors 2 and 3.
 - (3) Staff will use proper PPE and engage in physical distancing (except when a "team lift" of a package is required for staff safety).
- r) **Reducing Density**
 - ii) Use of Indoor Gathering and Instructional Space

- (1) Indoor gatherings that are not related to course instruction will be limited to no more than twelve (12) individuals with proper physical distancing.
- (2) Spacing between student desks and chairs within instructional spaces will be maximized to ensure that a minimum of three (3) feet of physical distance is maintained between students (measured from center of seat-to-center seat).
- (3) A minimum of six feet of physical distance will be maintained between instructor and students, measured from the base of the instructor's wall.
- iii) Staff Work Schedules
 - (1) Staff will engage in a hybrid model of teleworking and working on-site. All UCDC staff, except for the Student Services staff, have private offices, offering an elevated level of safety and comfort while working on-site.
 - (2) The Student Services offices, (4th and 10th floors) shift rotations will be configured to reduce multiple staff members in the office at one time.
 - (3) The Student Services offices will be cleaned and disinfected twice daily, and disinfecting supplies will be available in each space for staff to use as needed.
- iv) Use of Public Restrooms by Instructors and Staff
 - (1) Instructors and staff will be encouraged to restrict their public restrooms use within the building to the public restrooms located on the floor on which their office and/or primary instructional space is located.
- v) Visitors
 - (1) Large public events will meet applicable DC requirements. Instructors and staff are permitted to bring non-essential visitors to the site. All visitors must complete the [UCDC Screen](#).

7) Isolation and Quarantine Procedures Due to Potential Exposure and Positive COVID-19 Cases

- a) This procedure is to be followed whenever a residential student is:
 - ii) identified as potentially being ill with COVID-19 (POI) or
 - iii) a residential student has tested positive for COVID-19,
 - iv) and they require a place of isolation due to their current housing assignment.
- b) DC Health and CDC guidance for responding to COVID-19 changes rapidly, and as guidance evolves, so will UCDC's approach to situations like isolation and quarantine.
- c) This procedure does not apply to instructors, and staff who are able to return to their place of residence during the quarantine period, except under exceptional circumstances as determined by UCDC leadership. See **Section 5.g** for procedures pertaining to potential exposure and positive cases of these groups.
- d) The individual who identifies the potential POI shall:
 - ii) if the individual requires immediate emergency medical care, call 911 or call ahead to a local emergency facility.
 - iii) request that the student seek guidance from a health care provider.
 - iv) immediately implement infection prevention and control methods per [CDC Guidelines](#).

- v) contact the UCDC Student Services team to identify the appropriate place of quarantine or isolation.
- vi) if the place of quarantine is being provided for the POI in one of several pre-identified locations in on-site student housing, the individual coordinating the quarantine effort shall:
 - (1) unlock and inspect the selected quarantine site.
 - (2) contact, via email and/or phone, a core group comprised of:
 - (a) the Student Services emergency duty line
 - (b) the Director of Student Services
 - (c) the Manager of Building and Housing Services
 - (d) third Party Facility Management POC
 - (e) appropriate AIT representative
 - (3) relay the following pertinent information:
 - (a) student's name and contact information
 - (b) current (pre-quarantine) housing assignment
 - (c) location they are being quarantined.
 - (d) other relevant information
 - (4) using PPE and following proper physical distancing (when possible), arrange for the POI to reach the place of quarantine utilizing the safest and least-disruptive manner possible.
 - (5) POI is responsible for packing enough personal belongings to last the entire Q/I period, without needing to do laundry.
 - (a) POI must relinquish the key to their assigned room for the duration of their Q/I period
 - (6) if a POI has been ill it is recommended that no one enter their residential assignment for at least two (2) hours, and preferably not for seventy-two (72) hours. After two (2) hours it is felt to be safe to enter a POI's room, but proper PPE must be worn. After seventy-two (72) hours it is felt to be safe to enter without precautions. Cleaning of the POI's residential assignment will proceed according to procedures described in **Section 8**.
 - (7) if a student is being quarantined because of exposure only, and they are not ill, then there are no precautions to enter their room.
 - (8) once the POI is safely placed in the quarantine location, the UCDC Student Services team will conduct a daily welfare check with the POI by phone.
 - (9) no one should enter the place of quarantine during the time that a POI is occupying it without prior authorization from the UCDC Student Services Director.
 - (10) Students in Isolation housing will have access to food drop-off services through the UCDC Basic Needs program.

8) Cleaning and Disinfecting

- a) Cleaning and Disinfection Protocols
 - ii) In accordance with [CDC guidance](#), the UC Washington Center will be regularly cleaned and surfaces will be disinfected daily.

- (1) Specifically, surfaces and objects that are frequently touched will be routinely cleaned and sanitized. Frequently touched surfaces include, but are not limited to:
 - (a) tables
 - (b) doorknobs
 - (c) light switches
 - (d) elevator buttons
 - (e) countertops
 - (f) handles
 - (g) desks
 - (h) public phones
 - (i) public keyboards
 - (j) public toilets
 - (k) public faucets and sinks
 - (l) touch screens
 - (2) Disinfection products used will be from the Environmental Protection Agency's (EPA) "List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)".
 - (3) All cleaning and disinfection product manufacturer's instructions for concentration, application method, contact time, and drying time before use will be adhered to strictly by the third-party facility management vendor.
 - (4) Custodial services will be trained to ensure safe and correct use and storage of cleaning and disinfection products. Custodial services will be provided with adequate PPE for personal protection and protection from the use of cleaning and disinfection products by the third-party facility management vendor.
 - (5) Custodial services will ensure that there is adequate ventilation when using cleaning and disinfection products.
- iii) The standing cleaning schedule will be modified to incorporate an increase in the frequency of cleaning of the frequently touched surfaces and objects listed above. Sanitizing wipes will be made available to community members in areas where it is necessary and/or more practical for self-sanitizing in-between cleaning and disinfection conducted by custodial services. Additional custodial services contracted staff will be engaged as needed to execute this plan.
 - iv) In the event of a confirmed COVID-19 case in a student, instructor, staff member, or contracted staff member, custodial services will follow all [CDC guidance](#) and [DC Health guidance](#) pertaining to cleaning and disinfection if someone is sick, including:
 - (1) closing off areas used by the person who is sick.
 - (2) opening outside doors, to increase air circulation in the area.
 - (3) waiting twenty-four (24) hours before cleaning or disinfecting. If twenty-four (24) hours is not feasible, wait as long as possible.

- (4) cleaning and disinfecting all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- (5) vacuuming the space if needed. Vacuums equipped with high-efficiency particulate air (HEPA) filters will be used.
 - (a) A room or space that has people in it will not be vacuumed.
- (6) considering temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- v) Once infected areas have been appropriately disinfected, it can be opened for use.
 - (1) Community members without close contact with the person who is sick can return to the building immediately after disinfection.
 - (2) If more than seven (7) days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- b) Hand sanitizer
 - ii) Custodial services will stock, refill, and maintain hand sanitizer stations per the locations described in **Section 5.k.v**. Proper functioning and sanitizer levels for hand sanitizer stations and hand sanitizer pumps will be checked Monday – Friday by custodial services. Hand sanitizer pumps and stations will be deployed in classrooms and offices, at building entrances, and at elevator banks.
 - iii) Students, instructors, and staff are encouraged to have personal hand sanitizer as described in **Section 6.i.ii**.
 - iv) All hand sanitizer in-use at UCDC will be alcohol-based with at least sixty [60] percent ethyl alcohol.
- c) Shared Equipment
 - ii) Public Computers and Printer
 - (1) Personal hand sanitizer pumps will be stationed adjacent to the two (4) public computers and one (1) public printer in the computer lab. Users are encouraged to sanitize their hands before and after using these devices. Signage to that effect will be posted adjacent to the area.
 - (2) Computer keyboard covers are installed on all public computers.
 - (3) Sanitizing wipes will be stationed adjacent to the computers and printer. Users must use the wipes to sanitize touched surfaces on these devices after use. Signage to that effect will be posted adjacent to the area.
 - iii) Staff Break Room
 - (1) Traditional coffee makers and coffee pod machines located within the Staff Break Room will be closed to public use to limit potential contamination of high-contact surfaces.

9) Building Considerations

a) [Ventilation Systems Operation](#)

- ii) Although on-site instruction, public events, and daily work by non-essential personnel was moved to a virtual environment and/or suspended in March 2020, essential personnel (building engineer, custodial services, and live-in staff) continued to maintain building systems, uphold a healthy and sanitary building condition, and maintain proper physical distancing while living and working from their assigned spaces. Regular checks of unoccupied spaces were made under proper physical distancing to confirm building safety and HVAC operations.
- iii) In accordance with [CDC guidelines](#) , prior to reopening, steps to improve ventilation in the building by:
 - (1) increasing the percentage of outdoor air (e.g., using economizer modes of HVAC operations) potentially as high as one hundred (100) percent. Before doing so, the building engineer will verify compatibility with HVAC system capabilities for both temperature and humidity control as well as compatibility with outdoor/indoor air quality considerations.
 - (2) increasing total airflow supply to occupied spaces, if possible.
 - (3) considering using natural ventilation (i.e., opening doors if possible and safe to do so) to increase outdoor air dilution of indoor air when environmental conditions and building requirements allow.
- iv) In accordance with [CDC guidelines](#), prior to reopening, steps will be taken to improve central air filtration by:
 - (1) increasing air filtration to as high as possible (MERV 13 or 14) without significantly diminishing design airflow.
 - (2) inspecting filter housing and racks to ensure appropriate filter fit and checking for ways to minimize filter bypass.
 - (3) continuing to run the building ventilation system during unoccupied times to maximize dilution ventilation.
 - (4) generating clean-to-less-clean air movement by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers and adjusting zone supply and exhaust flow rates to establish measurable pressure differentials.
- v) In accordance with [CDC guidelines](#) , prior to reopening, the third-party facility management vendor will ensure that exhaust fans in restroom facilities are functional and operating at full capacity.
- b) [Clear Stagnant Water](#)
 - ii) UCDC has been operating in a limited on-site personnel status since March 2020. However, the third-party facility management vendor has maintained all domestic water lines through routine flushing and flowing of domestic water lines throughout the building.
- c) [Dining Services](#)
 - ii) UCDC does not offer on-site dining services.
 - iii) There is a catering kitchen on the first floor, adjacent to the Multipurpose Room, that may be used by external catering companies as part of approved programs and events.

- iv) Catered events should make every effort to offer prepackaged meals, including plastic silverware, napkins, and seasonings, or otherwise serve meals individually plated. Buffets, salad bars, and other communal serving areas are permitted if a catering employee serves all food items.
- v) In accordance with [DC Health guidance](#), signage will be posted in the catering kitchen stating that no one with a fever or symptoms of COVID-19 is permitted to enter the facility and that individuals must wear a mask or face covering.
- vi) The external caterer will be informed that they must provide the following, in accordance with [DC Health guidance](#):
 - (1) The external caterer must make hand sanitizer easily accessible at the entrance of the catering kitchen.
 - (2) The external caterer must make supplies for good hand hygiene available to catering staff. Supplies include:
 - (a) soap and water
 - (b) alcohol-based hand sanitizers with at least sixty [60] percent ethyl alcohol (placed on every dining table, if supplies allow)
 - (c) paper towels
 - (d) tissues
 - (e) disinfectant wipes
 - (f) UCDC will provide no-touch trash cans.
- vii) Items from self-service areas such as drink stations, condiment stations, and utensil and napkin stations should be removed, and catering employees should instead provide these items directly to patrons. The use of single-use items is strongly encouraged.
- viii) The external caterer will be informed that they must provide the following, in accordance with [DC Health guidance](#):
 - (1) Provide staff with appropriate PPE (e.g., masks, gloves, etc.) and cloth face coverings.
 - (2) Stagger shifts, start times, and break times as much as possible.
 - (3) Implement leave policies that allow sick employees to stay home.
- ix) The catering company must meet with the coordinating UCDC staff member at least twenty-four (24) hours prior to service (in-person or via video/phone conference) to confirm:
 - (1) plans to prohibit activities that require patrons to cluster within the dining area.
 - (2) plans to spatially stagger catering employees (when possible) to prevent congregating and to maintain proper physical distancing.
 - (3) hand-shaking and other person-to-person contact between catering employees or with patrons is discouraged in the workplace.
 - (4) catering employees should avoid using other catering employee's phones or other work tools and equipment (e.g., pens, pencils, etc.)
 - (5) completion of UCOP Screen prior to entering the building, either over the phone or in-person.

- x) The catering company must abide by the following cleaning and disinfecting guidelines set by DC Health:
 - (1) Clean and disinfect surfaces that are frequently touched or used by employees (e.g., door handles, buffet stations, etc.) as often as possible.
 - (2) All table items must either be single use and disposed of after use or cleaned and sanitized between uses/table settings. This includes utensils, dinnerware, drinkware,
 - (3) tablecloths, and napkin, and condiment containers (i.e., any items that may have been touched by customers).
 - (4) contracted custodial services will disinfect tables and chairs after they are cleaned by catering employees.
 - (5) All food contact surfaces must be cleaned and sanitized at least every two (2) hours.
 - (6) Inform and remind third-party delivery drivers and any suppliers about social distancing, face covering and hand hygiene requirements.
- d) **Vending Services, Food Pantry, and Public Water Fountains**
 - i) The Vending Room (Avenue C) on Floor 4 contains four refrigerated/frozen containers for fresh and pre-packaged foods and drinks. The room also includes two microwaves, free-standing kiosks for foods and sundries, and a central payment kiosk. All high touch points will be cleaned and sanitized four times per day, Monday – Friday, by custodial services.
 - ii) A hand sanitizer station will be installed at the entrance to Avenue C. Users must sanitize their hands prior to entering. Signage to that effect will be posted at the entrance.
 - iii) The UCDC Basic Needs Food Pantry on Floor 4 will be available to students during Student Services office hours. Students will be able to access grocery items through the food pantry.
 - iv) Traditional water fountains have been removed or will be closed for use. Touchless hydration stations have been installed on residential floors 4, 7, and 10.
- e) **Student Housing & Programming**
 - i) **Occupancy Limits**
 - (1) Maximum occupancy per student bedroom will be one (1) student.
 - (2) Maximum occupancy per student apartment suite will be two (2) students.
 - (3) Maximum occupancy per student apartment bathroom (a shared bathroom between all occupants of said apartment) is two (2) persons.
 - (a) UCDC typical bathrooms include a separate toilet room, separate shower/bathroom, and an adjacent double sink.
 - ii) **Guest Policy**
 - (1) At no time will residential students be permitted to host non-resident student guests (including members of the resident's family) within their bedrooms, apartment suite, nor in any other private or public area of the building at any time.
 - (a) This policy applies to daytime and overnight guests.

- (2) Residential students are permitted to host other residential students within student apartments. At no time may occupancy exceed four (4) persons at any time. Proper physical distancing and proper masking should be always maintained.
- (3) This policy is subject to change based on new and developing guidelines from the CDC and DC Health.
- iii) Food Delivery Policy
 - (1) At no time will food delivery persons (e.g., Uber Eats, DoorDash, GrubHub, local restaurant, etc.) be permitted to enter the building to complete food delivery, beyond the designated drop off location in the main lobby. Residential students must pick up their delivered food from the designated drop-off location in the main lobby.
 - (2) This policy also applies to grocery deliveries and other scheduled deliveries of goods. This space may not be used for pick-up services, such as packages or dry cleaning. Students may not utilize building staff or resources for pick-up services.
- iv) Face Coverings Policy within Residential Apartments
 - (1) Residential students are permitted to remove their face coverings while occupying any area of their assigned residential apartment, as long as they are alone or only their suitemate is present.
- v) Signage on handwashing and hygiene to limit the spread of COVID-19 will be posted within all private residential bathrooms prior to occupancy.
- vi) Cleaning of Residential Apartments and Bedrooms
 - (1) Residential students are required to maintain clean and safe living quarters. This includes frequent cleaning of surfaces, particularly in shared private spaces, such as the apartment kitchen and apartment bathroom.
 - (2) Contracted housekeeping services will include weekly cleaning of the bathroom, mopping the kitchen floor, and vacuuming the apartment common areas.
- vii) Operation of common spaces on Residential Floors
 - (1) Study rooms, elevator lobby seating, laundry rooms, and Avenue C will have reduced seating and occupancy to accommodate social distancing guidelines. Signage will also be added to all common areas to reinforce these guidelines and mask wearing.
 - (2) Indoor gatherings in public spaces that are not related to course instruction will be limited to no more than ten (10) individuals with proper physical distancing and mask wearing. Note: This does not apply to residential spaces. **(See Section 9.e.2.)**
 - (3) Outdoor gatherings on the 4th floor terrace that are not related to course instruction will be limited to no more than fifteen (15) individuals with proper physical distancing and mask wearing. While outside, these groups of fifteen (15) must always maintain proper physical distancing between groups. Best efforts will be made to make programming as contactless as possible.

- viii) Training for Residential Life Staff
 - (1) Residential Life training materials will be updated to reflect social distancing guidelines for their roles and any additional updates to the guidelines will be added as received from DC Health and UCOP.

10) Site Shutdown Procedures If Necessitated by Severe Conditions and/or DC Health Guidance

a) Reduce Site Activity

- i) If needed, site activity could be dramatically reduced by:
 - (1) shifting all in-person classes to a virtual environment, similar to what was done for the 2020-2021 academic year.
 - (a) UCDC utilizes the Zoom application for videoconferencing.
 - (b) Instructors have been trained on how to use Zoom effectively in an instructional setting.
 - (c) Students have been using Zoom for their home campus instruction for the 2020-2021 academic year.
 - (2) shifting all lecturers to full-time remote instruction and all non-essential staff to full-time telework, similar to what was done during the 2020-2021 academic year.
 - (i) See **Section 2.a** for details on UCDC's commitment to accommodate remote instruction and telework throughout AY20-21, regardless of site operational status.
 - (3) shifting the on-site internships to a virtual environment.

b) Close Student Housing

- i) All students will receive an email informing them that UCDC student housing is closing earlier than expected, including the rationale for the early closure. The email will include details on:
 - (1) move-out procedures.
 - (2) moving resources (boxes, packing tape, etc.)
 - (3) the evacuation timeline, from announcement to closure
 - (4) the exemption process for those unable to return to their permanent address.
- ii) Based on Spring 2020 experience, we estimate that student housing would move from announcement to closure within ten (10) calendar days.
- iii) Students who are unable to return to their permanent address must submit a departure exemption request explaining the circumstances for their request to remain within student housing. While requests are under review, students will not be required to vacate their housing assignment.
- iv) Students who are approved to remain in residence will be allowed to remain in student housing. Students who are not approved to remain in residence may develop an individualized departure plan with the UCDC Student Services team for an efficient and safe departure.
- v) Students who are approved to remain in residence may be consolidated to a single residential floor for safety and cleaning purposes.

- vi) Custodial services will be sent an email with the following information:
 - (1) Timeline for student housing closure.
 - (2) Roster of occupied apartments after closing date.
 - (3) Roster of unoccupied apartments in need of cleaning and related timeline for cleaning.
 - (4) Note designating which residential floor(s) will be used for consolidating students with a departure exemption.
- c) **Notifying Relevant Parties**
 - i) UCDC community members will be notified of reductions of site activity, the closing of student housing, or any other significant change to site amenities via email. Signage will also be posted where appropriate. If deemed necessary, UCDC can push alert notifications out via the emergency notification system.
 - ii) In the event that UCDC intends to reduce site activity and/or close student housing due to severe conditions and/or DC Health guidance, Mac Hamlett, Manager, Building and Housing Services, (or his designee) will notify DC Health by emailing coronavirus@dc.gov with the following information:
 - (1) Email Subject Line: COVID-19 Reduction of Site Activity and/or Closing of Student Housing
 - (2) Body of Email:
 - (a) Point of Contact for UCDC: Mac Hamlett
 - (b) Direct Phone Line: (202)974-6365
 - (c) Brief summary of procedures and timelines for DC Health’s awareness
 - (d) Mr. Hamlett will follow-up with DC Health should a team member not make contact with UCDC within twenty-four hours following email submission.
 - iii) Mac Hamlett, Manager – Building and Housing Services will serve as UCDC’s primary contact with HELC for matters pertaining to COVID-19 response.

11) **Communications Strategy**

- a) **Communication with DC Health**
 - i) See Sections 3.a and 10.c for UCDC’s plans for communicating with DC Health. In most cases, Mac Hamlett or Debbie S. Deas, will be the UCDC point of contact for DC Health.
- b) **Contact Tracing Mobilization**
 - i) As written in **Section 5.k.x.**, attendance will be taken at all in-person class meetings and at all in-person co-curricular and extra-curricular activities. Attendance records will be uploaded during these gatherings to a secure UCDC SharePoint folder. Access to the secure folder will be limited to designated UCDC staff for the purposes of contact tracing within the building and for assisting DC Health with contact tracing requests.
 - ii) Should a potential outbreak of COVID-19 be identified, UCDC will send written communication to impacted community members via email within twenty-four (24) hours of identification. The purpose of said email will be to:

- (1) keep impacted community members informed of current conditions on-site (including any necessary changes to facility amenities and procedures)
- (2) inform all community members that they may be contacted for contact tracing purposes.
- (3) remind community members of their roles and responsibilities in limiting the spread of COVID-19.
- (4) maintain transparency of UCDC's continued efforts to limit the spread of COVID-19 within the facility.
- c) **Maintaining Community Member Privacy**
 - i) UCDC maintains guidelines for compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) may be accessed at <https://www.ucop.edu/uc-legal/files/ed-affairs/ferpa101.pdf>
 - ii) UCDC's Electronic Communications Policy is available at <https://policy.ucop.edu/doc/7000470/ElectronicCommunications>
 - iii) University policy requires that its employees take necessary precautions to protect the confidentiality of personal information encountered either in the performance of their duties or otherwise (see Business and Finance Bulletin IS-3, Electronic Information Security).
 - iv) All data collection notices, storage, and security will follow the [UC Privacy and Information Security Initiative](#) UCDC staff will be trained prior to student arrival to take all steps necessary to maintain student and community member privacy in accordance with UCDC's policies on FERPA, and Electronic Communications Policy.
- d) **Communicating Self-Quarantine Requirements and Close Contacts**
 - i) In the event that a student, lecturer, or staff member tests positive for COVID-19, UCDC will notify the community as follows:
 - (1) An email notification will be sent to those students, lecturers, and staff in close contact with the POI(s), including a requirement to self-quarantine for fourteen (14) days.
 - (2) An email notification will be sent to the entire UCDC community that there was a positive COVID-19 case, that those impacted have been directed to self-quarantine, and the steps that will be taken to clean and sanitize known affected areas while continuing the standing cleaning program.
 - (a) All emails will contain general information about COVID-19, including the signs and symptoms listed in **Sections 5.c.i a. through 5.c.i.k.** Community members will be directed to consult <https://coronavirus.dc.gov> for the latest guidance on symptoms and guidance for contacts of a person confirmed to have COVID-19. In addition, community members will be referred to <https://coronavirus.dc.gov/testing> for information on options for COVID-19 testing within the District of Columbia.

12) UCDC Internships and Academics

- a) Internships

- i) UCDC provides a comprehensive list of potential internship opportunities for its students and assists them with securing internships for the academic term. To help students recognize a safe internship environment, providers who offer students an in-person experience will be required to confirm that they are in compliance with DC Health guidance pertaining to COVID-19 safety in the workplace.
- ii) The Academic Internship Team (AIT) and the Associate Directors of the UCDC Academic Program will provide on-site support to students on how to navigate the internship search and how to maintain healthy practices while commuting and working off-site.
- b) Ensuring Safe Student Access to Academic Services
 - i) Throughout the semester, students can schedule virtual meetings with the AIT and Academic Team.
 - ii) To promote physical distancing, face-to-face meetings between students and AIT/Academic staff and instructors will take place in larger instructional spaces and other public areas configured for proper distancing. Zoom meetings will be encouraged for any meetings that cannot be socially distanced.