

# Portland State University

## COVID-19 Health and Safety

### Operational Plan

Version 1  
Adopted August 20, 2020

<b>Plan Development</b>	<b>2</b>
<b>General Approach</b>	<b>5</b>
<b>Campus Access</b>	<b>6</b>
<b>Self-Screening and General Training</b>	<b>7</b>
<b>Physical Distancing Policy</b>	<b>7</b>
<b>Face Coverings and PPE</b>	<b>8</b>
<b>General Facilities Measures</b>	<b>9</b>
<b>Testing and Isolation Measures</b>	<b>10</b>
<b>Health-Related Communication</b>	<b>12</b>
<b>Employees</b>	<b>13</b>
<b>Instructional Activities</b>	<b>14</b>
<b>Research and Creative Activities</b>	<b>16</b>
<b>Residential Activities</b>	<b>17</b>
<b>Communicable Disease Management Plan</b>	<b>18</b>

# Plan Development

## Scope

[Executive Order 20-28](#) directed every public university and community college in Oregon to develop a written operational plan that addresses how the institution will meet requirements for campus operations during the Coronavirus pandemic. In support of Executive Order 20-28, the Oregon Health Authority (OHA) and the Higher Education Coordinating Commission (HECC) published specific [guidance for the conduct of in-person instructional, residential and research activities](#). This plan is Portland State University's (PSU) operational plan in compliance with Executive Order 20-28 and the guidance from OHA/HECC.

## Planning Team

The PSU Incident Management Team (IMT) served as the planning team to develop this Health and Safety Operational Plan. The IMT includes the following individuals:

- Adam Lutzow, Assistant Registrar, Academic Scheduling
- Amanda Bierbrauer, Associate Vice President, Enrollment Management & Student Finances
- Andria Johnson, University Budget Director
- Brian Roy, Associate Vice President, Risk Management & Contracting
- Cathy Kirchner, Operations and Logistics Coordinator, Vice President's Office
- Christopher Broderick, Associate Vice President, University Communications
- Christina Williams, Director of Media and Public Relations, University Communications
- Cindy Baccar, Associate Vice Provost & University Registrar
- Cindy Starke, General Counsel & Secretary to the Board of Trustees
- Courtney Shiroma, Executive Director of University Housing & Residence Life
- Dan Zalkow, Associate Vice President for Planning, Constructions, and Real Estate
- Dana Tasson, M. D., Associate Vice Provost for Health and Wellbeing, Executive Director, Student Health and Counseling
- Donald Forsythe, University Treasurer
- Emma Stocker, Director of Emergency Management
- Isaac Dixon, Associate Vice President, Human Resources
- Jason Podrabsky, Interim Vice President, Research & Graduate Studies, Prof. - Biology
- Jeffrey Rook, Director, Environmental Health & Safety
- Jeremy Healey, Assistant General Counsel
- Kevin Reynolds, Vice President, Finance & Administration, Prof. - Chemistry
- Kirk Kelly, Vice President for Information Technology, CIO
- Mark Bajorek, M.D., Director, Health Services, Student Health and Counseling
- Michael Walsh, Associate Vice Provost & Dean of Student Life
- Michele Toppe, Vice Provost for Student Affairs
- Nathan Klinkhammer, Director, Payroll & Benefits
- Ryan Bass, Associate CIO, Technology Infrastructure
- Shelly Chabon, Vice Provost, Academic Personnel, Dean of Interdisciplinary Gen. Ed.
- Tayler Workman, Fire Prevention Coordinator
- Willie Halliburton, Director of Campus Public Safety, Chief of Campus Police

Additionally, the IMT Working Groups were engaged in plan development.

- Financial Impacts, led by Budget Office, Vice President for Finance & Administration
- Resident Health, led by University Housing & Residence Life, Student Health and Counseling, Environmental Health & Safety
- Physical Environment Workgroup, led by Planning, Construction, and Real Estate
- Athletics, led by Athletics, Risk Management
- Events, led by Conferences, Events and Student Union
- Travel, led by Risk Management, International Affairs
- Research, led by Research & Graduate Studies, Environmental Health & Safety

**Engagement**

This plan was developed in collaboration with PSU leaders, faculty, staff, students and community stakeholders. The nature of these engagements varied by group and status of plan development and ranged from briefings on plan development, Q&A sessions, email conversation, review of specific sections, to full plan review.

Date	Group / Engagement
6/11/20	Multnomah County Health Dpt.
6/19/20	Multnomah County Health Dpt.
7/8/20	PSU Safety Committee
7/8/20	Student-serving programs
7/9/20	Academic Union Leadership
7/16/20	University Public Safety Oversight Committee

Date	Group / Engagement
7/17/20	Multnomah County Health Dpt.
7/28/20	Academic Continuity Workgroup
7/31/20	Multnomah County Health Dpt.
8/4/20	ASPSU (student government)
8/5/20	SEIU; Academic Union Leadership
8/6/20	Student Health Advisors

In addition to these engagements that focused on the Health and Safety Operational Plan, community surveys and “town hall” webinars about specific topics informed policy decisions and operational changes. For example, the Office of Academic Affairs surveyed students about their experiences with remote instruction and remote services and the Office of Research and Graduate Studies facilitated webinars about the process for resumption of research activities.

PSU conducted extensive engagement with the Multnomah County Health Department (MCHD) in the development of this Health and Safety Operational Plan. PSU consulted with MCHD to become familiar with the disease management metrics within the metropolitan region including monitoring of health indicator dashboards, meetings to review specific operational components of this plan and participation in a bi-weekly call facilitated by MCHD for higher education institutions. PSU will submit a final draft of this Plan to MCHD for review to ensure MCHD can support PSU in implementing this Plan.

## **Planning Guidance**

This plan was informed by guidance from the:

- Multnomah County Health Department
- Oregon Health Authority
- Centers for Disease Control and Prevention
- State of Oregon COVID-19 Executive Orders
- Higher Education Coordinating Commission
- American College Health Association

## **Internal Enforcement and Complaint Process**

PSU has designated the Associate Vice President of Risk Management & Contracting to implement and enforce, or supervise the implementation or enforcement of, the standards and requirements established in this Health and Safety Operational Plan. This “Designated Employee” will ensure that prior to the completion and approval of this Health and Safety Operational Plan, any in-person activities that resume at PSU meet the requirements of the OHA guidance and the measures outlined in this Plan.

In-person activities at PSU that resumed prior to the approval and submission of this Health and Safety Operational Plan were approved to do so because they met or exceeded the requirements of OHA/HECC guidance.

PSU established a dedicated email account ([coronavirusresponse@pdx.edu](mailto:coronavirusresponse@pdx.edu)) to receive questions and complaints regarding campus operations during response to the COVID-19 pandemic. This email box is monitored daily and complaints or questions are addressed on a case by case basis.

## **Approval of the Plan**

The PSU Board of Trustees met on August 20, 2020 to discuss and approve this Health and Safety Operational Plan. Following approval of the Plan, at subsequent regular board meetings the Board of Trustees will review the status of the Plan and any amendments thereto.

Following the approval of this Health and Safety Operational Plan by the PSU Board of Trustees, PSU will post the Plan to the PSU website and submit the Plan to the Higher Education Coordinating Commission (HECC). The Plan will be resubmitted to the HECC upon any significant amendments.

# General Approach

PSU's response to COVID-19 is guided by the following principles:

- PSU is guided by a commitment to the health, safety and wellbeing of all faculty, instructors, academic professionals, staff, students and visitors, as well as our role in advancing the overall public health.
- Decisions about health, safety and wellbeing made by the university in the context of COVID-19 will be evidence-based and data-driven to the extent possible.
- PSU is committed to maintaining instruction, scholarship, research, creative activities, service and community learning and engagement to minimize disruption of our mission-driven work to support scholarship and to ensure student academic progress and success.

At all times, PSU will be guided by the latest public health directives from local, state and national public health agencies.

Through various methods of communication including all-campus and targeted emails, websites, social media campaigns, signage, etc, PSU will educate faculty, staff, students and other community members on public health best practices and encourage them to follow guidance for the public from OHA and the Centers for Disease Control and Prevention (CDC) public guidance on COVID-19.

PSU has implemented measures to limit the spread of COVID-19 on campus including:

- Physical distancing requirements
- Modifications to the physical layout of spaces to allow for adequate distancing between people
- Requiring all persons on campus to wear a mask and providing face masks to employees and students
- Enhanced cleaning and disinfecting procedures, including a focus on high-touch areas (e.g. horizontal surfaces, counters and tables, chairs, light switches, door handles, stair rails, restrooms)
- Providing cleaning wipes and hand sanitizer for PSU departments
- Installation of sneeze guards and physical distancing floor markers
- Providing a "[Daily Self Checklist](#)" for employees and students to assess their own health before coming to campus
- Offering COVID-19 testing at no cost through the Center for Student Health and Counseling to any PSU community member—including students, instructors of all types and staff.

PSU has designed a flexible fall term in response to the life disruptions and health risks posed by the coronavirus pandemic that supports students in their educational journey as well as employees. Some classes will be available for in-person instruction while the vast majority will be structured for remote learning. PSU's [Fall Flex](#) format provides remote options for higher-risk community members - students and employees - while preserving the opportunity for some

on-campus services and face-to-face instruction when it can be conducted safely and in accordance with public health best practices. PSU has processes in place via the [Disability Resource Center](#) or [Human Resources](#) by which students and employees can request instructional and employment accommodations if needed.

### **PSU Operations Beyond the OHA Guidance**

For PSU-operated retail establishments, restaurants, recreational sports, swimming pools, childcare, camps, museums or other functions that are not addressed in the OHA/HECC guidance document or this Plan, PSU will follow the relevant OHA guidance for the respective sector. Sector-specific plans have been developed or are in development for Helen Gordon Child Development Center, Campus Recreation Center (Campus Rec), the Jordan Schnitzer Museum of Art, campus dining services, ASPSU's Children's Center, Little Vikings / Baby Vikings child care and the University Place Hotel & Conference Center.

### **Coordination with Local Public Health**

PSU is in direct coordination with the Multnomah County Health Department through bi-weekly sector-specific meetings and via the Center for Student Health and Counseling staff to ensure PSU practices are in line with the local public health authority and that PSU is able to effectively respond to and control outbreaks through sharing of information when appropriate. PSU will actively assist the Multnomah County Health Department with contact tracing for positive COVID-19 cases with exposure on campus.

## **Campus Access**

In March 2020, all PSU buildings were locked and only accessible to those with PSU ID cards. Continuing in fall term 2020, the general public will not be allowed access into PSU buildings. PSU will limit access to buildings, via electronic access control, to only authorized members of the campus community (e.g. students, faculty and staff) and authorized external parties affiliated with PSU (e.g. contractors, commercial tenants, research centers, retail clients, union representatives, hotel guests, etc).

Any events held on campus will not be open to the general public and must adhere to all public health guidelines, including maximum gathering size, physical distancing and use of masks. PSU may impose additional restrictions and requirements.

# Self-Screening and General Training

## Self-Screening

Effective June 19, with the beginning of Phase 1 in Multnomah County, PSU published a Personal Health Checklist. A checklist for [staff](#) and for [students](#) was developed by the Center for Student Health and Counseling following CDC guidelines. Staff returning to campus for essential work were instructed to utilize the Personal Health Checklist via emails, website and training.

Beginning September 27, for fall term, PSU will send targeted weekly email reminders about the requirement that any person entering a campus facility conduct a daily self-check for COVID symptoms. The groups included in the weekly emails include:

- All individuals who accessed campus the prior week (based on card access data)
- All students who are scheduled to be on campus in-person for a class the following week
- All residential students

## General Training

Published information on all PSU websites related to the resumption of activities on campus ([Return to Campus](#), [Fall Flex](#)) makes clear that any student, staff or faculty should only come to campus if they are healthy and to stay at home if they are experiencing any COVID-19 symptoms. Working while ill is not permitted. Those who have other non-COVID-19 related symptoms that are chronic or baseline are not restricted from coming to campus.

PSU staff in Environmental Health and Safety and Emergency Management collaborated with health professionals to develop evidence-based [training](#) about critically important health and safety steps. The training is available to all employees returning to campus for work (including teaching). Training is mandatory for those conducting research activities and supervisors of other employees can make the general safety training mandatory based on work activities. All employees should anticipate the need for additional training if public health direction introduces increased precautions and updated protocols for the campus environment.

# Physical Distancing Policy

In compliance with Executive Order [20-12](#), PSU published a Physical Distancing Policy for campus, effective March 25. The policy is referenced on PSU websites and is [available online](#).

The Physical Distancing Policy covers the following topics:

- Definition of physical distancing.
- General distancing guidelines (maintain a distance of six (6) feet between individuals, reconfigure spaces as needed to allow for distance, avoid or limit gatherings).
- Personal Health and Hygiene.
- Access to Buildings and Office Spaces.

# Face Coverings and PPE

## Face Covering Policy

PSU requires, with limited exceptions, that any person on campus must wear a face covering while indoors in public spaces, in shared spaces and in settings (including outdoors) where six feet of physical distance between people is difficult to maintain. The complete Face Covering Policy can be found on the PSU [Coronavirus Response](#), [Return to Campus](#) and [Fall Flex](#) websites.

Masks are available for PSU staff through [PSU Materials Management Services](#) (requests should come from the department, and not individual staff). Disposable masks are available at department front desks or reception areas for situations where someone forgets to bring their mask to campus. Students who forget to bring a mask to campus can get a disposable mask from any of these departments. The specific locations will be kept up to date on the [Fall Flex website](#).

## Fit Testing

PSU provided fit testing for N95 masks and personal protective equipment (PPE) for Center for Student Health and Counseling (SHAC) and other personnel who might interact with ill faculty, staff or students. Fit testing was done in accordance with OR-OSHA standards and PSU's Respiratory Protection Plan using qualitative testing methods and includes appropriate fit testings and training for each employee.

EHS staff provides ongoing training for employees to ensure each type of filtered face covering (by size and brand) is addressed. Dates of fit testing so far in 2020 include:

- SHAC Medical: 1/10, 1/13/, 3/5-6, 6/29, 7/1
- SHAC Dental: 3/17, 4/4, 6/4, 7/23
- Campus Public Safety: 4/4, 4/11, 4/28, 4/29, 4/30

Staff at SHAC have the PPE that they need to interact with patients safely such as face masks or N95 masks, gloves, and protective clothing as appropriate. Additionally, the reception area at SHAC has been modified to include plexiglass barriers (sneeze guards) as an additional precaution for those working at the front desk.



# General Facilities Measures

## **Cleaning, Sanitation, and Hygiene**

Facilities are cleaned and disinfected by custodial services contractors wherever there is activity, which in most buildings is five days per week. Following CDC guidance on disinfecting public spaces, enhanced cleaning is done on high-touch surfaces such as door handles/knobs, railings and elevator buttons. Additionally, departments can request cleaning supplies from [PSU Materials Management](#).

To strongly encourage people to use hand sanitizer on entry and exit to each room, PSU has made hand hygiene stations more available across campus. Well over 100 hand hygiene stations with alcohol-based sanitizers have been installed across campus, including in all high-use areas such as building entrances and either in or near all classrooms.

## **Training for Custodial Teams**

Cleaning services at PSU are performed by two different contracted groups. The contracts and operations are overseen by two PSU employees, the Manager and Supervisor of Custodial Operations. Quality checks are performed regularly by both the contracted companies and the PSU Manager and Supervisor. Any new products introduced for use by custodial staff are accompanied by a training plan. Once the training is done it is documented by the custodial companies. Staff is also trained in general cleaning, bloodborne pathogens and a wide array of safety topics. New products with a shorter dwell time (the amount of time the chemical takes to be effective), were implemented in March 2020 in response to the COVID-19 pandemic. Starting in March and ongoing, all custodial employees received specific training to ensure the chemicals are being used as recommended by the manufacturer and the CDC. COVID-19 specific safety practices were also implemented in March 2020 for all custodial staff including distancing and masks.

## **Ventilation**

Air circulation and filtration are important factors in reducing airborne viruses. In advance of fall term 2020, PSU is modifying and enhancing building ventilation where feasible. Following American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) guidance, upgrades have been made which include improving HVAC filtration to MERV-13 level filtration wherever possible. Additionally, buildings that have finite control of air mix will get, on a case-by-case basis, an increased mix of outdoor air within the building air circulation. PSU will assess, on a case-by-case basis, when opening available windows would reduce re-circulation of air and transmission of airborne pathogens.

# Testing and Isolation Measures

If a PSU student, staff or faculty member develops or reports primary COVID-19 symptoms while on campus the person should immediately return to their place of residence, or should isolate at the Center for Student Health and Counseling (SHAC) until they can safely return to their residence or be transported to a health care facility.

Any person who develops or reports primary COVID-19 symptoms should seek medical care and COVID-19 testing from their regular health care provider, through their local public health authority or at SHAC.

Any member of the PSU community (including students not on the PSU health plan, staff and instructors) can speak with a nurse at SHAC about COVID-19 risks, exposure or symptoms and can get a COVID-19 test at SHAC at no cost.

Individuals who suspect they might have COVID-19, are awaiting test results or have been diagnosed, should not come to campus but are requested to complete the [COVID-19 Reporting Form](#) and a representative from SHAC Health Services will be in contact with them to initiate any campus-based contact tracing. Informing SHAC of COVID-19 exposure, positive test results or diagnosis is not required but is strongly recommended in order for PSU to initiate centralized university level responses to protect students, staff and faculty during COVID-19.

## **Isolation / Quarantine Measures for Non-Resident Students and Employees**

Any faculty, staff or student who suspects they might have COVID-19, are awaiting test results, or have been diagnosed should not come to campus.

Any faculty, staff or student should stay in their place of residence and follow instructions from local public health authority if they or anyone in their household have recently had an illness with COVID-19 symptoms, are ill or are known to have been exposed to COVID-19 within the preceding 14 days.

Any person who develops or reports primary COVID-19 symptoms should follow instructions from their medical provider or their local public health authority regarding isolation. The Oregon Health Authority advises:

- If a person has a positive COVID-19 viral test, they should remain at their place of residence for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever-reducing medicine and other symptoms are improving.
- If a person has a negative viral test (and if they have multiple tests, all tests are negative), they should remain at their place of residence until 72 hours after fever is gone, without use of fever-reducing medicine and other symptoms are improving.
- If the person does not undergo COVID-19 testing, the person should remain at their place of residence until 72 hours after fever is gone, without use of fever-reducing medicine and other symptoms are improving.

### **Isolation/Quarantine Measures for Resident Students**

The Center for Student Health and Counseling (SHAC), working with the Multnomah County Health Department, may make a recommendation or requirement to University Housing and Residence Life (UHRL) to quarantine one or more resident students who have been exposed to COVID-19 but are asymptomatic or to isolate any resident student who has symptoms.

#### ***Implementing Isolation Protocols***

- SHAC advises UHRL staff on specific precautions for staff contact, dining preparations, dining delivery, custodial training, etc. Whenever possible, interactions with the resident will be conducted remotely/virtually. Any staff that must have an in-person interaction (e.g. to support relocation or for medical reasons) must wear appropriate personal protective equipment (PPE).
- The resident student is provided with information and given parameters about contact with others.
- SHAC will coordinate arrangements with UHRL for care of resident students with acute illnesses not requiring hospitalization.
- It will be determined whether the resident/s are able to stay in their current residence or move to an isolation room.
- The student will occupy the isolation/quarantine room for the duration of time specified by SHAC staff in consultation with the Multnomah County Health Department. Symptom monitoring will be facilitated by SHAC.

# Health-Related Communication

## Health and Safety Measures

PSU began regular communication via email and web updates with the entire PSU community in March 2020 about health and safety steps on campus. PSU will continue multimodal communication and specifically will, prior to the start of fall term, send an email to the entire campus community and update the websites to explain the multitude of infection control and health and safety measures implemented to prevent spread of disease. PSU will maintain regular and multimodal communication throughout the school year including using existing methods such as the weekly electronic newsletters to employees (The Currently) and students (Virtual Viking).

## Personal Health and Hygiene

Regular emails to the campus community have stressed the importance of wearing a mask, physical distancing, frequent handwashing, the availability of cleaning supplies and hand sanitizing products and that working while ill is not permitted. PSU websites, including [pdx.edu/coronavirus-response](https://pdx.edu/coronavirus-response) and [pdx.edu/flexible-fall-psu](https://pdx.edu/flexible-fall-psu) are regularly updated to describe PSU policies and resources for mask wearing, physical distancing, frequent handwashing, the availability of cleaning supplies and hand sanitizing products and that working while ill is not permitted.

Signage has been placed on building entry doors informing people of mask requirements, distancing requirements, hand-washing recommendations and that they should stay home when ill. Signage has been placed in restrooms informing them that they should wash their hands for at least 20 seconds.

## Positive Case and Exposure Communication

In partnership with the Multnomah County Health Department, PSU developed protocols for communicating immediately with students, faculty, staff and the community when new case(s) of COVID-19 are diagnosed in students, faculty or staff, and when there was an exposure on campus. Communications about positive cases will include a description of how the institution is responding.

Also, in partnership with the Multnomah County Health Department, PSU has developed protocols for contact tracing (communicating with students, faculty and staff who have come into close/sustained contact with a person with COVID19).

## Access

Translations of training material, protocols, informational letters and other communications are available in translations by request from the [Disability Resource Center](#) or [Human Resources](#). The format of the PSU website allows for easy access to screen readers.

# Employees

As an employer, PSU will follow Oregon Health Authority's (OHA) General Guidance for Employers through improvements to workplace safety, modifications to work schedules, expansion of leave and benefits programs to address the challenges of COVID and direct communication with employees and supervisors with COVID-specific guidance. PSU has developed or expanded many tools and resources to support employees during the COVID-19 response. [PSU Human Resources](#) offers extensive resources and support for employees to understand changes to existing programs as well as newly available programs.

## Remote Work

In response to COVID-19 impacts, tools and [technology resources](#) were expanded to support remote work. Effective April 1, 2020 PSU modified the existing Communications Allowance program to support employees during COVID-19 response. The new [Emergency Communication Allowance Program](#) is designed to facilitate the ability of our employees to work remotely in cases where an employee would not otherwise have the necessary cellular or internet connectivity at their home to perform their remote work duties. The program provides for telework or remote-work communication expenses for devices and services during the COVID-19 emergency. Communication expenses include costs for service plans for cell phones, smart phones, two-way communication devices, internet data services for a variety of devices etc. or any other means of communication. This modification is effective through at least September 30, 2020.

## Families First Coronavirus Response Act

The federal [Families First Coronavirus Response Act](#) (FFCRA) was passed on March 18, 2020, in response to the 2020 coronavirus pandemic. The FFCRA applies to PSU and creates new sick leave and family leave benefits to employees who must be absent from work due to COVID-19. The FFCRA provides employees with two new leave benefits, Emergency Paid Sick Leave (up to 80 hours or a part-time employee's two-week equivalent) and Expanded Family and Medical Leave (12 weeks of expanded FMLA leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19). These benefits are available as of April 1, 2020, and extend through December 31, 2020.

## Emergency Paid Sick Leave

To minimize any incentive to work while ill, PSU will continuously review and, whenever necessary, adjust sick-leave and absence policies. For example, PSU has chosen to expand the allowable usage of the Emergency Paid Sick Leave. While the federal FFCRA limits the use of this emergency sick leave to COVID-19 related reasons, consistent with President Percy's commitment to the campus when the University limited its on-campus operations on March 18, PSU will not limit the use of the leave to COVID-19 related reasons. Instead, PSU will permit all employees to use this additional emergency sick leave for any circumstance outlined in PSU's sick leave policy. Additionally, while the FFCRA limits Emergency Paid Sick Leave under certain circumstances to two-thirds pay, PSU will pay 100% of an employee's regular rate of pay for all Emergency Paid Sick Leave.

# Instructional Activities

Effective March 19, 2020, Executive Order [20-09](#) suspended in-person instructional activities at higher education institutions across the State of Oregon in response to the Coronavirus (COVID-19) outbreak. In compliance with the Executive Order and with the Stay at Home Order, PSU held no in-person instruction in spring term 2020. On April 9, 2020, PSU announced that Summer Session courses would also be remote. On August 10, 2020, PSU published a revised schedule of courses for fall term 2020 indicating which courses would be remote.

Pursuant to Executive Order [20-28](#), and the guidance from the Oregon Health Authority, in-person instructional activities are allowed provided that certain health and safety measures are in place. For fall term 2020 PSU will implement the following health and safety measures for any instructional activities on campus:

- In accordance with local public health, OHA and CDC guidelines, PSU requires that face coverings are to be worn indoors in shared spaces. Students and instructors are expected to wear a mask or other face covering when in a classroom or other public space (building foyer, elevator, student lounge, etc). Students and instructors who do not have a mask can obtain one from PSU.
- PSU has established a “COVID capacity” for classrooms, laboratories, studios, etc that accounts for a minimum of 35 square feet per person. The 35 sq ft will be calculated based on usable classroom space.
- In fall term 2020, even if Multnomah County is in a more permissive phase, in-person classroom instruction shall not exceed 25 persons (e.g. 1 instructor and 24 students). PSU will assess in-person class size limits in future terms, to comply with public health guidance.
- In fall term 2020, in-person classes will not be scheduled back-to-back in the same space.
- PSU will modify the physical layout of classrooms to permit students to maintain at least six feet of distance between one another and the instructor(s). This may include changes to traffic flow, desk or chair arrangements, removal of furniture, etc. PSU will assess, on a case-by-case basis, if an outdoor setting is appropriate for the instructional experience.
- PSU will install signage and/or floor markings within instructional settings to indicate physical distancing requirements, for example signage that indicates the COVID Room Capacity posted at each classroom.
- PSU will make cleaning wipes and hand sanitizer available throughout campus.
- Enhanced custodial services will continue including cleaning high-touch / high-traffic areas more frequently, including in all instructional settings.
- For all buildings where mechanically feasible PSU is improving HVAC filtration levels. A list of buildings can be found online:  
<https://www.pdx.edu/environmental-health-safety/indoor-air-quality>.
- PSU will assess, on a case-by-case basis, where physical barriers could be added to instructional settings such as situations where six feet of distance is difficult to maintain.
- Instructors will be required to take attendance for any in-person instructional activities to aid in contact tracing, should that be necessary.

For health profession-related instruction that is held on the PSU campus, the following measures apply in addition to the measures listed above:

- PSU requires use of appropriate PPE for all personnel in a laboratory or clinical setting.
- PSU will provide mandatory instruction on infection control practices and the appropriate use of PPE.
- PSU will perform enhanced cleaning based on the type and usage of the space.

For instruction in health professions that occur off-campus, such as organizational experiences, clinic visitations, preceptorships, observerships and direct patient care PSU expects personnel and students to:

- Strictly adhere to the clinical facility's infection control protocols.
- Follow the facility's occupational health protocols if exposed and/or symptoms develop, including immediate exclusion from all patient care, testing for COVID-19 and mandatory reporting to the PSU Center for Student Health and Counseling (SHAC).
- Conduct regular symptom monitoring.
- Follow the facility's protocols on hygiene, cleaning and disinfection.

# Research and Creative Activities

The [Office of Research and Graduate Studies \(RGS\)](#) developed a set of guiding principles that inform the safe resumption of research and creative activities. The primary goal is to keep everyone safe, while increasing research and creative activities in a multi-step approach as safety becomes easier to maintain.

RGS is managing research and creative activities including: work conducted on the physical campus and campus owned/leased spaces occupied by PSU employees, field work conducted off campus and work that involves direct contact with individuals (human subjects) anywhere. Businesses leasing spaces from PSU must follow rules outlined by any Executive Orders as they apply to their industry sector. On-campus activities include physical presence in campus labs, libraries, archives and museums to access specialized resources and spaces, as well as performance work (arts) or other creative studio work that must be done on campus. Field work includes any off-campus activity related to research (e.g. data collection, experimentation, observation). Research and creative activities that can be accomplished entirely remotely should continue in this manner until we return to normal operations.

## **Multi-Step Approach to Research Operations**

PSU has created and implemented research operations levels (Level 4 through Level 0) that align with our closest research partner institution Oregon Health Sciences University (OHSU) to provide as consistent of a response as possible across the two institutions which share physical spaces, faculty and students.

During the levels that allow for limited operations, all researchers wishing to resume research and creative activities must develop a plan for how they will conduct research safely including modifications to offices, labs and field locations to ensure appropriate physical distancing and researchers must request approval to resume research so that building capacity can be monitored. Review of research and creative activities is completed by a committee composed of faculty, staff and administrators from across the University. Requests for approval are reviewed every 3 weeks. All researchers must complete a safety training that reinforces handwashing, physical distancing, disinfecting workstations and other high touch spaces.

## **Special Considerations for Human Subjects Research**

All in-person human subjects research was suspended on March 23, 2020. Those that could adapt their research protocols to utilize remote technology were encouraged to submit a modification to their Institutional Review Board (IRB) protocols. Many were able to make this modification and the work is ongoing. Resumption of in-person human subjects research will be considered in August of 2020. All in-person work will require at least 6 ft physical distancing and the use of face coverings or equivalent protective equipment (face shields) by both the researcher and the research subject. The number of subjects interviewed per day is limited and the amount of time for each interaction will be limited as well. Physical barriers (plexiglass sheets) will be used whenever possible, and are required when working with potentially vulnerable populations.



# Residential Activities

[University Housing and Residence Life \(UHRL\)](#) will implement the following health and safety measures in PSU residence halls.

- Prioritize the reduction of overall residential density by:
  - Assigning single occupancy for fall term to ensure health and safety.
  - If double occupancy is needed in any units, UHRL will ensure at least 64 square feet of room space per resident.
    - For any units with double occupancy, roommates/suitemates will be considered family units for cohort isolation and quarantine protocols.
- Implement a “No Guest Policy” and building access is restricted to residents and essential staff only.
- Configure and limit furniture in common spaces such as lounges and lobby areas to ensure six-foot distance can be maintained.
- Increase cleaning frequency of high touch areas, and depth and frequency of cleaning in common areas such as lounges and communal bathrooms.
- Where practical, identify stairwells as one-way.
- Post clear signage in all common areas of residence halls and Victor's Dining Hall providing information on physical distancing, use of masks/face coverings, frequent and proper handwashing and urging individuals with symptoms to isolate.
- Modify dining services to be “to-go” meals only, including additional cleaning processes in kitchens and food pick up areas, and removing all self-serve options.
- Isolation/Quarantine specific procedures (see Testing and Isolation Measures section, above, for more detail) include designating 46 rooms to be used for isolation/quarantine, required time for isolation/quarantine, PPE, food delivery and steps to protect the health of a roommate (if applicable).
- Distribute masks and hand sanitizer at fall move-in.

UHRL consulted with PSU’s Center for Student Health and Counseling, PSU’s Environmental Health and Safety and the CDC guidance for shared or congregate housing when identifying these health and safety measures.

# Communicable Disease Management Plan

PSU has developed a Communicable Disease Management Plan that adheres to OHA and CDC guidelines for controlling spread of COVID-19 and outlines PSU's roles and responsibilities and identifies protocols for coordination with the Multnomah County Health Department. PSU worked with the Multnomah County Health Department to ensure that, together, we are able to effectively respond to and control outbreaks through sharing of information and resources when appropriate.

The Communicable Disease Management Plan includes protocols to notify the Multnomah County Health Department of any confirmed COVID-19 cases among any PSU community member. PSU will coordinate with the Multnomah County Health Department on contingency planning for response to a person diagnosed with COVID-19 who had been in a campus facility (e.g. isolation or quarantine of any ill or exposed persons).

Additionally, the Communicable Disease Management Plan clarifies the process and record-keeping to assist the Multnomah County Health Department, as needed, with contact tracing. PSU will report to the Multnomah County Health Department any cluster of illness (two or more people with similar illness) among faculty, staff or students.

PSU will report to the Multnomah County Health Department regarding cleaning protocols and the cleaning and sanitization practices that will be used in the event of a known case on campus. PSU will consult with the Multnomah County Health Department regarding known cases on campus to determine any additional cleaning or sanitizing steps deemed necessary for the situation.

Individuals who suspect they might have COVID-19, are awaiting test results, or have been diagnosed, should not come to campus but are requested to complete the [COVID-19 Reporting Form](#) and a representative from SHAC will be in contact with them to initiate any campus-based contact tracing. Informing SHAC of COVID-19 exposure, positive test results, or diagnosis is not required but is strongly recommended in order for PSU to initiate centralized university level responses to protect students, staff and faculty during COVID-19.