



Portland State

UNIVERSITY

Portland State University
Post office Box 751
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January 2021

Subject: Update to the PSU Health and Safety Operational Plan

To: PSU Board of Trustees, Multnomah County Health Department, Higher Education Coordinating Commission

In June 2020, [Executive Order 20-28](#) directed public universities and community colleges in Oregon to develop a plan to address how the institution meets requirements for campus operations during the Coronavirus pandemic. In support of EO 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](#).

PSU developed a campus specific Health and Safety Operational Plan (HSOP) in compliance with EO 20-28 and the OHA/HECC guidance. On August 20, the PSU Board of Trustees approved the HSOP.

To reflect changes to PSU's operational approach and updated public health guidance, the HSOP has been updated in the following ways:

The Plan was updated to reflect PSU's compliance with new guidance that was issued over the course of the fall. For example:

- In October, the OHA updated their guidance regarding face coverings. PSU's face covering policy already exceeded the new OHA guidance and only minor revisions to the policy were necessary.
- In November 2020, Oregon OSHA released a temporary rule addressing COVID-19 risks in the workplace. PSU's Environmental Health and Safety team regularly works with OR-OSHA and led the effort to integrate the guidance into PSU's risk assessment, health and safety measures, and communication protocols.
- In December 2020, the Centers for Disease Control and OHA updated the recommendations for the length of quarantine for those who may have been exposed to COVID-19. Although a 14-day quarantine remains the safest option, both public health entities reduced the length of quarantine. PSU's Center for Student Health and Counseling (SHAC) assessed the impact of a shorter quarantine timeline and recommended PSU apply the revisions to PSU's quarantine policy.

Where policy or approach has *not* changed from fall to winter term, the Plan was updated to reflect that continuation. For example:

- In fall term 2020, PSU applied a maximum in-person class size of 25 persons. This limit will remain in effect for the winter term.
- PSU buildings will remain on electronic card access for the remainder of the academic year.

The Plan was updated to reflect refinements to PSU policy or approach. For example:

- Over the course of fall term, the process for how departments obtain masks and cleaning supplies was simplified and masks were made available at more locations across campus. These changes were communicated to the PSU community and updated online and are now reflected in the Plan.
- In December 2020, PSU announced expansions and additions to existing employee leave programs. Specifically, additional COVID-19 sick leave (up to 40 hours) and PSU COVID-19 Child Care Leave.

In addition to sharing these updates with the PSU Board of Trustees, the Multnomah County Health Department, and the Higher Education Coordinating Commission, an updated Health and Safety Operational Plan will also be posted on the [PSU Coronavirus website](#) and shared with the PSU community via email.

Sincerely,

Brian Roy
Associate Vice President, Risk Management & Contracting
Finance & Administration

Portland State University

COVID-19 Health and Safety

Operational Plan

Version 2
December 29, 2020

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Plan Development

Scope

[Executive Order 20-28](#) directed public universities and community colleges in Oregon to develop a written plan to address how the institution meets requirements for campus operations during the Coronavirus pandemic. In support of EO 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 EO 20-28 and the OHA/HECC guidance.

Planning Team

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

- Adam Lutzow, Assistant Registrar Academic Scheduling
- Amanda Bierbrauer, Associate Vice President, Enrollment Mgmt & Student Finances
- Andria Johnson, University Budget Director
- Brian Roy, Associate Vice President, Risk Management & Contracting
- Cathy Kirchner, Operations and Logistics Coordinator, Finance & Administration
- Christopher Broderick, Associate Vice President, University Communications (ret. 10/20)
- 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, University Housing & Residence Life
- Dan Zalkow, Associate V.P. for Planning, Construction, and Real Estate (through 11/20)
- 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
- Heather Randol, Director, Facilities & Property Management (beginning 11/20)
- Isaac Dixon, Associate Vice President, Human Resources
- Jason Franklin, Director of Planning, Design & Construction (beginning 11/20)
- 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
- Paige Parker, Internal Communications, University Communications (beginning 10/20)
- 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, 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)

In fall term 2020, the following additional workgroups were created:

- Exposure / Case Response (led by SHAC, Emergency Management)
- Employee Support (led by Risk Management, Human Resources)
- Vaccine Policy and Implementation (led by Student Health and Counseling, Risk Management)

Engagement

This plan was developed in the summer of 2020 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 meetings to review specific operational components of this plan and participation in a bi-weekly call facilitated by MCHD for higher education institutions.

PSU submitted the August 2020 final draft of this Plan to MCHD for review to ensure MCHD would support PSU's implementation of this Plan. MCHD provided comments and suggestions on the August 2020 plan which are included in this December 2020 plan update.

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
- Oregon Occupational Health and Safety Division (Oregon OSHA)

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) 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 and Updates

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

PSU will update this plan to reflect changes to guidance, policy, or campus procedures.

- Version 1: August 20, 2020
- Version 2: December 29, 2020

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:

- Requiring [physical distancing](#)
- Modifying to the layout of spaces to allow for physical distancing between people
- Requiring all persons on campus to [wear a mask](#) and providing face masks to employees and students
- Enhancing 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 supplies and hand sanitizer for PSU departments
- Installing plexiglass “sneeze guards” and physical distancing floor markers
- Upgrading HVAC filtration
- Requiring a [“Daily Self Checklist”](#) for employees and students to assess their own health before coming to campus
- Offering COVID-19 testing through the Center for Student Health and Counseling to any PSU community member - including students, instructors of all types and staff - with symptoms or exposure at no cost.
- Limiting campus access and events on campus
- Monitoring common areas for compliance with physical distancing and mask usage
- Providing COVID-19 education and [training](#)
- Communicating with the campus about cases and COVID-19 test results

PSU Academics and Operations

PSU radically changed academic activities and campus operations in response to the pandemic to continue to support students on their educational journey and employees in their work. Some classes are available for in-person instruction while the vast majority are structured for remote learning. PSU's 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, food service/restaurants, recreational sports, swimming pools, childcare, camps, museums, hotels or other functions that are not addressed in the OHA/HECC guidance document or this Plan, PSU will follow the relevant guidance for the respective sector from OHA and OR-OSHA. Sector-specific plans have been developed or are in development for Helen Gordon Child Development Center, Campus Recreation Center (including gym and pool)), the Jordan Schnitzer Museum of Art, campus dining services, ASPSU's Children's Center, Little Vikings / Baby Vikings child care, PSU Athletics, and the University Place Hotel & Conference Center.

Coordination with Local Public Health

PSU is in direct coordination with the Multnomah County Health Department through regular 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 and Events

In March 2020, all PSU buildings were locked and became only accessible to those with PSU ID cards. Continuing for academic year 2020-2021, 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). Updates to campus access are published on the PSU website ([A New Way Forward Building Access](#))

All events and gatherings must submit a request and plan to [Campus Events & Student Union management for review](#). Co-curricular programs (e.g. Student Activities and Leadership Programs, Campus Recreation, etc) that desire to host in-person activities (on or off-campus) must be approved by the host department before being sent to Conferencing, Events, and Student Union management for review.

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

Following CDC guidelines, PSU published a Personal Health Checklist for [employees](#) and for [students](#). Effective June 19, 2020 any staff returning to campus for essential work are instructed to utilize the Personal Health Checklist with reminders sent via emails, website and training. Students are informed of the checklists via emails and the website.

Beginning fall term 2020 and continuing for the academic year, PSU sends targeted weekly email reminders about the requirement that any person entering a campus facility conduct a daily self-check for COVID symptoms. The recipient groups for 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 in-person activities on campus ([A New Way Forward For Students](#), [A New Way Forward For Staff](#)) 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](#) website and the New Way Forward webpages ([A New Way Forward For Students](#), [A New Way Forward For Staff](#)).

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 are listed on the PSU website ([A New Way Forward: Masks, Hygiene, and Sanitation](#)).

Fit Testing

PSU provides fit testing for N95 masks and personal protective equipment (PPE) for any personnel who might interact with ill faculty, staff or students. Fit testing is done in accordance with Oregon OSHA standards and PSU's Respiratory Protection Plan using qualitative testing methods and includes appropriate fit testings and training for each employee. PSU's Environmental Health and Safety (EHS) staff provide ongoing training for employees to ensure each type of filtered face covering (by size and brand) is addressed.

Personal Protective Equipment (PPE)

Campus health care providers at the Center for Student Health and Counseling (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 and staff receive regular training and fit testing on how to use PPE correctly. 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. In most buildings cleaning is provided five days per week. Following CDC and Oregon OSHA Guidance, cleaning is conducted at least once every 24 hours if the space is occupied less than 12 hours a day or at least every 8 hours while in use, if the space is occupied more than 12 hours a day.

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 installed well over 100 hand hygiene stations with alcohol-based sanitizers 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. Their operations are overseen by two PSU employees, the Manager and Supervisor of Custodial Operations. Regular quality checks are performed by both the contracted companies and the PSU Manager and Supervisor. Any new products used by custodial staff are accompanied by a training plan. All training is documented by the custodial companies. New products with a shorter dwell time (time it takes the chemical to be effective) were implemented in March 2020 in response to the COVID-19 pandemic and specific training accompanied the new products to ensure they are used as recommended. COVID-19 specific safety practices were also implemented in March 2020 for all custodial staff including distancing and masks.

Ventilation

Recognizing that air circulation and filtration are important factors in reducing airborne viruses. [PSU modified and enhanced building ventilation where feasible](#) in summer 2020. Following American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) guidance, HVAC filtration was upgraded to MERV-13 level filtration wherever possible. Also, some buildings were modified to increase the mix of outdoor air in circulation. PSU will assess, on a case-by-case basis, when opening available windows would reduce re-circulation of air.

Additionally, PSU purchased a quantity of portable air cleaners to deploy across campus. Portable air cleaners are placed in all classrooms scheduled for in-person classes and in other frequently occupied spaces. Requests for portable air cleaners are reviewed by Environmental Health and Safety.

Distancing

PSU installed plexiglass barriers (“sneeze guards”) at reception desks and service counters to protect PSU employees and the student or employee seeking service. PSU also installed floor markers to indicate appropriate physical distancing at reception desks and service counters and other areas where people are likely to form lines.

Quarantine 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. Any PSU community member - including students, instructors of all types and staff - with symptoms or exposure can get a COVID-19 test at SHAC at no cost.

Individuals who have been on campus in the past 14 days and suspect they might have COVID-19, are awaiting test results or have been diagnosed, should not come to campus. They are requested to complete the [COVID-19 Reporting Form](#) so that a representative from SHAC Health Services can contact them to initiate campus-based contact tracing. Informing SHAC of COVID-19 exposure, positive test results or diagnosis is not required but is strongly recommended so that PSU can initiate centralized, university level responses to protect students, staff and faculty from COVID-19.

General Quarantine / Isolation Measures

Quarantine keeps someone who was in close contact with someone who has COVID-19 away from others. Isolation keeps someone who is sick or tested positive for COVID-19 without symptoms away from others.

The quarantine period starts the day close contact occurred with someone with COVID-19. Close contact means spending at least 15 minutes or more within 6 feet of someone over the course of 24 hours, with or without a mask.

Quarantine (if no symptoms are present):

- If a person is identified as a close contact of a positive case but is not symptomatic, they should quarantine (remain at their place of residence) for at least 10 days from exposure, and ideally 14 days.

Isolation (positive test result or symptomatic)

- If a person tests positive for COVID-19 but is not symptomatic, they should remain at their place of residence for at least 10 days from the date the test sample was taken. If symptoms develop, the timeline for isolation begins again on the first day of symptoms.
- Any person who develops or reports primary COVID-19 symptoms should follow instructions from their medical provider or the 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 24 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 24 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 24 hours after fever is gone, without use of fever-reducing medicine and other symptoms are improving.

Quarantine / Isolation Measures for Non-Resident Students and Employees

Any student, staff, or faculty member who has been exposed to COVID-19, or develops or reports primary COVID-19 symptoms, or has been diagnosed with COVID-19 should not come to campus. They should stay in their place of residence and follow instructions from local public health authorities 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.

Quarantine / Isolation 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) that one or more resident students who have been exposed to COVID-19 but are asymptomatic should quarantine or that one or more resident students who are symptomatic should isolate.

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 quarantine/isolation 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 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), website updates, mass emails and social media posts and campaigns. Regular messages and website updates explain the multitude of infection control and health and safety measures implemented to prevent spread of disease as well as actions individuals can and should take to protect their health and the health of others.

Personal Health and Hygiene

Regular emails to the campus community as well as website updates have described PSU policies about mask wearing, physical distancing, hygiene (e.g. frequent handwashing), the availability of cleaning supplies and hand sanitizing products and that working while ill is not permitted.

PSU has placed signage, including custom signage and the mandatory Oregon OSHA COVID-19 Hazard poster, on building entry doors and other high traffic areas. Signage informs people of mask requirements, distancing requirements, hand-washing recommendations and that they should stay home when ill. Signage has been placed in restrooms informing people of handwashing etiquette (wash hands for at least 20 seconds).

Positive Case and Exposure Communication

In partnership with the Multnomah County Health Department and in accordance with OR-OSHA notification rules, 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.

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).

The PSU [COVID-19 dashboard](#) is updated weekly with positive case statistics and information about how the institution is responding.

Accessibility

PSU signage includes QR codes that link to translated versions of the sign. 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 and Oregon OSHA's COVID-19 Workplace Risks guidance through improvements to workplace safety, risk assessments, 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. To minimize any incentive to work while ill, PSU will continuously review and, whenever necessary, adjust sick-leave and absence policies. 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 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 at least through the end of the academic year (06/30/2021).

Federal Leave Program: 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](#) for employees who must be absent from work due to COVID-19. The FFCRA provided employees with two new leave benefits effective April 1, 2020 and available through December 31, 2020.

- **Emergency Paid Sick Leave**
 - The FFCRA provided for up to 80 hours (or a part-time employee's two-week equivalent) of emergency sick leave to COVID-19 related reasons.
 - Consistent with President Percy's commitment to the PSU community expressed in his 3/18/20 email to campus, PSU expanded the allowable usage of the Emergency Paid Sick Leave. PSU permits all employees to use this 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.
- **Expanded Family and Medical Leave (EFMLA)**

- The FFCRA provided for 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.

PSU 2021 Leave Programs

● PSU COVID-19 Sick Leave

- Although the Families First Coronavirus Response Act (FFCRA) ended on December 31st, 2020, PSU has allowed FFCRA Emergency Paid Sick Leave (EPSL) to be rolled over into the operationally-similar PSU COVID-19 Sick Leave program.
- PSU has supplemented the leave amount remaining from FFCRA EPSL with up to one additional week of leave up to a total of 80 hours (or a part-time employee's two-week equivalent) of emergency sick leave.
- Consistent with President Percy's commitment to the PSU community expressed in his 3/18/20 email to campus, PSU permits all employees to use this leave for any circumstance outlined in PSU's sick leave policy.
- PSU will pay 100% of an employee's regular rate of pay for all PSU COVID-19 Sick Leave.

● PSU COVID-19 Child Care Leave

- Similar to FFCRA Expanded FMLA, PSU has allowed, under a new PSU COVID-19 Child Care Leave, for 12 weeks of leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

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 beginning spring term 2020.

Effective June 14, 2020, Executive Order [20-28](#) and guidance from the Oregon Health Authority allowed the resumption of in-person instructional activities provided that certain health and safety measures are in place.

PSU's academic approach for the terms impacted by the coronavirus pandemic are as follows:

- Spring term 2020: fully remote
- Summer Session 2020: fully remote
- Fall term 2020: primarily remote, very limited in-person
- Winter term 2021: primarily remote, very limited in-person
- Spring term 2021: primarily remote, very limited in-person

Beginning fall term 2020 PSU implemented the following health and safety measures for any instructional activities held on campus in accordance with local public health, OHA, Oregon OSHA, 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.
- For the academic year, even if Multnomah County or other guidelines are more permissive, 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.
- To the extent possible, in-person classes will not be scheduled back-to-back in the same space. For the academic year, any classroom will only be utilized for in-person classes once per day.
- Physical layouts of classrooms scheduled for use will be modified 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.
- Signage and/or floor markings have been installed within instructional settings to indicate physical distancing requirements. For example signage that indicates the COVID Room Capacity posted at each classroom.
- Cleaning wipes and hand sanitizer are available throughout campus including in instructional settings.

- Enhanced custodial services will continue including cleaning high-touch / high-traffic areas more frequently, including in all instructional settings.
- As long as masks are required to be worn indoors in shared spaces, eating and drinking is prohibited in classrooms.
- For all buildings where mechanically feasible PSU is improving HVAC filtration levels. A list of buildings with [upgraded HVAC filtration can be found on the PSU website](#).
- Where applicable, PSU has added portable HEPA air cleaners to instructional space.
- 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 are required to take attendance for any in-person instructional activities to aid in contact tracing, should that be necessary, and to keep attendance records for at least one month.

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 \(UHRL\)](#) has implemented the following health and safety measures in PSU residence halls.

- Prioritized the reduction of overall residential density by:
 - Assigning single occupancy to reduce the likelihood of person to person exposure.
 - 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.
- Implemented a “No Guest Policy” and building access is restricted to residents and essential staff only.
- Configured and limited furniture in common spaces such as lounges and lobby areas to ensure six-foot distance can be maintained.
- Increased cleaning frequency of high touch areas, and depth and frequency of cleaning in common areas such as lounges and communal bathrooms.
- Where practical, identified stairwells as one-way.
- Posted 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.
- Modified 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 72 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 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, 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.

Via this Health and Safety Operational Plan, PSU reported 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. As needed, 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.