As a member of the UMPI community, I have a responsibility to myself and others to ensure a safe and healthy campus environment. By persistently following science-based campus health and safety protocols and encouraging others to do the same, and by knowing the signs of COVID-19 and monitoring my symptoms, I can protect myself and my fellow Owls.

To stop the spread of COVID-19, I pledge to:

- Wear face coverings at all times in public spaces and spaces used by multiple people.
- Check for COVID-19 symptoms daily, especially a fever of 100.4 F or higher.
- Wash hands often and for at least 20 seconds each time.
- Maintain 6-foot social distancing.
- Consider getting an annual flu vaccine (this is highly encouraged).
- Stay home when sick and seek proper medical attention.
- Participate in testing, contact tracing, and self-quarantine if asked to do so.
- Hold others accountable in a kind and helpful manner.

I am committed to doing everything I can to keep myself and others safe and COVID-free.
UMPI’s Safe Return planning work has been led by Director Joe Moir for Facilities, Associate Dean Sarah Coyer for Student Life, and Dean Barb Blackstone for Academics. Together with the campuswide planning group and members of their committees, they have worked to review all campus operations and develop detailed and comprehensive plans to best ensure the health and safety of our campus community.

UMPI Safe Return Campuswide Planning Group
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Sarah Coyer*
Sara Farnham
Jason Johnston*
Dan Kane
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Matthew Morrin
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Marteen Hester
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Matthew Morrin
Jennifer Ball
Patrick Baker

*Also represented UMPI on University of Maine System teams, boards, and groups contributing to Safe Return planning efforts.
At the beginning of 2020, no one could have guessed what this year would hold for us—

the abrupt end to live classes in March, our very first virtual graduation event in May, and now the announcement in July of our plans for a Safe Return to campus.

This plan represents the hard work of many members of the UMPI community to make your return to campus as safe as possible. It has been informed and supported by the University of Maine System Scientific Advisory Board. And it covers every aspect of our day-to-day campus operations, taking into account the modifications needed to keep everyone—students, faculty, staff, and visitors—safe and healthy. This guidance applies to UMPI’s Houlton Center unless otherwise noted. Here is a brief overview:

We are planning for your safe return to campus by the time the fall semester starts on Aug. 31.

We will have a reduced number of students and employees physically on campus.

We will implement a phased return to campus for residence hall students to allow for self-quarantine.

We will conduct COVID-19 testing for specific campus populations.

We will offer a range of course modalities—from on-site and blended to online and hyflex to ensure degree progress.

We will follow guidelines for social distancing, face coverings, and limiting group gatherings to 50.

We will embrace the UMPI “All Owls In” Pledge, a commitment to each other to ensure a safe and healthy campus environment.

We will align our planning with the timetable and guidelines of the Maine Center for Disease Control and Prevention and the Governor’s Office.

We will end in-person instruction on the Friday before Thanksgiving and complete the rest of the semester online.

And, we will do all of this with the understanding that, due to the nature of this pandemic, all plans are subject to change.

On the following pages, you will find plan details grouped in the following categories:

- Academics
- Student Life
- Health Safety Practices
- Monitoring and Response
- Facilities
- Communication

Our aim is to provide as much clarity as we can in an organized and readily understandable way. Our promise to you as we move from planning to Safe Return is to communicate clearly and often, to share updates as we refine our plans, and to seek your feedback throughout. This will no doubt be a very different fall for us, but with our collective efforts to keep each other safe, we will see each other through to the end of 2020.

Raymond J. Rice
Due to a major investment in classroom technology over the summer, several new Zoom rooms will be available, allowing for flexible delivery options.

**Flexible course offerings**
UMPI will offer courses in six different modalities: on-site, blended, online synchronous, online asynchronous, online low residency, and hyflex. For details on these modalities, visit umpi.edu/academics/course-registration. All courses will be designed so they can transition immediately to distance modes if needed, and these will be recorded for later use.

**Lab protocols**
Students in science labs will be able to participate in in-person lab procedures or access the laboratory experience, data, and assignments through a distance modality, as needed. For students in programs with intensive, hands-on lab training (such as MLT, PTA, and Exercise Science), labs will be conducted with fewer students and time frames may be shortened. Lab skills assessments will involve staggered appointments, a limited faculty-to-student ratio, and a requirement for PPE including face masks and gloves.

**Class size limitations**
Classroom occupancy generally will be limited to the capacity allowed by appropriate social distancing. Blended and Hyflex classes may also utilize a rotation schedule identifying when students will be in the live classroom and when they will join over distance technologies such as Zoom video.

**Seating changes**
Classrooms will be set up for social distancing, with desks and chairs spaced at least 6 feet apart. Some furniture will be removed from classrooms in order to ensure proper distancing.

**Faculty office hours**
All appointments with faculty should be arranged in advance and conducted via remote options (phone call, Zoom, etc.) whenever possible.
Phased return to campus
Student move-in will occur in phases during the month of August to reduce the number of family and friends on campus at any given time. All residential students will be required to be tested for COVID-19. Residents will then be quarantined in their room for 48-72 hours until a negative test result is received. For students who live near campus, there will be an option to be tested prior to move-in date, allowing them to return home to wait for test results. Each resident will be allowed to have 2 family members or friends help them move into their residence hall room. All helpers must wear masks at all times and will have a specific window of time to complete the move-in process. It’s very important that all helpers follow any direction given by UMPI staff to ensure the safety and health of our community. All residents will receive additional information from the Housing and Residential Life staff.

Staying home after Thanksgiving break
To best ensure health and safety, residents will move home when they leave for Thanksgiving break and remain at home for the duration of winter break. Limited exceptions will be made for specific students to remain on campus over winter break (e.g., international students); all special cases must be approved by the Office of Residential Life. Faculty and students will utilize distance learning for the remainder of the fall semester.

Housing plans
Emerson Hall, Merriman Hall, and Skyway suites will provide general housing. Park Hall will be utilized for potential quarantine/isolation space as needed. This change will reduce residential capacity by 25%. In the residence halls, face coverings are to be worn at all times (exceptions include when students are in their own rooms, eating, drinking, brushing teeth, or showering). Residents will be provided with 1 face mask at the beginning of the year but are encouraged to bring additional face masks of their own. Students will use assigned bathrooms and follow laundry schedules. To ensure proper distancing and limit exposure, no more than 4 people are allowed in any resident’s room at any given time; groups of no more than 10 will be permitted in public areas. Guests will not be permitted into any residence hall; those who are not residents of a particular building, including residents from other buildings, will not be permitted to enter that building. Any travel plans will need to be shared with Res Life staff; travel outside of Maine may require 14 days of quarantine upon return.

Dining plans
Dining services will remain available in Kelley Commons and the Owl’s Nest, though it will work a little differently. To prevent cross-traffic, there will be one point of entry and a separate exit. Food either will be served by a dining staff member or
**Packing List:**

- **Masks** (bring at least 7, think of them as socks)
- **Thermometer** (also isopropyl alcohol to clean after use)
- **Go Bag** (Keep in a backpack/duffel bag or plastic container that is easy to wash)
  - Enough clothes for 7 days and nights
  - Medications
  - Sanitary pads/tampons
  - Toiletries
  - Laptop/phone
  - Chargers for all electronic devices
  - Personal entertainment, e.g., tablet, handheld gaming, etc.
- **Cleaning items**
  - Laundry detergent
  - Dish soap
  - Disinfecting wipes
- **Hand sanitizer / Gloves / Other preferred personal safety items**

**Student Life**

Pre-packaged, and beverages will be served or provided in bottles. Seating in Kelley Commons will be socially distanced and only offered when the risk is determined to be low level. Seating will be removed in the Owl’s Nest to encourage grab-and-go service.

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**Athletic Plans**

In collaboration with the NCAA and North Atlantic Conference (NAC), the Athletics Program intends to move forward with its athletics programming with additional health and safety protocols in place. The fall sports seasons will be a modified season without conference scheduling or championships; however, UMPI is still exploring non-conference competition opportunities. The Athletics Program will use the NCAA Return to Play protocols as a guideline, and will follow federal, state, and local regulations, for the health and safety of all athletes. Travel will be minimized, schedules adjusted to avoid hotspots, and protocols for returning from out-of-state travel will be followed. Protocols will be put in place for practices and sanitation stations will be set up for each practice. Student athletes will need to pre-schedule visits to facilities such as the gym and athletic training room. In order to participate in athletics, all student athletes must follow the protocols put in place by the Athletics Program.

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**Health Services & Counseling**

The Health Service Center will be available to triage students with COVID-19 symptoms as well as other healthcare needs. Health Services is working with the local hospital to put protocols in place for referrals of those displaying COVID-19 symptoms. To keep the Health Service open for all students, faculty, and staff in a safe manner, plans have been developed to screen potential visitors by phone and Zoom before in-person appointments are made at the Health Center. Telemedicine and virtual counseling will be offered whenever possible.

To ensure the safety of everyone involved, access to the Health Center (Emerson Annex) will be locked and individuals will need to be let in for a pre-arranged appointment. This will allow everyone to be safe and cared for at the Health Service for multiple healthcare needs other than COVID-19. The beginning of semester always brings needs for vaccines, sports physicals, medication management, and flu vaccine clinics. These are important preventative healthcare needs that need to be met by the Health Service for our campus community.
While this means that campus spaces and how you operate in them may be different, it all contributes to the safest environment possible for our campus community.

Social distancing
Everyone on campus should maintain a social distance of 6 feet from all faculty, staff, students, and visitors at all times. Spaces throughout campus will be set up to support social distancing with seating spaced at least 6 feet apart and furniture rearranged or removed in some cases. In locations where lines may form, floor markings will be installed to show 6-foot spacing. To further support social distancing, group gatherings will be limited to 50.

Face coverings
Face coverings will need to be worn by everyone on campus in all public spaces and spaces used by multiple people, both indoors and outdoors, including classrooms, residence halls, walkways, parking lots, hallways, lobbies, break rooms, bathrooms, and office spaces. Please note that face shields, bandanas, and gaiters/buffs do not meet the University of Maine System’s definition of acceptable face coverings.

Hand sanitizer
New hand sanitizer stations will be located at all building entrances of facilities and in some classrooms. All members of campus should use them each time they enter and exit a space.

Hand washing
Individuals need to wash their hands often, with soap and water for at least 20 seconds. Hand washing should especially be done after being in a public place, or after coughing or sneezing.

Disinfecting wipes
Disinfecting wipes will be available at strategic locations throughout campus for wiping down common spaces, classroom desks, and other frequently used items. All are encouraged to help with this effort to ensure surfaces are disinfected between use.
Paper towels in lieu of air dryers
To prevent unwanted circulating air, paper towels will be utilized in bathrooms instead of air hand dryers, with appropriate emptying of associated trash receptacles to take place on a regular basis.

Temperature checks
Employees, students, and any campus visitors should take their temperature and ensure that it is at or below 100.3°F before leaving their residence hall room or home and coming to campus.

Appointments on campus
In order to ensure the safety of everyone on the campus, appointments should be made with individual faculty members, campus offices (i.e. Financial Aid, Student Records) PRIOR to visiting the specific office location. This will ensure that all safety measures are in place prior to the appointment, if an in-person meeting is required. To the best extent possible, Zoom and phone calls should be used to minimize the need to meet in-person.

Office protocols
Employees should conduct symptom monitoring every day before coming to work. While at work, they should avoid office gatherings and unnecessary visitors in the workplace. Face coverings should be worn in all public spaces and spaces used by multiple people, both indoors and outdoors on campus; employees will be provided with 2 face masks upon return to work. Meetings should be held via Zoom whenever possible. In conjunction with campus leadership and HR, remote work options may be considered to limit the number of people in the office at any given time. Travel limitations will be in place and those who leave the state will need to complete testing and quarantine protocols before being cleared to return to campus.

Health education/training
As all these protocols are put into place, Health Services, HR, and Student Affairs staff will work to ensure that comprehensive education and training are offered to faculty, staff, and students. Employees will receive a training and support guide detailing return to campus operations, and students will receive guidance during orientation.
MONITORING AND RESPONSE

We have plans in place so we can respond quickly and decisively should a case be confirmed.

Testing
All faculty, staff, and students traveling to campus from outside of Maine will be required to have a negative COVID-19 test result (within the last 72 hours) before coming onto the campus, or will need to be tested and quarantine until results are received. UMPI will have the ability to test for infection before and during the fall semester.

Any members of the UMPI residential community who have been out of state in the 14 days prior to their arrival on campus will be tested upon arrival and will quarantine in the residence halls until test results are received. Off-campus faculty, staff, and students who have been out of state in the 14 days before coming to campus will be tested and need to quarantine at home until they receive their results.

Contingency plans
Should there be a confirmed case of COVID-19 on campus, contingency plans have been established for isolating the disease, ensuring the safety of others, and transitioning the campus to alternate operations if needed.

Quarantine/isolation plans
UMPI has set aside space in Park Hall for isolation and/or quarantine purposes. Students who need to be quarantined will be given a private room, and meal delivery will be coordinated for students during any quarantine days ensuring that all dietary requirements are met.

Management of the space will be closely monitored, including the oversight of a heavy cleaning schedule.

Contact tracing
Tracing will be done to identify and isolate those who have come into contact with an individual who has a confirmed case of COVID-19 in order to best prevent further transmission. The Maine CDC will assist with this process if there are three or more confirmed cases.
Plexiglass, signage, and directional arrows are some of the new additions you’ll see when you return to campus.

**Campus cleaning protocols**

All contact surfaces, such as door knobs, handrails, elevator buttons, and light switches, will be cleaned multiple times each day. Public bathrooms will be cleaned 3 times each day; residence hall bathrooms will be cleaned 4 to 6 times per day depending on building occupancy. Frequent cleaning of workspaces by all staff will be encouraged. Deep cleanings of classrooms will be completed between classes. Highly utilized items, such as fitness center equipment, will be wiped down before and after use. Facilities crew members will complete overnight detailed cleaning of all tables, chairs, bathrooms, etc.

**Plexiglass barriers**

Physical barriers will be installed in key locations around campus where people interact in close proximity, such as at the Gentile Hall front desk. These barriers are being put into place to prevent exposure to respiratory droplets.

**Signage**

A variety of signage will be posted throughout campus to explain specific changes in practices and protocols, such as entrance only and exit only signs, and elevator signs indicating specific social distancing protocols to keep in mind.

**Arrows for traffic flow**

In addition to signage, arrows to indicate traffic flow will also be installed in buildings throughout campus. These will help to highlight areas designated for 1-way foot traffic and building access points. Directional arrows will be placed on the floor to keep the flow of traffic moving in an appropriate manner.

**Ventilation**

All HVAC equipment is in the process of being serviced to verify proper working order and to increase outside air coming into the building to the maximum amount possible.
COMMUNICATION

Due to the complexity of institutional Safe Return planning—as well as the potential for things to change rapidly—it will be vitally important to share information with the campus community on a regular and ongoing basis.

Information will come to you in several different ways.

www.umpi.edu/return

This new website will provide the most up-to-date information about Safe Return planning. Look to it for the latest messages to campus, FAQs, and links to campus and System resources.

Town hall meetings

At various points throughout 2020, campus leadership will host town hall meetings with faculty, staff, students, and sometimes parents and others to share information on planning and developments, and to receive feedback from attendees. These sessions will be conducted over Zoom video; invitations will be sent out over email to campus groups.

Social media

Important information also can be found on UMPI’s official Facebook, Twitter, and Instagram pages. These social media channels can serve as a helpful and convenient resource for campus and community members.
Despite efforts to minimize risks, the University cannot categorically guarantee that any person entering University campuses or facilities will not contract COVID-19 or any other communicable disease and any such person must assess and accept the risks of illness or injury for themselves.

“Now, more than ever, ensuring that we are supporting your learning environment to the best of our abilities and providing the services that you need, is essential for our success as a community of teachers and learners. We all need to pay attention, listen, respond to, and support one another. At UMPI, we are dedicated to doing just that.”

- President Rice 3/20 message to campus