

Fall 2020 Reopening Plan

GUIDELINES AND INFORMATION FOR STUDENTS, FACULTY AND STAFF

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Letter from the President and Dean of Faculty

While the college experience will undoubtedly be different this fall, our commitment to our students has not changed: we will deliver an outstanding American education for students from Kosovo and the world through innovative curricular, experiential, and research programs in a student-centered culture. As the university gets ready to greet the Class of 2024 this fall and welcome back the rest of our students, we also are preparing for your safe return.

The best working and learning environment is one where faculty, staff and students feel supported in both their physical and mental well-being. This Return to Campus Manual gives you detailed information so you can confidently transition back to the university. Our plan is based on government health and safety guidelines, RIT guidelines and information, and reflects best practices and current scientific understanding of the virus. We have adopted and we are incorporating a full array of carefully thought-out measures from health, safety and cleaning protocols to physical changes to some offices, hallways and classrooms, occupancy limitation, while on the same time providing educational information to our community about virus spread prevention.

As we begin the fall delivery of Blended “AB” Model, it is clear the health and safety of our community depends on the willingness of our students, faculty, and staff to support each other in abiding by the health and safety guidelines.

The purpose of this document is to also ensure students, faculty and staff have a clear understanding of the classroom safety standards and the various ways these may impact pedagogy and classroom management. The importance of our faculty and staff in creating a safe and healthy environment cannot be overstated. We know these additional controls and procedures will require time and patience. Your efforts on behalf of our students and community are greatly appreciated.

As our knowledge and understanding of the pandemic continues to evolve, and additional government guides becomes available, so too will our plans and procedures evolve. What will remain constant is the critical role that every member of the RIT Kosovo (A.U.K) community plays to keep us all safe. We expect every individual to take the steps necessary to protect each other and the community at large, enabling a successful fall semester.

Kamal Shahrabi
President and Dean of Faculty

Introduction and Guiding Principles for Reopening Plan

This plan will guide RIT Kosovo forward in its efforts to keep our campus and community safe, minimizing the spread of the coronavirus. This plan is grounded by the following principles:

- > Protect the health and safety of RIT Kosovo faculty, staff, students, alumni, guests, and our surrounding communities
- > Ensure the continued delivery of RIT Kosovo's high-quality educational and research experiences
- > Recognize that all members of RIT Kosovo share the responsibility of keeping our community healthy and safe

This plan applies to all RIT Kosovo faculty, staff, students, and visitors. It is a compilation of planning efforts from divisions and operations across campus and is divided into three main sections: Health and Safety, Academics and Research, and Campus Life. The first section focuses on our plans to safely repopulate the RIT Kosovo campus, monitor prevalence of the virus, contain viral spread, and instigate contingency plans should the need arise to shift to remote operations. The second section discusses the adjustments made in course modalities, classroom infrastructure, library operations, and research. The final section, Campus Life, outlines plans for student activities, dining services, communication, and other topics.

Our plans acknowledge our shared responsibility for keeping the RIT Kosovo community healthy and safe. They are aligned and consistent with applicable laws and regulations from the Government of Kosovo.

As our knowledge and understanding of the pandemic continues to evolve, and additional government regulation becomes available, so too will our plans and procedures evolve. What will remain constant is the critical role that every member of the RIT Kosovo community plays to keep us all safe. We expect every individual to take the steps necessary to protect each other and the community at large, enabling a successful fall semester.

Take the RIT Ready Pledge

As RIT Kosovo community members, we recognize that our actions affect others, and we **ALL** play a role in keeping our RIT Kosovo community and campus healthy and safe against the spread of COVID-19. I pledge to:

PROTECT myself and others by:

- > WEARING a mask that covers my nose and mouth when in public
- > WASHING my hands frequently, for 20 seconds each time, and using hand sanitizer
- > WATCHING my physical distance, staying six feet apart

PREVENT the spread of COVID-19 by:

- > Practicing daily self-care
- > Keeping shared spaces clean
- > Contacting a health care provider if I have any COVID-19 symptoms
- > Staying home when I feel sick

PREPARE and plan ahead by:

- > Adhering to RIT Kosovo guidelines
- > Following directional signage throughout campus
- > Keeping important supplies with me at all times—**mask and hand sanitizer**
- > Finding ways to be together socially, while physically distant

Health and Safety

Repopulating Campus

RIT Kosovo is taking an approach compliant to rules and regulations to repopulating campus.

Faculty and Staff

Our faculty and staff has already returned to campus. The classrooms and main building facilities have been prepared for the new academic year and are open following these considerations and restrictions:

- > The total number of occupants at any given time is limited to no more than 50% of maximum occupancy in a given area.
- > Tele- or video-conferencing is encouraged for administrative functions and/or meetings.
- > Bathroom occupancy is limited to the number of sinks available

Students

A similar approach will be used for students returning to campus. The following considerations and restrictions apply:

- > All students will follow the Blended AB Approach to attending classes
- > AB Split (AB-S) Synchronous model of instruction class is broken into 2 groups. Each in-person component meets in person with 50% of the total enrollment. Students who are not meeting in-person are joining the class online at the assigned class time.
- > Students must come to campus no longer than 15 minutes before class starts and leave campus no later than class ends
- > International students that are unable to attend classes in Blended A/B model must submit proof that they cannot travel to and reside in Kosovo in order to be eligible to take classes fully online

Vulnerable Populations

Individuals with certain conditions may have a higher risk for COVID-19 infection. These conditions, which will be updated as new information becomes available, currently include:

- o Older adults (age 65 and older)
- o Chronic kidney disease
- o COPD (chronic obstructive pulmonary disease)
- o Immunocompromised state (weakened immune system) from solid organ transplant
- o Obesity (body mass index (BMI) of 30 or higher)
- o Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- o Sickle cell disease
- o Type 2 diabetes mellitus

Students who have concerns should contact the Academic Affairs Office immediately at academicaffairs@auk.org or +383 38 66 00 00 ext. 113 or ext. 114

Training

All RIT Kosovo faculty, staff, and students have or will complete COVID-19 training prior to returning to campus. This training covers a variety of topics including:

- > Awareness of COVID-19, how it is transmitted and the related symptoms
- > RIT Kosovo's expectations of people returning to campus
- > Your role in keeping our RIT Kosovo community healthy and safe against the spread of COVID-19
- > How to protect yourself from COVID-19
- > Appropriate masks or personal protection equipment (PPE)
- > What to do if you get sick

Engineering Controls

Over the summer our facilities units have been hard at work implementing a number of health and safety improvements and engineering controls to campus buildings, shared spaces, and infrastructure. Changes include:

- > Redesign of classrooms to reduce density to a maximum of 50% capacity
- > Shields installed at reception area
- > Disinfection tunnel installed at the main entrance
- > Hand sanitizer dispenser stations in entrances of all major buildings and in academic areas based on student population
- > Disinfectant sprays will be available in classrooms to disinfect chair and learning area
- > Signage placed throughout campus reminding occupants of health and safety practices such as physical distancing, face masks, and hand washing
- > Distance markers placed by academic affairs office, service desks, cash registers, and other locations where lines may form

Site Safety Monitors

Site safety monitors will be identified for every division. They are responsible for ensuring that their area is in compliance with the provisions of the Safety Plan. This includes but is not limited to verifying that:

- > Everyone entering the campus facilities needs to have their temperature measured
- > All employees in their area have participated in COVID-19 training
- > All employees are aware that they need to report symptoms daily
- > All employees have and are using appropriate face masks
- > Areas have COVID-19 Maximum Capacity signs
- > Areas have reduced their density below 50% of maximum capacity
- > Workstations are at least 1.5 meters apart
- > Workplace is being cleaned on a regular basis
- > Educational signage is posted in their areas

Physical Distancing

- > A minimum of 1.5 meters of physical distance should be maintained between individuals. In situations where respiratory output is greater than normal (e.g., performing arts, athletic activities), a minimum distance of 3 meters must be implemented.
- > Tightly confined spaces (e.g., elevators) are to be occupied by only one (1) individual at a time unless all occupants are wearing face masks. If occupied by more than one person, occupancy of such areas is to be kept under 50% of normal maximum capacity.
- > Restrooms are to be occupied by only as many occupants as there are sinks available.
- > Classrooms are rearranged to allow for only 50% occupancy with the requested distance between seats
- > Common areas, lounges, and restrooms are limited to 50% occupancy or less as posted.
- > Furniture will be re-arranged, removed, or marked-off to ensure physical distancing.
- > Halls will be marked to direct students, staff and faculty walk
- > Students must always use the same chair in the class

Face Masks

- > Students are required to wear an acceptable face covering at all times during in person sessions
- > Any time members of the RIT Kosovo community are indoors in the presence of others, or moving through space occupied by others, they must wear acceptable face coverings, or face masks as they are referred to in this plan, regardless of the distance between themselves and others.
- > Any time members of the RIT Kosovo community are outdoors in the presence of others and cannot maintain, or are reasonably expected to not maintain, at least 1.5 meters of separation from others, they must wear acceptable face masks (see table below).
- > May not be shared, and should be properly stored or discarded
- > Not required if working alone in an office or private room, except as required by another policy or procedure
- > Face shields are not a replacement for face masks.

Type	Cloth Face Mask	Disposable Mask	Surgical Mask
Description	Homemade or commercially manufactured face mask that is washable and helps contain wearer's respiratory emissions	Commercially manufactured face mask that helps contain wearer's respiratory emissions	FDA-approved for use in health care settings
Care Instructions	Should be washed or replaced daily	Should be disposed of daily	Replace according to manufacturer's instructions
Intended Use	Required for campus community use in non-health care settings		Reserved for health and other approved specific hazards

Cleaning and Disinfection Protocols

Facilities Management Services has enacted deep cleaning processes to help protect our community from pathogens in our buildings. Elements include:

- > Increased the frequency of cleaning our public areas (including lobbies, elevators, door handles, common touch areas, public bathrooms, etc.) to at least two times per day
- > Daily cleaning completed with disinfectant that is compliant with EPA COVID-19 standards
- > Logs detailing cleaning and disinfecting dates/times will be maintained for common spaces and classrooms
- > Campus will be fully disinfected once a month
- > Prominently placed hand sanitizer stations throughout campus entrances

Hygiene

While on campus, the RIT Kosovo community shall limit the sharing of objects, including desks, supplies, and workstations. The touching of shared surfaces is discouraged. If shared surfaces must be touched, gloves should be worn or hands should be washed or sanitized before and after contact. Hygiene and sanitation requirements shall be adhered to. These requirements include:

- > Wash hands with soap and water for at least 20 seconds
- > Use hand sanitizer when you cannot use soap and water
- > Avoid touching your eyes, nose, and mouth with unwashed hands
- > Cover your cough and sneezes, and immediately wash or sanitize your hands
- > Avoid sharing personal items

Visitors

Visitors will be allowed at RIT Kosovo. All visitors are expected to comply with applicable laws, regulations, and guidelines relating to the COVID-19 pandemic, as well as the requirements of this plan. This includes utilization of the disinfection tunnel prior to coming on campus. Failure to comply will result in the removal of visitors, until such time as assurances can be provided that compliance has been achieved.

Monitoring

RIT Kosovo will use a variety of monitoring strategies to track health conditions on campus. The results will be used to inform the risk level on campus and actions that may need to be taken.

Symptom Monitoring

All members of the RIT Kosovo community must be free of any symptoms related to COVID-19 while on campus. Any individual who has been in close contact—less than 1.5 meter—for more than ten (10) minutes with anyone with confirmed or suspected COVID-19 infection should notify the Academic Affairs Office or their personal physician immediately.

Testing

Students, faculty and staff are not required to be tested before returning to campus, unless otherwise directed by Government of Kosovo. Testing might be required in case of symptoms.

Symptoms to Monitor

- > Loss of sense of smell or taste
- > Chills or fever of 37.8° C and higher
- > Sore throat (not due to allergies)
- > Feeling like coming down with an illness (e.g., fatigue or muscle ache)
- > Unusual headache or eye pain
- > New cough or change in your cough
- > New or worsening shortness of breath (difficult to breathe)
- > Abdominal pain, nausea, vomiting, diarrhea, or loss of appetite (skip ping a meal)
- > Contact with a confirmed case of COVID-19

Symptoms related to COVID-19 are subject to change based on CDC guidance.

Containment

Quarantine and Isolation

Isolation will be mandated for anyone who tests positive and anyone deemed to have been in close contact with a confirmed case. Decisions regarding isolation and quarantine are made in accordance with Government of Kosovo laws and regulations regarding risk based on proximity of contact, ventilation in the space where contact occurred, whether masks were worn, and the duration of contact. If ordered to quarantine or isolate, that person must self-quarantine for fourteen (14) days unless released earlier by the local public health department or designee.

- > Any individual who has tested positive for COVID-19 should not come to campus and should self-quarantine for 14 days from the positive COVID-19 test result or onset of COVID-19 related symptoms,
- > If a member of an RIT Kosovo employee's or student's household (roommate, suitemate, housemate, etc.) shows symptoms of COVID-19, that person should be tested. While awaiting test results, that employee or student should not go to work or class and instead, should self-quarantine for a period of fourteen (14) days,
- > If health conditions allow, the employee will continue working remotely from home

Students

- > During any period of isolation or quarantine, students will undergo active monitoring by the Student Health Center and will self-monitor for symptom development, check temperature twice daily, and keep a log of the results.
- > Students who are required to isolate or quarantine will have access to telehealth and student health services. Faculty will work with students in isolation or quarantine to allow them to make academic progress.

Hygiene for disinfection and heavy traffic after positive COVID-19 test

Upon information that an individual has a confirmed or suspected case of COVID-19, notifications will be made to RIT Kosovo Academic Affairs Office at academicaffairs@auk.org and/or +383 38 66 00 00 ext. 113 or ext. 114, detailing the facilities used, or potentially used, by that individual in order to enact enhanced cleaning protocols in those areas and to safeguard the RIT Kosovo community.

Mitigation Strategies and Return to Remote Operations

We understand that there might be cases of COVID-19 on campus. We believe that the safety policies and procedures we have outlined in this plan when fully complied with will protect our community from increasing the spread. It is important, however, to plan for every scenario. As such, we have developed an alert level system that will enable us to respond quickly to rapidly evolving health conditions.

	<p>Green (Low risk: Underlying threat of outbreak remains, but virus prevalence is low)</p> <p>To Do:</p> <ul style="list-style-type: none"> • Continue with controls—signs, cleaning, space layout • Continue with new social norms, etc.—wear mask when indoors; maintain a 2 meter (6-foot distance); wash hands; wear masks outside when social distance cannot be maintained • Capacity for rooms limited to 50% • Blended in-person and online instruction models to reduce density • Public campaign regarding community “rules” • Visitors allowed
	<p>Yellow (Low-Moderate risk: Prevalence of virus is low, but indicators show potential for increase in transmission)</p> <p>To Do:</p> <ul style="list-style-type: none"> • Enhanced public campaign regarding community “rules” • If “cluster” identified, halt that activity and/or address hygiene/cleaning protocols • Determine need for testing <p>To Consider (particularly if > 2 weeks at risk level)</p> <ul style="list-style-type: none"> • Capacity for non-instructional spaces limited to 25% • Non-instructional gatherings limited to minimum people • Prohibit all social visitors to dorms, campus
	<p>Orange (Moderate risk: Prevalence has increased above baseline and indicators show rates of infection increasing)</p> <p>To Do:</p> <ul style="list-style-type: none"> • Step up enforcement of physical distancing and face mask requirements • Capacity for non-instructional spaces limited to minimum • Non-instructional gatherings limited to minimum

	<ul style="list-style-type: none"> • Prohibit all social visitors to campus • Close certain areas of congregation • Shift all staff to remote except for those required on campus to provide key student services and in-person classes • If “cluster” is identified, halt that activity and/or address hygiene/cleaning protocols <p>To Consider (particularly if > 1 week at risk level)</p> <ul style="list-style-type: none"> • Cancel all in-person co-curricular activities • Blended classes shift to fully online • Prohibit all visitors to campus except necessary deliveries • Dining shifts to carry out only • Start preparations for campus depopulation
	<p>Red (High risk: Spike in prevalence, hospital capacity strained)</p> <p>To Do:</p> <p>Implement depopulation of campus/remote operations, except essential on-campus employees to support students remaining on campus, and move all classes to online format within 7 days of Red level announcement</p>

Indicators that will be used to determine alert level:

<p>Indicators at RIT Kosovo (A.U.K)</p> <p># positive cases (faculty, staff, students)</p> <p># of isolated/quarantined RITK members</p>	<p>Indicators</p> <p># cases; rate of rise</p> <p>% of positive test results</p>
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Academics and Research

The actions outlined below are an overview of much more detailed plans developed by the Academic Planning Committee. The [Academic Affairs Reopen Plan](#) also contains information relating to graduate education, international students, career services, and student employment.

Course Delivery

Course instruction will be delivered using the blended AB-S approach as outlined below.

Blended A/B: Delivered in person and online simultaneously. Faculty will split students into smaller groups for in-person sessions. Attendance at in-person meetings is required and the criteria for attendance will be clearly outlined by the instructor.

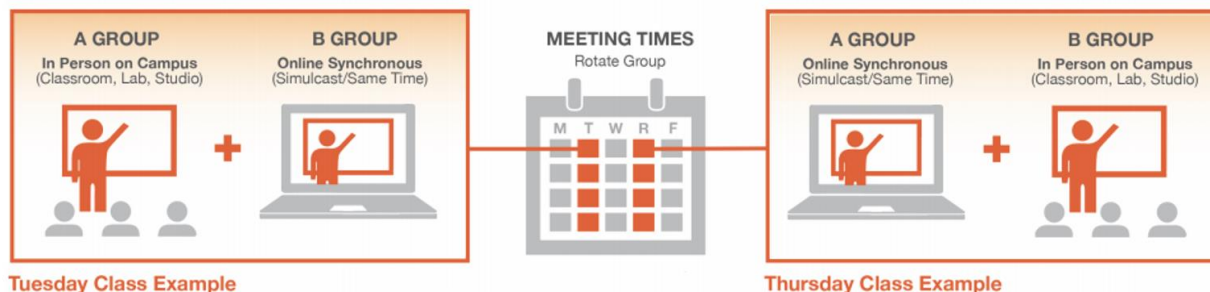
SIS will automatically assign student the day in which they need to be in campus and the day in which they will follow the lesson online.

Students can consult SIS for information about their course schedule.

- > If the student is assigned on split session A (ex: ECON 101 – **500 A**) the student is expected to be present in class on Monday or Tuesday and attend classes online on Wednesday or Thursday.
- > If the student is assigned on split session B (ex: ECON 101 – **500 B**) the student is expected to attend classes online on Monday or Tuesday and be present in class on Wednesday or Thursday.

Students cannot swap the sessions in which they are required to be present with online ones, or vice versa.

2 Class Days/Week: AB Split Synchronous (AB-S)



Classrooms/Labs/Studio Spaces and Technology

- > Occupancy capacity of each instructional space revised to ensure physical distancing requirements are met
- > University-managed classrooms outfitted with technology to facilitate teaching and learning in different modalities
- > Students will be assigned seats in the classrooms in order to support contact tracing in the event a student or faculty member tests positive
- > Students, faculty, and staff will have access to sanitation products (antimicrobial) in the classroom to reduce virus transmission. All occupants are expected to clean their spaces before and after use.

Library

Library services will be available during the fall semester but access will be limited to ensure safe operation. The following resources and practices will be in place:

- > 1.5 meter distance spacing marked at circulation desks and copiers
- > Reduced seating to ensure physical distance
- > Library instruction and reference consultations conducted both on site and virtually
- > All returned materials disinfected before next lending
- > Materials brought for scanning quarantined for 24h before scanning (make sure to plan accordingly)
- > Increased access to streaming media and electronic materials
- > Wearing a mask mandatory for entering library space
- > Procedures implemented for staff and student employees to adjust work times on campus to ensure that high-occupancy office spaces have a safe number of employees, and 50% occupancy limit for the building is followed.

Advising/Tutoring/Office Hours

All academic support services offices that directly serve faculty and staff will have staff available on campus.

- > Most academic support services, including meetings with academic advisors, faculty office hours, and tutoring will take place via remote means. However, in-person appointments will be available upon request.

Campus Life

Activities, Meetings, and Events

Many events and activities, including annual events like seminars, workshops, and fairs, will take place throughout the academic year. The format, however, may look different than in previous years in order to ensure the safety of the RIT Kosovo community.

More events will be held outside.

All safety requirements outlined in this plan must be maintained during events and activities.

Scheduling of events shall utilize the existing Event Management System process and will be required to have a site safety monitor and an event safety plan that complies with all RIT Kosovo safety requirements.

Indoor meetings and events shall not exceed the maximum occupancy limits for the applicable space, and in no case exceed 50 people.

Use of tele- or video-conferencing is encouraged for meetings.

Communication

Timely and accurate communication is central to the success of our plan. The latest information on reopening plans, health and safety best practices, FAQs, and other pandemic-related information will be communicated to you via email and through <https://kosovo.rit.edu/>. For further questions, students can contact us at academicaffairs@auk.org.

- > Mandatory training for faculty, staff, and students must be completed before returning to campus
- > Regular communication and collaboration with county health officials
- > Public health education campaign including videos and signage
- > A communication will be sent out any time the campus alert level changes with details outlining the steps that will be taken
- > RIT Kosovo social media accounts will also be used to disseminate information. Our social media directory includes <https://www.facebook.com/RITinKosovo>, <https://www.instagram.com/ritkosovo>, <https://www.instagram.com/ritkadvising>.

Dining Services

RIT Kosovo has utilized Government of Kosovo Laws and Regulations for Restaurant and Retail establishments. While there will be some operational changes, dining customers can expect a variety of high-quality food when they visit our dining facilities. The following measures are being implemented:

Enhanced cleaning and hygiene protocols:

- > Adherence to Government of Kosovo's rigorous cleaning and sanitation requirements for food service operations
- > Utilization of a peroxide disinfectant that kills the virus in 45 seconds
- > All tables and chairs cleaned between customers
- > Increased frequency of cleaning other high-touch surfaces

Maintaining distance and face masks:

- > Tables placed at a distance of at least 1.5 meters feet apart
- > Occupancy limited to no more than 50% of rated occupancy
- > Designated entrance and exit in dining operations
- > Outdoor seating available at select locations; additional outdoor seating being explored
- > Acceptable face mask worn by all employees
- > Customers must wear an acceptable face mask at all times other than while eating
- > Increased carryout options available

Residential Living

- > All multiple-person rooms in the residence halls and apartments are assigned as no more than two residents per room.
- > Students in their dorm rooms or apartments do not need to comply with the physical distancing or face covering requirements when alone. If anyone other than the occupant is present, everyone must wear a face mask and maintain proper distance.
- > Lounges open, but limited to no more than 50% of normal capacity. Physical distancing and face mask requirements apply in these spaces.
- > When permitted, guests are limited to RIT Kosovo students only.
- > Guests must abide by the requirements of this plan.
- > No more than one guest per resident at any time. Physical distancing and maximum occupancy requirements
- > No entry to dorm from 9PM to 7:30AM

Fall Calendar

RIT Kosovo (A.U.K) Academic Calendar 2020-2021

Sep-20							
#	Su	M	T	W	Th	F	S
x			1	2	3	4	5
x	6	7	8	9	10	11	12
1	13	14	15	16	17	18	19
2	20	21	22	23	24	25	26
3	27	28	29	30			

- 2- Faculty return
- 3- Residence Hall opens
- 3- 4 New Student Orientation
- 14- Fall semester classes begin
- 21- Last day to Add/Drop courses
- 22- First Day to drop with "W"

Oct-20							
#	Su	M	T	W	Th	F	S
3					1	2	3
4	4	5	6	7	8	9	10
5	11	12	13	14	15	16	17
6	18	19	20	21	22	23	24
7	25	26	27	28	29	30	31

Nov-20							
#	Su	M	T	W	Th	F	S
8	1	2	3	4	5	6	7
9	8	9	10	11	12	13	14
10	15	16	17	18	19	20	21
11	22	23	24	25	26	27	28
12	29	30					

- 20-Last day to drop with "W"
- 26- Thanksgiving holiday/closed
- 27 (28)- Flag Day/closed

Dec-20							
#	Su	M	T	W	Th	F	S
12			1	2	3	4	5
13	6	7	8	9	10	11	12
14	13	14	15	16	17	18	19
15	20	21	22	23	24	25	26
x	27	28	29	30	31		

- 11-Reading Day
- 14- 18 Final exam week
- 21-Final Grades due by 11 PM-RIT time
- 23-Residence Hall closes
- 24-31 Holiday break/closed

RIT Kosovo (A.U.K) Fall Reopening Plan 2020 was produced by Fall Planning Taskforce at RIT in Rochester, NY and adapted by RIT Kosovo (A.U.K).

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