

**SAILFISH SAFE**

**PALM BEACH ATLANTIC UNIVERSITY**



**PBA RETURN  
TO CAMPUS  
PLAN**

**Fall 2020**

Updated 8/13/20



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## A MESSAGE FROM PRESIDENT DR. DEBRA A. SCHWINN



One month ago, I announced Palm Beach Atlantic University's intention to resume in-person teaching, learning and residential life for the fall 2020 semester with extensive safety protocols in place. Since then, we have carefully monitored the increase of COVID-19 cases in Florida and other parts of the U.S.

At this point, and Lord willing, we still plan to start on time in August with EXTENSIVE preventive, testing, and treatment strategies for COVID-19. Safety remains our top priority. This is a dangerous virus, yet we know more today about how the virus is transmitted and, most importantly, how to avoid infection.

The transformative power of a PBA undergraduate education is best experienced on campus. While online education offers great agility and portability, there is no replacement for the highly personalized academic interaction that PBA students have with their dedicated professors, and with each other, in the classroom. This unprecedented and challenging time of uncertainty requires our very best efforts, and guidance from the Holy Spirit, to ensure the safety and transformational experience of all our students through rich academics, spiritual development, exceptional care, and deep relationships.

Over these past four weeks, we have been working hard to utilize the best safety practices possible. We have very strong nursing and pharmacy schools with experts in infectious diseases who are up to date with national guidelines, working with our experienced Crisis Management Team to lead our efforts. The Palm Beach County Health Department has been an amazing partner as we forge the path forward. Fortunately, with our new residence hall opening in August, we have an empty building that can be used for isolation as needed.

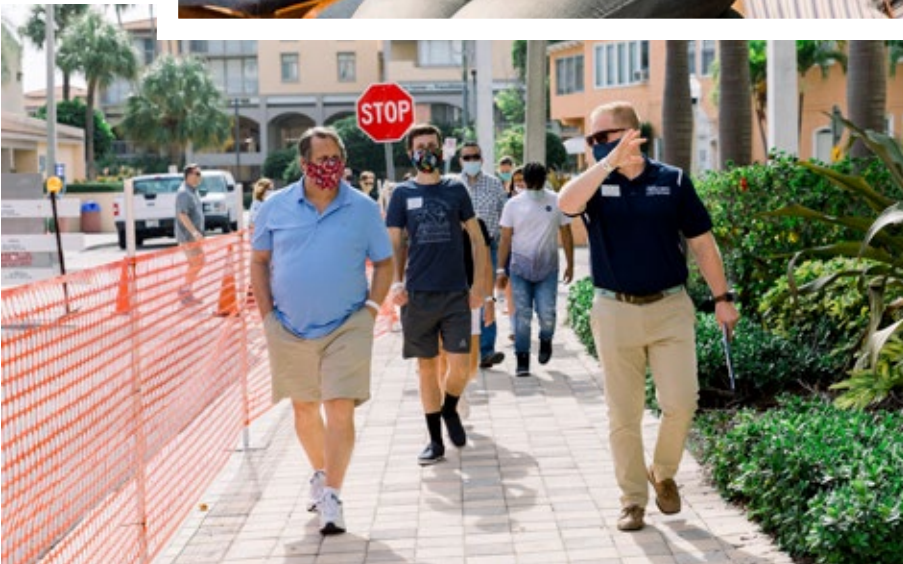
We do not take the responsibility for the health and the safety of our PBA community lightly. We have already shared our new safety protocols with staff working on campus and they have responded beautifully to the "new normal." Soon we will provide the details of our multi-pronged approach that includes communicating, training, tracking, potentially testing and tracing to students and faculty ahead of the fall start.

Please continue to pray for Palm Beach Atlantic and for all members of our campus community.

*"Dear friend, I pray that you may enjoy good health and that all may go well with you, even as your soul is getting along well." - 3 John 1:2*

Warmly,

*Deb*



*Families enjoy SOAR together.*

# INTRODUCTION



In February, Palm Beach Atlantic University (PBA) activated the Crisis Management Team (CMT) to respond to the on-going COVID-19 crisis like many other universities around the country. The Crisis Management Team, which consists of employees from various departments within the University, monitored the outbreak of the virus and educated the campus community on methods of prevention and symptoms as well as helping direct community members to the appropriate resources. On March, 11, 2020, the World Health Organization (WHO) officially declared COVID-19 as a pandemic.

The CMT has remained activated and has helped carry the University through its initial response of returning students from various Spring Break activities to subsequently closing the campus to students and finishing the spring semester online.

Now, Palm Beach Atlantic University is committed to opening our campus to students for the Fall 2020 semester, including on-ground, face-to-face (F2F) instruction as appropriate.

This plan was developed in order to provide the University community with guidance on the strategy to open. Additionally, it will provide necessary guidelines for members of the community to understand their role in striving for a safer environment that will contribute towards helping keep PBA community members healthy. This multi-pronged approach should serve as a living document sure to evolve over time as more factual information becomes available.

## EXECUTIVE SUMMARY



Palm Beach Atlantic University's Crisis Management Team (CMT) has worked ceaselessly over the last several months on the University's response to the COVID-19 pandemic. More recently, as we began to plan for the future and develop a feasible plan to bring students back to the campus for the Fall 2020 semester, multiple CMT COVID-19 sub-committees were established including:

- **COMMUNICATION** - Create and deliver all COVID-19 communication related emails to PBA community; Design, create and print all COVID-19 related educational posters regarding hygiene, physical distancing, elevators, queues, etc.; Identify areas where signs are needed and establish appropriate signage; Develop COVID-19 related digital signage messaging to be deployed on different topics.
- **TRAINING** - Create and deliver a COVID-19 video training module for faculty, students and staff.
- **TRACKING** - Provide oversight for the tracking of PBA community members through Health Alerts; Periodically evaluating the tracking process for efficiency and sustainability.
- **TESTING** - Establish policies and procedures for the testing of faculty, staff and students.
- **CONTACT TRACING** - Establish agreement with the Florida Department of Health whereby PBA Pharmacy and Nursing students are volunteer Contact Tracers with the Florida Department of Health. This benefits the Palm Beach County community at large, but has an enormous benefit to the PBA community.



- **ATHLETICS** - Establish appropriate mandates, written protocols and policies and procedures for PBA student-athletes in order to ensure compliance with the NCAA and the Sunshine State Conference.
- **CLASSROOM EVALUATION AND PREPARATION** - Evaluate each classroom (Main, Orlando, Fern, Memorial Presbyterian and the Rinker Athletic Campus) for remote teaching and learning capabilities and implement changes as necessary; Evaluate classrooms for CDC considerations and implement changes as practical and necessary, such as utilizing bigger rooms for smaller classes.
- **RESIDENCE HALLS EVALUATION AND PREPARATION** - Evaluate residence halls (rooms, shared living areas, games rooms, etc.) for CDC considerations; Implement changes as practical and necessary.
- **LARGE VENUES** - Evaluate large venues on campus for COVID concerns and CDC considerations, and implement changes as practical and necessary.
- **COMPLIANCE AND ENFORCEMENT** - Determine avenue for COVID-19 compliance that addresses PBA community members.
- **EVENTS** - Review future events to ensure compliance with phased governmental standards and provide safety recommendations as needed.
- **SUPPLIES/ACQUISITIONS** - Procure COVID-19 supplies as needed.

Through the work of the CMT along with these sub-committees, a plan was designed with the health and well-being of the PBA Campus Community as the top priority with emphasis on strategies to slow the transmission of COVID-19.

# PLAN SUMMARY



In late May, the Board of Governors provided the State University System of Florida Blueprint for Re-opening Campuses. Our plan, summarized below, incorporates recommendations from that blueprint and targets five critical areas of the PBA Campus Community that will be essential to its success:

## I. HEALTHY CAMPUS ENVIRONMENT

- It is required that face masks will be worn by all PBA community members including students, staff, faculty, and visitors, following the CDC guidelines.
- Daily Wellness Checks are required for all faculty, staff and students prior to University access.
- PBA community members are expected to adhere to personal prevention practices by physical distancing and healthy hand hygiene. This will be promoted through signage and mandatory training.
- University facilities will be regularly cleaned and disinfected according to CDC recommendations.
- Athletics will acknowledge guidance provided by the NCAA and the Sunshine State Conference and implement procedures as appropriate.
- Classes are and will continue to be frequently assessed for movement to larger classrooms to allow for physical distancing.
- Eateries will honor phased guidelines for seating capacity established by Florida's governor. All dispensers requiring touch have been removed, and menus have been redesigned to reduce touch. Enhanced cleaning protocols have been established for all campus dining.

## II. HEALTHY COMMUNITY ENVIRONMENT

- Visitors and vendors will receive communication with necessary wellness information and changes in University expectations, such as face masks, hand hygiene and distancing expectations while on property.
- The University's Gregory School of Pharmacy will partner with the Palm Beach County Department of Health in COVID-19 community education efforts.
- PBA community members will be strongly encouraged to get an influenza shot. Flu shots will be offered on-campus to PBA employees.
- Physical distancing strategies for residential students will be suggested and reinforced with signage.
- Considerations will be made for sick faculty, staff and students that encourage a remote environment when necessary due to illness.





### **III. COVID-19 TESTING AND TRACKING**

- The University will track sick faculty, staff and students through the designated Health Alert repository and wellness checks. They may be encouraged to seek testing based upon this information and will be temporarily quarantined as appropriate.
- PBA is diligently working with the Palm Beach County Department of Health and the Health Care District of Palm Beach County to develop a solid plan for COVID-19 testing.

### **IV. CONTACT TRACING AND SURVEILLANCE**

- The University's Gregory School of Pharmacy, as well as PBA's Health Alert Tracking platform, has partnered with the Palm Beach County Department of Health in efforts for the greater Palm Beach County area as well as on the PBA campus.
- The Health Alerts Coordinator will communicate and liaise directly with the Orange County Health Department regarding Contact Tracing for the Orlando Campus.
- Single-occupancy on-campus apartments are available for quarantine and have exterior entrances, full kitchens and private bathrooms.

### **V. ACADEMIC PROGRAM DELIVERY**

- Please see the full academic calendar and the course schedule on MyPBA.
- Classrooms are being enhanced for remote teaching and learning.
- Class sizes and densities as well as non-traditional spaces are being evaluated in consideration of the current CDC, state and local physical distancing guidelines.
- In classrooms where distancing is impractical, acrylic shields have been ordered for each desk within those rooms.



*Families enjoy visiting the PBA campus together at SOAR.*



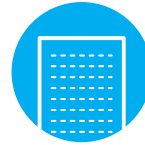
# MULTI-PRONGED STRATEGY FOR FALL 2020

## OVERVIEW



### COMMUNICATION

PBA will communicate COVID-19 campus community expectations to the faculty, staff and student population in a variety of methods.



### TRAINING

PBA will provide training that defines COVID-19 and provides information that will promote a healthy learning and working environment.



### TRACKING

PBA will track members of the campus community from symptom onset until well enough to return to the campus community through the Health Alert platform.



### CONTACT TRACING

PBA has partnered with the Palm Beach County Department of Health and will work with the Orange County Health Department to contact trace members of the campus community as well as the community at large.



### TESTING

PBA may recommend testing based upon CDC guidelines and direct the campus community towards external testing resources.

# HEALTHY CAMPUS ENVIRONMENT

A healthy campus environment is a shared responsibility but begins with personal responsibility and prevention practices. As a result, new policies, procedures and protocols apply to all faculty, students, staff, vendors and visitors. Every campus community member is expected to regulate their daily activities in a way that honors the following expectations that collectively contribute toward a healthy campus environment and keeping us “Sailfish Safe.”



## FACIAL COVERING

Each member of the PBA community is required to wear a facial covering (mask) as a barrier on campus, both indoors and outdoors. Specifically, face masks are required in classrooms, shared offices, common areas, walkways, lobbies, lounges, laundry, stairwells, elevators, when walking across campus, and any other places where physical distancing is not feasible. According to the CDC, facial coverings will “help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks or raises their voice.” Wearing masks will protect others within the PBA community and reduce the transmission of COVID-19. [For additional guidance on facial coverings, see page 30.](#)

A request can be made for two cloth face masks by emailing [theresa\\_jacobs@pba.edu](mailto:theresa_jacobs@pba.edu) and arrangements will be made for you to receive the masks.

### WEAR YOUR FACE COVERING CORRECTLY:

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.

### TAKE OFF CLOTH FACE COVERING CAREFULLY WHEN YOU ARE AT HOME:

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold outside corners together.
- Place covering in the washing machine.
- Be careful not to touch your eyes, nose and mouth when removing, and wash hands immediately after removing.



## CARE AND CLEANING FOR CLOTH FACE COVERINGS:

- Wash your face mask with regular laundry after every day of use and store in a clean, dry bag when not in use.
- Use warmest water available and hottest dryer setting or allow to dry flat, in direct sunlight if possible.



## DAILY WELLNESS CHECKS

EACH MEMBER OF THE PBA COMMUNITY IS REQUIRED TO PARTICIPATE IN A DIGITAL **DAILY** WELLNESS CHECK, WHICH REQUIRES YOU TAKE YOUR TEMPERATURE AND ANSWER QUESTIONS ABOUT YOUR HEALTH.

In order to come to the PBA campus, every faculty member, student, staff member, vendor and visitor will complete a wellness check prior to coming onto the campus. **If you are a PBA residential student, we ask that you bring a thermometer with you to campus and complete the check every morning before you leave your residence hall.** The digital daily wellness check requires a one-time registration for all faculty, staff and students. **A hold will be placed on PBA student credentials if you are not registered for checks prior to the first day of classes. This hold will preclude you from having digital access via door card and Canvas LMS access, so residential students will not have access to their residence halls until this registration is complete.** A listserv email will be sent to all students prior to their arrival on campus that includes the link to register for this service.

*Bring me!*



After faculty, staff and students have properly registered for the digital wellness check, a daily text message will be sent prompting the user to click a provided link. The first question asks if the user will be going to a University facility and/or campus on that day. If the answer is no, the survey stops. If the answer is yes, the wellness check requests that you answer questions about your temperature and potential COVID-19 symptoms, and also requires you to report if you have knowingly come into contact with anyone who has COVID-19 in the last 24-72 hours.

No member of the PBA community is permitted to come to a University facility if they are sick. PBA is committed to working with each member of the University community through their illness in order to help them be successful whether they are an employee or a student.



## HEALTH ALERT TRACKING REPOSITORY

EACH MEMBER OF THE PBA COMMUNITY IS EXPECTED TO USE THE REPOSITORY [HEALTHALERT@PBA.EDU](mailto:HEALTHALERT@PBA.EDU) TO SELF-REPORT ANY OR ALL OF THE FOLLOWING:

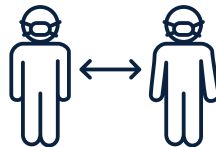
- If you test positive for COVID-19
- If you have been exposed to someone who has COVID-19
- If you experience any symptom or combination of symptoms consistent with COVID-19 such as:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

The Health Alert system was created during the COVID-19 pandemic in order to track PBA community members from symptom onset through a healthy return to the PBA campus. This system was uniquely designed to pull community members out of the campus community environment at symptom onset instead of waiting until a positive COVID-19 diagnosis. We believe this helps reduce the overall transmission rate of COVID-19 and helps keep our community safe and healthy. Each member of the PBA community is expected to report the requested information and comply with any requests set forth by the Health Alert Coordinator.



This system is monitored by the Health Alert Coordinator. Although this is not a clinical position and the Health Alert Coordinator will not provide a medical diagnosis nor medical advice, this position is staffed with a credentialed Registered Nurse.

It should be noted that PBA takes the protection of medical information seriously. Through the use of Office 365, the University maintains a high level of data protection via safeguards such as data backup, audit controls, access controls and data encryption. The Office 365 Forms utilize industry standard SSL/TLS encryption to enhance security of electronic data transmissions and per PBA policy titled “Guidelines for Data Protection and Data Security Preparedness” the Health Alert repository University data protection mechanisms meets all FERPA (<https://docs.microsoft.com/en-us/microsoft-365/compliance/offering-ferpa?view=o365-worldwide>) and HIPAA (<https://docs.microsoft.com/en-us/microsoft-365/compliance/offering-hipaa-hitech?view=o365-worldwide>) compliance standards.



## PHYSICAL DISTANCING

**EACH MEMBER OF THE PBA COMMUNITY IS EXPECTED TO PRACTICE PHYSICAL DISTANCING BY REMAINING SIX FEET APART WHEN FEASIBLE.**

According to the CDC, “COVID-19 spreads mainly among people who are in close contact (within about six feet) for a prolonged period. Spread happens when an infected person coughs, sneezes or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. **Since people can spread the virus before they know they are sick, it is important to stay at least six feet away from others when possible, even if you—or they—do not have any symptoms.** Physical distancing is especially important for **people who are at higher risk** for severe illness from COVID-19.” Here are suggestions that further physical distancing:

- Avoid gatherings of large groups and stay away from crowded places.
- Use a video platform or other communication tool for individual meetings with professors or other students.
- Limit occupancy in elevators – take the stairs.



- Only enter and exit buildings through designated doors and do so in a single file. Do not prop doors open.
- Do not gather in tightly enclosed spaces such as elevators.
- Many classes have been moved to larger classrooms in order to expand the distance between students. These classrooms may be different than those normally designated for your course of study. Familiarize yourself with the PBA campus and each classroom location through maps so that you know where to go, thus limiting your time searching for your desired location.

Staff members have been instructed to move desks six feet apart in shared office spaces to keep employees appropriately distanced. In addition, while it may not be a feasible option for all, telework is an option that can be used at the supervisor's discretion. Many staff schedules have been adjusted in order to spread the days and/or arrival and departure times of employees. Supervisors are empowered to make adjustments as appropriate to limit the number of staff members in the office at a time.

In addition, there are many obvious changes to office spaces, queues, eateries and social settings around campus that encourage physical distancing such as:

- Many visual queues such as signage and floor decals have been added to indicate where to stand.
- Clear barriers have been placed about the campus where appropriate, especially in areas where there may be a high concentration of customer interaction.
- Directional signage has placed as applicable. Some buildings have designated entry and exit doors.
- Capacity has been reduced or eliminated in areas such as break rooms, lounges, laundry rooms, kitchen areas, and waiting and staging areas.
- Furniture has been removed to discourage gathering and mingling.





## HAND HYGIENE

### EACH MEMBER OF THE PBA COMMUNITY IS EXPECTED TO TAKE APPROPRIATE HAND HYGIENE MEASURES.

A simple yet effective way to prevent the spread of COVID-19 is to wash your hands. According to the CDC, to properly wash your hands you should:

- **WET** your hands with clean, running water (warm or cold), turn off the tap and apply soap.
- **LATHER** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers and under your nails.
- **SCRUB** your hands for at least 20 seconds.
- **RINSE** your hands well under clean, running water.
- **DRY** your hands using a clean towel or air dry them.

*Through a generous donation of hand sanitizer from a PBA family and business owner of Froggy's Fog, PBA will deploy hundreds of gallons of hand sanitizer throughout the PBA campus: in offices, classrooms and residential suites. As a matter of habit, students and professors should use hand sanitizer immediately upon entry into every building or classroom, as well as gyms, eateries, residence halls, etc.*



In summary, in order to promote a healthy campus environment and do your part to help keep the PBA campus community “Sailfish Safe,” on a daily basis, it is required that each PBA community member will:



### **WEAR A MASK WHILE ON CAMPUS**

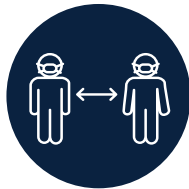
*Face masks required in classrooms, common areas, walkways, lobbies, lounges, laundry, stairwells, elevators and any other shared spaces where physical distancing is not feasible.*



### **COMPLETE YOUR WELLNESS CHECK BEFORE COMING TO CAMPUS**



### **REPORT HEALTH INFORMATION TO [HEALTHALERT@PBA.EDU](mailto:HEALTHALERT@PBA.EDU) AT ANY TIME**



### **PRACTICE PHYSICAL DISTANCING**



### **WASH YOUR HANDS FREQUENTLY**

All faculty, staff and students will be asked to pledge compliance with these regulations as their individual responsibility, so that collectively we can help reduce the transmission of COVID-19 by acting in a healthy and pro-active manner that proclaims our love for one another.

# COMMUNICATION



This “Sailfish Safe” information will be frequently communicated using any one or more of the following messaging platforms:

- Posted signage throughout the campus
- PBA public website
- MyPBA
- Social Media
- Listserv (email)
- Digital Signage
- Text Message

As part of the Healthy Campus Environment initiative, it is important to understand if you may be at a higher risk of severe illness from COVID-19. According to the CDC, older adults are at an increased risk for severe illness. In addition, people with the following underlying medical conditions (at any age) are at an increased risk for severe illness:

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

In addition, children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Finally, those with the following conditions may be at an increased risk for severe illness:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)



- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

(Source: Center for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html> )

Students who are at an increased risk for severe illness from COVID-19 should consider contacting Assistant Director of Residence Life Anne Patterson at [anne\\_patterson@pba.edu](mailto:anne_patterson@pba.edu) to consider their housing options.

As part of the “Healthy Campus Environment” faculty and staff should review measures outlined in the accompanying document “Employee Return to Work Guidelines” dated 5/26/20, which can be reviewed by clicking <https://www.pba.edu/campus-life/health-wellness/safety/covid-19/workplace-guidelines.html>. As we learn more about COVID-19 every day, the CDC website should be considered as the source document for the employee guidelines and updated information should be sought from that platform over the employee guidelines if information is changed or updated.

PBA's Athletics Department is committed to academic and athletic success, spiritual growth and serving others on and off the field. Participation in intercollegiate athletics is an integral part of the overall educational experience at PBA, and we seek to preserve that commitment through this COVID-19 crisis.



To the degree that it can in a safe and healthy manner, the Athletics Department endeavors to maintain a high-quality competitive athletics program consistent with PBA's mission and traditions. To that end, the Athletics sub-committee has written a "Return to Athletics Plan"; however, this information is still developing based upon pending decisions and guidelines forthcoming from the NCAA and Sunshine State Conference.

The plan in its finality will define an Athletics COVID-19 Action Team, a Support Group, and Core Principles of Re-socialization. Further, it will designate the PBA Athletics response based upon what corresponding governmental COVID-19 phase Palm Beach County is in at the time. Finally, there is a contingency plan that details the following:

- Equipment/supplies
- Proper protective equipment
- Screening
- Wellness checks
- Documentation
- Testing

## ON-CAMPUS HOUSING

PBA recognizes the valuable role on-campus housing plays in the overall university student experience and is dedicated to providing students an opportunity to continue this practice. PBA is currently planning to test all students within two weeks upon arrival, depending upon the availability of test kits through the Health District of Palm Beach County. The University will continue to honor on-campus housing contracts for the Fall 2020 Semester, beginning with specific changes that contribute to a Healthy Campus Environment. Immediate changes to housing include:

- Strategic and coordinated move-in process by designated appointment and spread over several days.
- In order to decrease density during move-in, guests are limited to one per student.
- All students will be tested for COVID-19 within two weeks upon arrival.
- Capacity of students per bedroom has been reduced in some residence halls.
- A zero co-pay Telehealth and Telecounseling service is available to all students, and is included in their student fees.
- Strategic housing assignment groupings based upon commitments, such as single athletic teams.
- Furniture moved or staged to promote physical distancing and set bedroom furniture expectations.
- Maximum capacity limited for shared areas such as laundry areas and computer labs.
- Face masks required in common areas, walkways, lobbies, lounges, laundry, stairwells, and elevators.
- Some shared space use will be discontinued until further notice.
- Programs will be adapted to smaller and/or virtual groups.
- Temporary ban in cross building and outside guest visitation.
- Training on COVID-19 education and protocols for all residence life student staff.
- Emphasizing cleaning protocols and student responsibility and accountability.
- International Students who traveled home for the summer are required to quarantine for 14 days upon their arrival to the United States. PBA will accommodate students through this quarantine process as needed, which can be initiated by contacting Assistant Director of Residence Life Anne Patterson at [anne\\_patterson@pba.edu](mailto:anne_patterson@pba.edu) If you anticipate an accommodation will be needed, please contact her as soon as practical.



Currently, our Health Alerts Coordinator is reviewing and updating all protocols for quarantine and isolation should a student become symptomatic or test positive for COVID-19. This review is being conducted in conjunction with the Department of Health in order to ensure PBA has the most up to date information and action plan to pro-actively address issues as they arise. These protocols address the process for moving students as necessary, how their needs will be met during this time, and the sanitizing of rooms as needed.



### LAKEVIEW APARTMENTS

35 apartments available



### FLAGLER TOWERS

48 apartments available

Residence Life has set aside 35 apartments for COVID-19 quarantine or isolation should a student need to be moved from their residence hall to a secluded location. These designated units, Lakeview Apartments, are individual apartments with an exterior entrance and a full bathroom and kitchen. In addition, as an overflow, PBA has designated Flagler Towers should additional alternative housing be necessary. Flagler Towers has 48 units available that are not currently assigned and also have an exterior entrance and a full bathroom and kitchen.

Finally, PBA has reserved a limited number of single rooms to make available to students at an additional cost on a first-come, first-served basis. If interested, please contact Assistant Director of Residence Life Anne Patterson at [anne\\_patterson@pba.edu](mailto:anne_patterson@pba.edu)

Sailfish Dining has been very busy over the summer! The fall semester will start with a fully remodeled Fraser Dining Hall, fully renovated convenience and market area, a brand new coffee shop in the Lassiter Student Center, and as always, Einstein Bros. Bagels and Chick-fil-A. All dining facilities will follow governmental guidelines for whatever phased response Palm Beach County is in at the time. Aramark, our food service vendor, has introduced many new procedures including but not limited to:

- Tables/high-touch areas will be wiped down with an EPA approved COVID-19 chemical combatant between customers or every 30 minutes.
- Sneeze guards will be installed at the dining hall.
- Plexiglass shields will be installed at each eatery.
- Directional and queue signage established throughout each eatery.
- Menus have been redesigned to reduce touch.
- Convenience and market area items are pre-packaged.
- Convenience and market area has touchless scanning.
- All condiments and napkin dispensers removed (available by request).
- All cutlery is disposable.
- Final dishwashing temperature is well above recommended standards.
- All workers receive extensive training on COVID-19, reducing transmission and cleaning.
- Grab and go meals available.
- Tables and chairs will be reduced and remain strategically placed to encourage physical distancing.
- Depending upon spacing considerations, scheduled dining may be used to reduce density in dining facilities during peak times.
- Upon closing, all facilities will be disinfected.
- Dining hours may vary in order to enhance cleaning and sanitation efforts before and after daily operation.
- We are in the process of analyzing technology that can be leveraged to upgrade our transactional processes to touchless, such as door card access and points of sale.
- We are currently developing online meal solutions and delivery service for those who are in quarantine or isolation.

All food service workers must complete the daily wellness check, must wear masks and must wear gloves while on the food prep line, and all prep line employees must wash their hands every 30 minutes.

**IF DINING ON CAMPUS, A FACE MASK SHOULD BE WORN UNTIL READY TO EAT AND THEN REPLACED AFTER EATING.**



## CLEANING

All PBA classrooms/buildings/restrooms will be cleaned and disinfected according to CDC recommendations. Our facilities management team, National Management Resources, has developed COVID-19 cleaning and disinfection practices that require the use of chemicals from the EPA approved COVID-19 disinfectant list. In areas that have high traffic such as gyms, the Warren Library, classrooms, etc., although cleaned in accordance with CDC guidelines, students/users will be encouraged to wipe down equipment, tables, desks, etc. when they finish.

Common areas and high touch surfaces will be a collective effort and cleaned often by various team members, including National Management Resources team members, Aramark team members and some PBA staff. These areas include but are not limited to countertops, doorknobs, sneeze guards, light switches, doorways, tables and chairs, and shared surfaces.

In addition, PBA, along with National Management Resources, has invested in electrostatic sprayers to allow for better coverage and more widespread cleaning. Electrostatic sprayers distribute disinfecting, EPA-approved COVID-19 chemicals in a fast and effective manner that is thorough and efficient, and have the ability to cover large areas in a shorter amount of time than it would take an average person to clean. These sprayers and accompanying chemicals are safe to be used in gyms, on equipment, in residence halls, in classrooms, transportation vehicles, etc. or in any area where traditional cleaning is needed.



## ACADEMIC PROGRAM DELIVERY

PBA is continuing to assess best practices to deliver instruction that meets the needs of students while fostering the transformational learning experience that uniquely characterizes PBA. The following protocols will be implemented to minimize student, faculty, and staff risks while maximizing the learning environment:

### **1. WHENEVER PRACTICAL, CLASSES WILL BE MOVED TO LARGER ROOMS TO ALLOW FOR PHYSICAL DISTANCING. THIS MOVE WILL INCLUDE MANY SPACES NOT TRADITIONALLY USED FOR CLASSROOMS, AND MAY INVOLVE REARRANGING BOTH TIMES AND LOCATIONS OF SOME CLASSES.**

- a. For some courses, the course content, method of instruction, or equipment is not conducive to physical distancing, such as some skill labs, cinematography, nursing, athletic training, art or theater classes.
- b. For classrooms where physical distancing is not practical, acrylic shields will provide a physical barrier between students and masks will be mandatory.
- c. The use of hand sanitizer and wipes for students to clean desks prior to use will be encouraged in every classroom.
- d. Each class will have designated areas for faculty. These spaces will be physically distanced from the students so that faculty will not be required to wear masks while in those areas, in order to accommodate students with hearing impairments (who read lips) and to provide the clearest audible presentation.
- e. Members of the PBA community should wear masks whenever physical distancing is not possible.

### **2. MOST FACE-TO-FACE (F2F) CLASSES WILL SIMULTANEOUSLY BE OFFERED VIA HYFLEX MODALITY WHEN NEEDED.**

- a. Hyflex modality is the synchronous presentation of the face-to-face class via Zoom to remote students during scheduled class times. Access to hyflex delivery will be reserved for students who are immunocompromised, temporarily quarantined or otherwise have permission from the Office of Disability Services. Students attending via hyflex delivery must attend during regularly scheduled class times.



- b. A small percentage of courses may not be offered via hyflex because the content, method of instruction or equipment requires the student to be physically present. Students not planning to attend face-to-face should not enroll in these courses. Instructors in those courses will work individually to accommodate face-to-face students who become temporarily quarantined. Students who are unable to return to face-to-face instruction or are absent an excessive amount will be allowed to withdraw from the course, following normal University policies.
- c. For students unable to attend face-to-face for the semester, the dean will seek alternative options for students whose degree requires a specific course not available via hyflex and who is not able to postpone taking the course.

### **3. THE ACADEMIC CALENDAR HAS BEEN ADJUSTED.**

- a. Please see the full academic calendar and the course schedule on MyPBA.
- b. Traditional undergraduate courses and some graduate courses will finish face-to-face instruction before the Thanksgiving holiday. Those students will not be expected to return to campus after the Thanksgiving holiday. For those courses, the remainder of instruction, course work and exams will be completed remotely.
- c. There will be no December Commencement.

# HEALTHY COMMUNITY ENVIRONMENT



PBA has a close working relationship with all relevant City of West Palm Beach and Palm Beach County officials including the Health Department, emergency management, law enforcement, and other city and county leaders. This close working relationship allows for frequent communication and an understanding of best practices as it relates to COVID-19. Collaboratively, we are committed to contributing towards a healthy community environment.

The Palm Beach County Health Department has been instrumental in helping PBA develop a strong and sustainable COVID-19 plan. PBA will also work directly with the Orange County Health Department to support the Orlando Campus. Our continued relationship with them will help us navigate COVID-19 concerns as it relates to monitoring the rise and fall of cases and the draw on the medical community. In addition, they have been instrumental in helping us develop our plan for testing and contact tracing. Their support will help us keep our PBA community healthy, thus promoting a healthy community environment for Palm Beach County and Orange County.



## COVID-19 VIRUS TESTING AND CONTACT TRACING

PBA has partnered with the Health District of Palm Beach County for COVID-19 testing and is currently planning to test all faculty, staff and students within the first two weeks of the Fall semester. Testing everyone allows PBA the ability to identify asymptomatic carriers and remove them from the campus community, placing them in isolation. This reduces the risk of infecting others. With the recent increase in COVID-19 cases, this initial testing is based upon the availability of test kits available from the Health Care District of Palm Beach County. PBA will continue to communicate and follow the recommendations of the Palm Beach County Department of Health and the Health Care District of Palm Beach County regarding COVID-19 testing.

- The Health Alerts Coordinator may recommend and direct community members for testing as needed based upon symptoms. This may be through the Health District of Palm Beach County or through a third-party testing site.

PBA strongly encourages faculty, staff and students to embrace opportunities to test for COVID-19.

PBA has also partnered with the Palm Beach County Department of Health and will work with the Orange County Health Department for Contact Tracing within the campus community.

- The Health Alerts Coordinator has been trained by the Palm Beach County Department of Health in contact tracing and will serve in the role as liaison for this purpose. This will allow for seamless tracking and tracing through our Health Alerts program.
- The Health Alerts Coordinator will communicate and liaise directly with the Orange County Health Department regarding Contact Tracing for the Orlando Campus.
- Faculty members from the Gregory School of Pharmacy have been working with the Department of Health to enter into an internship agreement with pharmacy students for additional contact tracing needs. This would serve the greater Palm Beach county area as well as PBA.
- The Department of Health is open to additional volunteer opportunities for PBA students from the School of Nursing or other health related fields.

# WHEN ARE FACE COVERINGS REQUIRED?



## WHEN FACIAL COVERINGS ARE REQUIRED:

- Any time physical distancing of at least six (6) feet is not feasible.
- In the classroom, even if physically distanced.
- In a location where someone may suddenly approach you, even when physical distancing is feasible.
- In meetings of 10 or more people, even when physically distanced, as long as Palm Beach County is in Phase 1.
- In the Greene Complex and weight/fitness rooms, as long as Palm Beach County is in Phase 1.
- Before and after the class, and when faculty instruction requires close proximity such as labs, cinema, theatre, etc., or when a student's accommodation requires it.
- When tandem hammocking or seated next to others on a bench or at a table.
- Along with a sneeze guard in the classroom.
- As the City of West Palm Beach requires it: <https://discover.pbcgov.org/PDF/COVID19/PBC-Facial-Coverings-FAQs.pdf>

## WHEN FACIAL COVERINGS MAY BE REMOVED:

- When you and the people around you are physically distanced and outdoors in open spaces, in your private office or residential hall room/apartment.
- In a meeting of fewer than 10 people, where everyone is physically distanced, and everyone is comfortable with removing facial coverings.
- When another person enters your office, if the person is physically distanced, and both parties are comfortable with removing facial coverings.
- For students: when with your roommate in your residence hall room, although it is generally best to maintain physical distancing as much as possible. Students living in suites or apartments with shared living areas should have a conversation as to whether they are comfortable removing facial coverings while in the shared living areas.
- When physically distanced, faculty may remove their mask while teaching.
- While eating/drinking.
- When alone on a hammock or bench or seated at a table, and you are physically distanced from other hammocks, benches, tables and common walkways.
- When walking outdoors by yourself and at least 6 feet away from anyone else, but you must put on the facial covering if you come within 6 feet of another person.
- When employees who work at a front desk location behind plexiglass barriers are alone in the common area. When another individual enters the common area, the employee must wear the facial covering.
- If you have a documented medical condition that precludes wearing a facial covering, you may wear a face shield instead. Students may apply for an accommodation through the Office of Disability Services and Academic Support [witfield\\_felix@pba.edu](mailto:witfield_felix@pba.edu). Faculty and staff please contact [suzie\\_lenart@pba.edu](mailto:suzie_lenart@pba.edu)



## COVID-19 TESTING FAQ

Palm Beach Atlantic University expects that all students attending face-to-face instruction are tested for potentially active COVID-19 infection with a PCR RNA test at the beginning of the fall semester. Palm Beach Atlantic will facilitate testing at the West Palm Beach Campus starting August 17.

The purpose of this testing is to detect asymptomatic students who have SARS-CoV-2 Coronavirus that causes COVID-19. Asymptomatic people with SARS-CoV-2 can unknowingly transmit the virus to those around them. By identifying asymptomatic students through testing, it is possible to limit the spread of COVID-19. Anyone who is asymptomatic and tests positive needs to isolate for 10 days from the date of the test collection.

We understand that you have questions about how testing will be accomplished, therefore we have prepared an FAQ to describe the testing process that will be conducted on campus by a local emergency medicine physician. Please review the FAQ below.

Let's be safe, Sailfish! We are in this together.

### TESTING FAQ

#### WHAT IS THE PURPOSE OF BEGINNING-OF-SEMESTER TESTING AT PBA?

The purpose of this testing is to detect asymptomatic students who have SARS-CoV-2 Coronavirus that causes COVID-19. Asymptomatic people with SARS-CoV-2 can transmit the virus to those around them. By identifying asymptomatic students through testing, we can limit the spread of COVID-19. Anyone who is asymptomatic and tests positive needs to isolate from the date notified of the positive test result until the date that is 10 days from the date of test collection.

#### IS COVID-19 TESTING MANDATORY?

PBA expects all students to be tested for COVID-19 at the beginning of the semester. To facilitate students' ability to get tested PBA has established a relationship with a local emergency medicine physician to provide testing on the West Palm Beach campus, beginning on August 17. As Orange County is currently in Phase 2 of Governor DeSantis' Step by Step plan, PBA will not be facilitating testing at the Orlando campus. Orlando students are expected to arrange testing on their own and submit their test results through Mediat. If a student has an objection to being tested, they may fill out [the exemption request form](#) to request an exemption.



## WHAT IF I TEST NEGATIVE 7-10 DAYS BEFORE I RETURN TO CAMPUS?

If you tested negative but have not been following strict COVID-19 prevention practices (physical distancing, wearing facial coverings, avoiding large gatherings, hygiene), you should still be tested upon return to campus as you may have contracted the virus between the time of your last negative test and now. Please submit your test result to Medicat.

1. Log on to the Medicat portal with your PBA login credentials. <https://pba.medicatconnect.com/>
2. On the top right of the screen, click “Upload.”
3. Scroll down, click the drop down box and select “COVID-19 Results.”
4. Upload your test results.

## WHAT CAN I EXPECT THROUGH THE TESTING PROCESS?

1. You will receive an e-mail no later than 5 p.m. Eastern Time on Thursday, August 13 with instructions on how to sign up for an appointment. The email will also contain links to the required medical forms. These should be completed and uploaded according to the directions in the email.

2. Appointments will take place on-campus, with specific location to be communicated via email. At the time of the appointment, you will need to present your government-issued photo identification. Please bring a copy of your government-issued photo identification, as well as a copy of your health insurance card. The doctor’s office will keep the photocopies. The doctor’s office will process the visit and cost of the test with your insurance company and will not charge a co-pay for this service. Although the consent form states in paragraph 3 that you agree to be financially responsible for deductibles, coinsurance and uncovered services not covered by your insurance, if your insurance company denies payment for the testing, the provider has agreed not to pursue further collection from you.

Students will be physically distanced during this process, and it is important not to arrive at the testing area more than 20 minutes prior to the appointment time to maintain physical distancing.

## WHAT KIND OF TEST ARE YOU USING?

PBA will be using a PCR RNA test.

## WHAT KIND OF SAMPLE IS IT?

Nasal swab.





## **DO I HAVE TO USE YOUR TEST?**

PBA recommends using our test for both the convenience and to establish a relationship between the student and a local physician experienced in testing for COVID-19. This physician has also agreed to provide care to students who test positive or become symptomatic throughout the school year.

## **IF I WANT TO TEST ON MY OWN, WHAT KIND OF TEST SHOULD I GET?**

PBA recommends that you use a PCR RNA test that tests for presence of the virus' genetic code. Please submit your results to PBA through Medicat:

1. Log on to the Medicat portal with your PBA login credentials. <https://pba.medicatconnect.com/>
2. On the top right of the screen, click "Upload."
3. Scroll down, click the drop down box and select "COVID-19 Results."
4. Upload your test results.

## **I SAW AN E-MAIL FROM PATRICK HEYMAN, THE DIRECTOR OF COVID-19 RESPONSE, BETWEEN AUGUST 3-6 THAT RECOMMENDED THAT STUDENTS BE TESTED 7-10 DAYS BEFORE RETURNING TO SCHOOL. WHAT IF I GOT TESTED?**

PBA recommended that students be tested on their own 7-10 days before you return to campus. This was to allow students time to receive their results and change move-in arrangements so they could isolate more comfortably at home if they tested positive. If you have been tested any time within the last 90 days please submit your test results through Medicat.

1. Log on to the Medicat portal with your PBA login credentials. <https://pba.medicatconnect.com/>
2. On the top right of the screen, click "Upload."
3. Scroll down, click the drop down box and select "COVID-19 Results."
4. Upload your test results.



## WHAT IF I TESTED POSITIVE BEFORE I RETURN TO CAMPUS?

The CDC recommends that all persons testing positive for COVID-19 isolate for at least 10 days, regardless of symptoms. Symptomatic people should also be fever free for at least 24 hours without the use of fever-lowering medication and experience a significant reduction in symptoms. If you tested positive BEFORE your return to campus you must be cleared by Health Alert, please submit your test result to Medicat and email Health Alert at [healthalert@pba.edu](mailto:healthalert@pba.edu)

1. Log on to the Medicat portal with your PBA login credentials. <https://pba.medicatconnect.com/>
2. On the top right of the screen, click “Upload.”
3. Scroll down, click the drop down box and select “COVID-19 Results.”
4. Upload your test results.

## WHAT IF I TEST POSITIVE AFTER I RETURN TO CAMPUS?

If you test positive after you arrive on campus, then you will need to isolate for at least 10 days, regardless of symptoms. Symptomatic students should also be fever free for at least 24 hours without the use of fever-lowering medication and experience a significant reduction in symptoms before ending isolation. A Health Alert team member will contact you daily during your isolation to check on you and clear you to return to campus when appropriate.

## WHERE DO I ISOLATE IF I TEST POSITIVE ONCE I HAVE RETURNED TO CAMPUS?

Commuter students are expected to isolate at their place of residence. Residential (on campus) students will follow guidelines and directives of the Office of Residence Life and the Health Alert Care Team. Residence Life has set aside facilities that are designated specifically for isolation and quarantine.

## DO I NEED TO BE RE-TESTED IF I ALREADY TESTED POSITIVE?

In accordance with [the July 22 CDC update](#), students who test positive with a viral RNA or antigen test up to 90 days before returning to campus do not require repeated testing. If it has been longer than 90 days, PBA recommends re-testing at the beginning of the fall 2020 semester.



## **WHAT IF I HAVE ANTIBODIES?**

At this time, the CDC does not recommend using antibody testing in place of viral fragment testing. Therefore, PBA recommends that even if you have antibodies, you should still be tested for viral RNA, which detects the presence of potentially active infection with SARS-CoV-2.

## **HOW LONG WILL IT TAKE TO GET MY TEST RESULTS?**

The time for test results varies based on demand for testing at any given moment. As of August 7, the wait time is now approximately 5 - 7 days, but as COVID-19 declines in Florida, our provider predicts the wait time may become shorter.

## **WHEN WILL PARENTS/GUARDIANS BE NOTIFIED THAT THEIR STUDENT HAS COVID-19?**

PBA follows FERPA and HIPAA requirements and cannot disclose protected information to parents and/or guardians. Parents/guardians will not be notified by the University if their student (who is 18 or above) tests positive for COVID-19. Students are expected — and highly encouraged by the University — to communicate with their parents/guardians concerning their health. Students may sign a HIPAA waiver if they would like the University to be able to communicate with parents/guardians concerning their COVID-19 status; however, the University will not notify parents. Students may sign a FERPA waiver if they would like the University to be able to communicate with parents/guardians concerning their academic status and other non-health related issues.

## **HOW MANY KINDS OF TESTS ARE THERE?**

There are two categories of tests for SARS-CoV-2 Coronavirus. There are multiple types of tests in each category.

1. Tests that look for the presence of viral fragments. These fragments can be either genetic code (RNA) or proteins that the virus produces (antigen). These tests can be nasal swab, throat swab or saliva (cheek swab).
2. Tests that look for signs of an immune response to SARS-CoV-2. These look for antibodies (immunoglobulins) against the virus. This is a blood test. PBA does not recommend this kind of test as it is not a sign of potential active infection.



## **WHAT IS THE DIFFERENCE BETWEEN COVID-19 TESTS AND SARS-COV-2 CORONAVIRUS TESTS?**

Although the term COVID-19 is often used interchangeably with SARS-CoV-2 Coronavirus, COVID-19 actually refers to the symptoms caused by the SARS-CoV-2 Coronavirus. An individual can also be an asymptomatic carrier of SARS-CoV-2. Asymptomatic carriers can spread the virus. What is often referred to as a “COVID-19 test” is actually a test for the SARS-CoV-2.

## **WHY AREN'T YOU USING “RAPID TESTING?”**

Even rapid testing is not rapid with the volume of tests that are currently being conducted each day in Florida. When testing large numbers of people at once, the limiting factor becomes the number of tests in line waiting to be processed. If a testing machine can return a test result in 15 minutes, that is four tests an hour. A lab with 10 machines that runs twelve hours a day can process 480 tests a day. If we are collecting 500 tests a day, then we are using up that lab’s entire capacity for the day. (Please note, that these numbers are not meant to reflect the lab PBA is using. They are meant to illustrate why even rapid tests may take several days to return results.) When demand across the country is higher, results times can vary from 2 - 14 days.



In closing, Palm Beach Atlantic University is grateful for the opportunity to continue to serve our students in a Christ-centered environment, despite the challenges of COVID-19. This fall, we are looking forward to fulfilling our purpose of equipping students to lead fulfilling lives through learning, leadership and service.