
SCENARIO PLANNING

TASK FORCE ACTION PLAN AND REPORT



Introduction

Please note, this document reflects John Carroll's plans and preparations for campus as of July 2020. Academic and operational plans continue to develop as the COVID-19 situation evolves. The most up-to-date information will always be available at jcu.edu/fall-plan-2020.

John Carroll University's COVID-19 Scenario Planning Task Force has been preparing the University for multiple possible realities related to the impact of COVID-19 on students, faculty, staff, the community, and our campus operations. COVID-19 presents many uncertainties including the effects of a rise or fall in the number of cases in Ohio, the likelihood of recurrences, new and emerging Center for Disease Control and Prevention (CDC) and Ohio Department of Health (ODH) guidelines or public health orders, new executive orders from Ohio's Governor Mike DeWine, and COVID-related economic impacts.

The Scenario Planning Task Force explored a number of scenarios and possible outcomes for the 2020-2021 academic year, many directly related to when students could return to campus for face-to-face instruction and how many students were anticipated to be on campus. Subgroups of the Task Force studied key areas affected by COVID-19, including teaching and research, student life, campus operations, financial and legal implications, and workforce.

This action plan for John Carroll's reopening of campus includes numerous protocols to address cleaning and sanitation, washing hands, social distancing, masks, COVID-19 testing, classrooms and work spaces, and more. For the reopening plan to be successful, all members of the community must commit to complying with health and safety requirements designed to maintain a safe and healthy learning environment. This will require that students, faculty, staff, and visitors take responsibility for their own actions, monitor their health for symptoms of COVID-19, and follow guidelines provided by the **CDC**, **State of Ohio**, local public health officials, and the University.

Important Campus Safety Protocols

All students, faculty, staff, and campus visitors are required to wear a face covering while in all campus buildings, including classrooms, unless an exception is provided under ODH's public health orders (See John Carroll's ***Interim COVID-19 Policy*** for a listing of exceptions). Among the exceptions to wearing a face covering is while eating in a dining facility, while alone in one's own office, or in one's residence hall room with their assigned roommate. If another student enters the residence hall room, all those present must wear a face covering. Students will also be expected to wear face coverings in common spaces in the residence halls and the Lombardo Student Center/Rec Plex. Face coverings are strongly encouraged when outdoors, in particular when social distancing cannot be maintained.

John Carroll is following the guidance and requirements of the State of Ohio, the Cuyahoga County Board of Health, and the Cleveland Clinic regarding testing, tracing, and tracking of the COVID-19 virus. All students will be expected to begin monitoring for ***COVID-19-related symptoms*** for 14 days prior to arrival on campus. When they return to campus, all students, faculty, and staff will be required to complete a daily symptom assessment for symptoms of COVID-19. At this time, John Carroll does not plan to test students for the COVID-19 virus prior to or upon their arrival on campus. Should any student become symptomatic, the Student Health Center will promptly arrange for testing for the symptomatic students and those potentially exposed through direct contact with others receiving positive test results. Additionally, the Office of Residence Life has designated rooms on residence hall floors that are isolated from other floors and wings to isolate students with symptoms.



Teaching and Research

The HyFlex Model

After weighing the pros and cons of various academic models, the Teaching and Research Team of the Scenario Planning Task Force selected the Flexible Hybrid Learning (HyFlex) model for the 2020-2021 academic year. The HyFlex model combines elements of synchronous classroom instruction with asynchronous online learning. Students will attend synchronous, real-time classes, in person or remotely, while also utilizing learning modules created by their instructors. These learning modules are typically delivered via a Learning Management System (Canvas, for JCU) in an “on-demand” (sometimes called an online) format designed to be available to students at any time, allowing them to learn at their own pace. This allows the instructor to augment the total learning experience, leaving more time for genuinely interactive and highly engaged learning in the classroom.

The HyFlex model is designed to deliver maximum flexibility to both students and faculty. Moving rote, skills-based, or content knowledge learning out of the classroom leaves more time for interactive, analytic, and creative problem solving engagement while together during class time. This is best done in a synchronous, real-time interaction often delivered in a face-to-face classroom environment, but can also be delivered via a remote interactive format such as Zoom. This allows both students and faculty to be absent from the classroom but present to the class as circumstances dictate. The University intends to record all classroom sessions so that students will be able to access on-site instruction as well as online material, in keeping with best practice. Faculty will maintain engagement with students and be available for questions through Zoom. In some cases, faculty may choose to use conference rooms and other larger spaces to

work with individuals or groups of students. Lab instructors are working this summer to determine the best way to provide students the hands-on experience that is needed for laboratory courses.

In certain cases, a class may be offered in a completely asynchronous online format (that is, with no scheduled synchronous meeting times) if developed and designated as an online course. In those instances, students will be informed of the class format prior to the start of the semester.

John Carroll, under the leadership of the Provost and Deans, did explore other academic semester delivery models, including having a compressed academic schedule that starts and ends early. However, the HyFlex model offers sufficient flexibility of delivery to allow us to use the previously announced academic schedule, thereby minimizing disruption for students, their families, and the academic enterprise. The HyFlex approach to delivering courses allows faculty sufficient flexibility to deliver a quality, campus-based experience and accommodate students and faculty who cannot be in the classroom. If there is a spike in COVID-19, the HyFlex model can accommodate the need for students to depart campus early, should that be necessary. Courses are intentionally designed to make this transition seamless. The spring 2021 semester is planned to occur according to the current 2020-2021 academic calendar (January 19 - May 14, 2021). If conditions change due to the spread of the COVID-19 virus or State of Ohio guidelines, the HyFlex model will allow the University to pivot to on-line instruction.

Teaching and Research

The HyFlex Model

To accommodate the new realities of learning during a time of COVID-19 that will likely be compounded by the usual re-emergence of influenza during the late fall/early winter, the fall academic schedule has been modified. Classes will resume on the originally scheduled date (Monday, August 31), but the University will forego the Labor Day holiday (Monday, September 7) and Fall Break (Friday, October 16). No classes will be held from November 23-27 and students will be required to return to their permanent residence at the start of the Thanksgiving break. When classes resume on Monday, November 30, the last two weeks of instruction and the following exam week will be delivered entirely remotely.

The spring 2021 semester is planned to occur according to the current 2020-2021 academic calendar (January 19 - May 14, 2021). If conditions change due to the spread of the COVID-19 virus or State of Ohio guidelines, the HyFlex model will allow the University to pivot to on-line instruction.





Student Support Services and Service Learning

Support services like Student Accessibility Services, the Writing Center, the Counseling Center, the Student Health and Wellness Center, Career Services, the Center for Student Diversity and Inclusion, and the Learning Commons will continue to be available to students both in-person and virtually during the academic year.

The Center for Service and Social Action will continue to coordinate and offer weekly service opportunities for all service-learning courses and all interested students. For the fall semester, all weekly service activities will be virtual service activities to ensure the safety of students and community partners. Service activities will include virtual tutoring, which is a growing urgent need to help local school-age children regain lost academic ground, social visits through Zoom for senior citizens who will remain isolated at home, mentor groups for children and teens via Zoom, exercise classes, and after school book or craft clubs via Zoom for children whose parents are working.

The Student Experience

In partnership with the curricular experience, co-curricular activities are a key component of a John Carroll education. Staff are working to ensure this experience is available to all students by offering enrichment and traditional collegiate opportunities to all students.

Residence Halls

The Office of Residence Life is developing plans for on-campus living that prioritize health and safety, follow local, state, and national health-related directives, and focus on providing an engaging residential community experience.

Residence Halls will be open with both double and single rooms available. Room assignments will take into consideration guidelines from Cuyahoga County public health authorities and the State of Ohio regarding social distancing, cleaning, and sanitation protocols. Move-in will be staggered throughout the week of August 23, 2020. Enhanced cleaning protocols will be in place for community bathrooms and spaces in residence halls. Additionally, residence hall common areas will have designated capacities to maintain social distancing.

If there is a resurgence of COVID-19 and the residence halls may not open or will be officially closed, residents can be released from their housing agreement. Students who have already signed the housing agreement and have a housing assignment can be released without penalty before moving in.

For first- and second-year students, the residency requirement remains in effect. Therefore, if a first- or second-year student requests to be released from the housing agreement, they must verify that they are commuting from home

(the primary residence of their parent or guardian that is located within 35 miles of the JCU campus). Juniors and seniors who no longer wish to live on campus must also file a Request for Release, but do not need to verify that they are commuting from home.

As previously noted, students will be required to return to their permanent residence at the start of the Thanksgiving break. Residence Halls will close at noon on Saturday, November 21 and remain closed until the beginning of spring semester. Students who need to remain on campus over the Thanksgiving break or who have reasons to return will be asked to fill out a request for exception. Residential students will receive more information regarding an addendum to their housing agreements that outlines these changes to their room and board arrangement.

Food Service

John Carroll's food service provider, Parkhurst, is developing plans aligned with current state and local guidance for dining facilities. These plans include enhanced sanitation, social distancing requirements, mobile ordering, and reductions of self-service options. Schott Dining Hall will have designated entry and exit points, and tables will be spaced according to social distancing guidelines. Additional information will be shared with students and families throughout the summer.



The Student Experience

Athletics and Recreation

All Ohio Athletic Conference (OAC) sports are cancelled until January 1, 2021. John Carroll may still permit training and conditioning activities as long as all athletes, coaches, and trainers follow all health and safety guidelines. A decision regarding spring sports will be made later in the fall semester. More information will be shared with fall and spring student athletes as it becomes available.

Regarding recreation and intramurals, John Carroll plans to follow the State of Ohio and Cuyahoga County public health directives as well as the best practices provided by the National Intramural Sports and Recreation Association for opening workout facilities. A renovation of the Corbo Room is underway that will expand the facility's footprint and offer new equipment that will be installed according to social distancing requirements. Access to the Rec Center will be determined by the room capacities and required cleaning protocols.

Student Organizations and Gatherings

It is anticipated that most student organizations will continue to be active, although their meetings and activities will likely be a combination of in-person and virtual experiences, due to room capacities and social distancing requirements. Campus events will take place as State of Ohio guidelines for group gatherings and room/space capacities allow.

John Carroll intends to hold masses on campus. Campus Ministry will follow State of Ohio requirements for group gatherings and the Cleveland Diocese guidelines regarding liturgies. John Carroll will continue to accommodate the needs of students from all faiths, following social distancing guidelines.

Campus Operations

Campus Health and Safety Precautions

The Facilities Department has implemented numerous precautions around campus to address COVID-19 health and safety issues. These precautions have been implemented so that campus buildings are prepared and maintained for use throughout the academic year.

Interior and exterior signage is now visible throughout campus with CDC information as well as reminders to wear a mask, wash hands properly, and maintain social distancing. Additional signage in high-traffic areas include “Wait Here” indicators and hand sanitizer location notices. Physical barriers and six-foot floor markings will be installed at department reception desks, service counters, and food preparation/service areas before the start of the fall semester. Facilities staff are assessing shared work spaces, especially those with less than six feet between work areas and with no existing physical barriers. Additionally, hand sanitizer dispensers have been installed at buildings’ card access points, high traffic entrances, restrooms and locker rooms, food service areas, computer labs, and residence hall common spaces. All public restrooms will also be fitted with foot pedals on the door.

Facilities Department staff are also completing various modifications to HVAC systems around campus. These changes will ensure increased air exchange rates and maximized building make-up air. HVAC systems will purge air before daily start times, and Facilities staff will increase the frequency of air filter changes. Where possible, air filtration systems will be adjusted to the maximum minimum-efficiency reporting value (MERV) system limit, and recirculated air will be

sterilized by UV light. Portable HEPA filtration units will be available in isolation and quarantine residence rooms. Additionally, everyone on campus, especially those in residence halls, are encouraged to keep windows open to increase the percentage of fresh air.

Housekeeping and Sanitation

John Carroll has engaged our outsourced housekeeping contractor, ABM Industry Group, to provide enhanced cleaning services during the COVID-19 pandemic. Enhanced cleaning services will be performed by trained staff under the supervision of certified managers.

The program includes initial cleaning and disinfection of all classrooms, labs, meeting rooms, residence halls, athletic and recreation areas, and commons areas prior to the opening of campus. On-going enhanced cleaning and disinfection of these areas supplemented with touch point cleaning of high touch surfaces (door handles, stair rails, elevator buttons, etc) throughout the day. ABM will coordinate with the Athletics and Recreation Department staff to address cleaning needs of equipment, locker rooms, workout rooms, and the pool. Certified response teams will be trained to secure, clean, and disinfect areas should a faculty, staff, or student be diagnosed with the COVID-19 virus.

Cleaning and disinfection frequencies will meet or exceed those required by CDC, state officials, or the authority having jurisdiction. Cleaning and disinfection products used are EPA-registered disinfectants that have qualified for use against SARS-CoV-2 pathogens.

Use of Meeting Spaces and Campus Vehicles

All classrooms, labs, meetings rooms, lounges, and elevators now have reduced occupancy based on six-foot social distancing. These restrictions are noted with signage. The maximum occupancy and seating layout for each lab and classroom will be posted, and assigned seating for all students may be implemented. Tracking of which students come to class each day will be closely monitored by the Office of the Registrar and faculty. For larger meeting and conference rooms like Kulas Auditorium, the LSC Conference Room, and Jardine Room, occupancy will be based on six-foot social distancing guidelines and managed through SpaceFinder. The occupancy and seating layout will be posted for each room.

John Carroll's fleet of vans and buses will operate with reduced occupancy guidelines. All drivers and passengers will be required to wear a face covering. Vehicles will be equipped with hand sanitizer and undergo regular cleanings. Staff are evaluating the need and frequency of campus shuttle services. In-person student service opportunities, and thus the necessary transportation, will be limited for the 2020-2021 academic year. Transportation for athletic teams will be based on NCAA and OAC guidance on face covering requirements and seating capacities. It is uncertain if student organizations will be able to reserve vehicles at this time.



Enrollment and Financial Aid

Because of the uncertainty related to COVID-19, incoming students may request a deferral of enrollment for one semester or a full year by contacting their Enrollment Manager. Requests for deferrals must be made by August 1, 2020. Merit scholarships will remain intact, however any mission-based scholarship, endowed scholarship, or tuition exchange award cannot be held and students will need to reapply for consideration. To be reconsidered for need-based financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) for the 2021-2022 academic year (John Carroll's preferred early filer deadline is December 1).

Since the HyFlex model is simply a different way of providing the high-quality educational experience for which John Carroll is noted, tuition and fees will not be reduced if some or all of the instruction is delivered remotely during the 2020-21 academic year. HyFlex was developed years before the current pandemic for entirely pedagogical reasons, specifically, to accommodate the various learning styles and schedules of students. It seeks to promote student engagement with various methods, remote learning being only one.

Additionally, the online element makes HyFlex readily adaptable to all-remote teaching, should COVID-19 circumstances make that necessary again. Because HyFlex requires a rethinking of traditional classroom instruction, John Carroll faculty are enrolled in special summer workshops designed to thoroughly familiarize them with the model.

Since residence halls will close for the fall semester on November 21, all residential students will receive a \$700 adjustment to their fall housing costs. The adjustment will be reflected on student accounts and fall semester bills. This adjustment considers the reduction in occupancy days as a result of early closing of the residence halls while also accounting for the costs associated with COVID-19 such as the extended move-in process period, the addition of class days on Labor Day and Fall Break that result in additional days of residency and food service during the semester, and the increased investment made by the University for preventative measures and preparations to prioritize health and safety in on-campus living.

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