



Campus Reopening Plan

KENT STATE UNIVERSITY

Campus Reopening Plan – Fall 2020



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INTRODUCTION

Over the last several months, we have all experienced unprecedented disruptions in our lives due to the impact of the COVID-19 global pandemic. Last spring, our campuses were forced to transition to minimal capacity nearly overnight. Our students and faculty were challenged to transition to a remote learning environment, and did so with unparalleled resilience and determination. Many of our staff made a swift transition to working remotely while many others remained on our campuses, keeping them well maintained for the few residents we housed and preparing for the time when we able to reopen and be together again.

These efforts were monumental and a clear reflection of the Kent State University mantra that **Flashes Take Care of Flashes**. We have all learned to lean into these times and support each other in ways that will forever strengthen our already united multicampus system. As we prepare to greet a new academic year, we do so with the understanding that these changes have made us a stronger and more united Golden Flashes family.

Kent State has risen to the occasion of these uncertain times to continue to provide a safe space for our faculty, staff and students to live, work and learn. Over the past months, over 100 faculty, staff and students have worked on developing Kent State University reopening plans through various reopening committees. We have closely followed the guidelines set forth by federal, state and local public health officials. This adherence to policies and guidelines will continue as we navigate through the upcoming academic year.

The following reopening plan will provide details about how we are planning to offer safe classrooms, research labs, residence halls, student activities and dining facilities for our students this fall. It will detail how we plan to test, contact trace and protect our greatest assets – our students.

We have been working nonstop since this pandemic started to change what we can change, improve what we can improve and, most importantly, offer a solid and meaningful education for our Kent State Golden Flashes. Our faculty members have engaged in online workshops to ensure they are developing challenging and thoughtful remote courses for fall. Our researchers



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have begun to go back into their labs to continue the important work that distinguishes us as a nationally ranked research institution. In addition, our staff members have been meeting the needs of parents, students and each other with the utmost levels of customer care.

We know that we are still in a very critical time in the midst of this pandemic, and we offer this reopening plan as a guide to provide detail about what we foresee the upcoming academic year to look like – but please know that these plans are ever changing. Please make sure to subscribe to [Flash ALERTS](#) for the latest information on campus operations and make sure to regularly check your Kent.edu email account for University communications. We will continue to Flash Forward and to do so with the knowledge that when this pandemic is over, we will all be stronger and ready to face whatever lies ahead.



EXECUTIVE SUMMARY

Kent State is excited to welcome many of our faculty, staff and students back to our campuses beginning with our Summer III sessions and continuing into the new fall semester. In the pages to follow, we will describe our plans to provide the safest and healthiest learning environment possible as well as our plan to follow the [Flashes Safe Seven](#), our newly created safety principles for our multicampus system. We have implemented checklists to follow before coming to campus and while on campus. Each member of the Kent State community will be expected to adhere to the following safety principles:

1. Always wear your face covering.
2. Wash your hands frequently.
3. Clean and sanitize.
4. Stay at least 6 feet apart.
5. Monitor your health every day.
6. Have questions? Reach out.
7. Flashes Take Care of Flashes.

We believe that strict adherence to these simple steps will ensure a safe community for us all.

GENERAL

- Kent State will follow a detailed and thorough phased reopening plan that meets the guidelines of federal, state and local public health authorities.
- Beginning in July 2020, Kent State reopened on a reduced scale to a small number of students enrolled in Summer III courses.
- Kent State has carefully considered the guidelines for reopening and will offer face-to-face courses in the fall with appropriate physical distancing, cloth face coverings and sanitation protocols.
- Kent State will welcome students back into the residence halls and dining facilities.
- Kent State will welcome faculty and staff back to our campuses in a phased manner that is safe and thoughtful.



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- All are invited to provide feedback or ask questions of this phased approach to returning to our campuses on our [Flashes Forward Feedback Form](#).

COVID RESPONSE TEAM

The COVID Response Team will be responsible for managing the COVID-19 self-reported data and providing recommendations and information to slow the spread of COVID-19 on our campuses.

The university recommends all students, staff and faculty on all campuses self-report the following:

- Anyone who has been diagnosed with COVID-19 or is being tested due to symptoms suggestive of the infection.
- Anyone who had close contact* with an individual confirmed to have COVID-19 by laboratory testing or with a presumptive diagnosis of COVID-19 (presumptive meaning not tested but diagnosed by a clinician as likely to have the infection).
- Anyone living on campus in university housing and having symptoms consistent with COVID-19, including flu-like symptoms with chills, muscle aches, diarrhea, cough, shortness of breath or fever. In addition, the sudden loss of the sense of smell or taste can be an early sign of COVID-19 and should be immediately reported.
- Anyone returning from international travel, regardless of country and anyone traveling domestically from one of the high-risk states.
- Anyone returning from travel by cruise ship.

*The Centers for Disease Control and Prevention (CDC) defines close contact as someone who was within 6 feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to specimen collection) until the time the patient is isolated.

ACADEMIC PROGRAM DELIVERY

- Kent State's primary goal is to remain flexible and equitable in course delivery while ensuring student success during the phased reopening.



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- Kent State will offer course delivery face to face, remotely and in a hybrid format.
- The critical measures for our phased reopening will include student retention and time to degree.
- Classrooms will be equipped with technology to deliver content synchronously to students who wish to participate remotely.
- Training, technology and educational materials will be made available to faculty who wish to deliver their courses remotely.
- Fall Break will be eliminated for the upcoming fall semester, and students will transition to remote learning at the conclusion of Thanksgiving break.



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A HEALTHY CAMPUS ENVIRONMENT

In accordance with the state of Ohio and the governor's [Responsible RestartOhio instructions for institutions of higher education](#), Kent State has spent the last several months working toward the anticipated reopening of our multicampus system. Our faculty, staff and leadership have been consulting with local and national authorities, as well as our own health experts, to develop a return-to-campus plan that ensures, to the greatest extent possible, the health and safety of all members of the Kent State community. Our plans must protect the health and safety of everyone in our university community; reflect the values and mission of Kent State; and allow our students to be successful, our employees to thrive and our scholars to be innovative and creative.

Policies and Procedures

Reopening Phases

Although we will be together in person, there will be notable differences during the next school year. It is important to reiterate, whether you are currently on campus or returning during our phased plans to reopen, all Kent State community members are required to adhere to the [Flashes Safe Seven](#) principles to ensure the safety of our community.

Our current plan consists of four phases, beginning in June and concluding on Dec. 20. Each phase contains details that impact students, employees, research and creative activities, athletics, events/student activities and campus visitors. Please visit our website for detailed information regarding our [phased reopening strategy](#).



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Academic Program Delivery

Students will enroll in a combination of face-to-face and remotely taught courses. Many classes will be held remotely, while others will be in person. The number of in-person courses is dependent on how we are able to best use our campus classrooms and learning spaces in accordance with physical distancing guidelines set forth by the state while prioritizing those courses where curriculum dictates in-person learning. Of our total course offerings, at most we expect 40% of courses will be in person and at least 60% will be remote.

Due to this decrease in classroom capacity, remote learning will likely be a noticeable component of course schedules, even for those living on the Kent Campus. The number of in-person classes versus remote classes that students will experience will vary depending on their major, class selection, class standing and campus. However, regardless of the method of instruction, classes will be relevant, challenging and engaging. We are upgrading our technology to support our faculty as they engage with students in real and virtual classroom experiences. New technology in each classroom will allow students who are immunocompromised or have underlying health conditions to participate remotely in face-to-face classes. In addition, many faculty members who will be teaching remotely are participating in summer workshops through our Center for Teaching and Learning so they can prepare the highest-quality remote learning experiences for our students.

Classrooms have been rearranged to allow 6 feet in all directions between students as well as faculty. In general, room capacities have been reduced to 25% of normal capacity. In order to accommodate as many in-person classes as safely as possible, some of our courses may have students in more than one room with the instructor and graduate assistant rotating between the rooms. Other courses may be a combination of in person and remote with half of the class in the classroom on one day and the other half in the classroom on another day. With any of the scenarios mentioned, students can expect to receive a communication from their instructor before the start of the semester explaining how the course will be conducted.



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During class, the instructor and students will be required to wear a cloth face covering. Kent State will provide all students two reusable cloth face coverings. The last day for face-to-face instruction is Sunday, Nov. 22. Thanksgiving break is Monday, Nov. 23, through Sunday, Nov. 29. Classes will then start again on Monday, Nov. 30, and be held via remote instruction. This switch to remote for all courses will reduce the amount of travel to and from campuses, which reduces the potential spread of the virus.

Research

Research labs will be open on our campuses. Researchers/Artists whose [Request to Return to Research form](#) has been approved by the Division of Research and Sponsored Programs can return to campus. This form is also a requirement of faculty who wish to return to labs/studios on campus. If a faculty member wishes to return to their office space, approval is only needed by the academic unit administrator.

Employees

The [Responsible RestartOhio](#) program and the [Director's Stay Safe Ohio Order](#) of the Ohio Department of Health have provided standards for employees to safely return to their worksites. Kent State, in accordance with the guidance from the state of Ohio, will utilize these standards in order to gradually and safely return employees to campus.

While some may feel uneasy about returning to campus, many Kent State employees have already been working on campuses and are following these safety precautions. In addition, Kent State does not plan on bringing all employees back to campus at the same time. It will phase in campus returns. While this is being done, remote work can continue for employees who have not been told to return to campus. However, if an employee has been notified by a supervisor that they are to report to work to fulfill their job duties, they are required to do so. Employees who are returning back to campus are asked to review and acknowledge the Guidelines for Employees.



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Campus Events and Activities

We are excited and very much look forward to students arriving on our campuses! We know they will find a vibrant environment with many opportunities to meet fellow Flashes and engage with faculty and experience campus life. All in-person university events and activities are required to be scheduled centrally and adhere to the guidelines developed for Fall 2020.

Even if many or all of a student's classes are remote, there will be great opportunity to engage in a meaningful on-campus experience. They will benefit from the access to quiet study spaces, reliable high-speed internet, [library resources including curbside pickup](#) and opportunities for student employment.

The university is working with the leadership of our undergraduate and graduate student government groups, as well as other student leaders, to ensure that the voices of students are intentionally incorporated into our planning for the student experience. A student-led group is being formed to advise university leadership on shaping an engaging experience outside of the classroom.

Throughout the year, students will be able to participate in organizations, fraternities and sororities and other campus activities, both in person and virtually. Although limited, recreational opportunities in aquatics, fitness/wellness, adventure and intramurals will be available.

The [Student Multicultural Center](#) is still hosting Kupita/Transiciones, an unforgettable, free program that includes a cultural orientation, a transition experience and yearlong mentoring program for newly admitted and transfer African American, Latinx, Hispanic, Native American and multiracial students.

This program will ensure that everyone is informed of support services and programs and can engage in opportunities to get involved. Through Kupita/Transiciones, individuals develop a community comprised of fellow students, faculty and staff with similar backgrounds and experiences.



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Student Life and Campus Experience

We know that student life is a major component of the education experience – the time spent outside of the classroom is an important part of college life.

On-Campus Housing

Kent State residence halls will be open. We plan to resume residential living and a number of in-person classes in August. While some learning will be in a remote format, we know the education experience will be enhanced by being on campus, living in residence halls and having the opportunity to meet and interact in a safe manner with fellow students and faculty members. We also know that students who live on campus are more likely to finish their degree and establish a network of support for future career growth. We've modified our residence hall plan to help ensure that the on-campus experience is engaging, meaningful and safe. We've adjusted our residence hall population to allow for greater physical distancing. There will be enhanced cleaning protocols in place following the [CDC](#) guidelines. Hall spaces will be open, including the lounges, Tri-Rec and multipurpose spaces. Students will be expected to wear a cloth face covering in all residence hall spaces, except their room. However, when there is a guest present in the room, everyone in the room must wear a face covering.

Allowing for more control with physical distancing and greater control in reducing the spread of the coronavirus, we have a reduced population density plan for the residence halls for the year ahead. The reduced population plan eliminates the option for students to live in triples, quads and overflow housing. Students began receiving their assignments in mid-June, and room assignments will continue on a rolling basis through the opening of the residence halls in August.

For students who have secured housing on campus, they can change their decision once the course schedule is finalized. Students may cancel housing by July 10 by emailing housing@kent.edu.

Fall 2020 move-in will happen over five days to help promote physical distancing in on-campus housing and dining locations. Instructions for move-in, including specific move-in date and move-in time, can be found at www.kent.edu/housing/move-information. We expect students and families to follow this schedule to support community health and safety this fall.



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The residence halls will not close for the semester until after finals. However, in support of the university's academic calendar for the fall semester, and to reduce travel, we encourage students to move home for the holiday break by Saturday, Nov. 21, and return to campus when the halls reopen in January 2021. Students will receive information for the move home process in early November. The process will be that students notify Residence Services of their departure. If students follow the process, they will be eligible for a prorated room/dining credit for the unused contract dates for the fall semester. The credit will be applied to the student's account.

If a student cancels their housing contract for fall semester, their room and roommate selection will cancel. The housing application will open for spring semester late in the fall semester. Students who apply for spring housing will be applying as new applicants for spring housing and should enter their hall and roommate selections again. There is no guarantee, but the assignments staff will work to honor all requests based on the date of the application. Watch www.kent.edu/housing for details as to when the housing application will open for the spring.

We expect students to follow the [Flashes Safe Seven](#) while in any public area of the residence hall to help reduce the risk of spreading the coronavirus. Wearing a cloth face covering is part of our **Flashes Take Care of Flashes** commitment!

Based on the nature of the pandemic, restrictions on guests in the residence halls may be implemented by the university's COVID Response Team at any time. Residence Services staff will notify students when these restriction periods are in effect.

Students can have guests – including their parents – visit them on campus this year. When visiting inside the residence halls, it is important to be aware of the Room Capacity Policy. To help ensure plenty of space for visiting, we encourage students to use the lounges, multipurpose spaces and dining halls to allow more room for physical distancing.

The Room Capacity Policy has been adjusted for the 2020-2021 year. The policy limits each student to one guest and includes a number of considerations. The full Room Capacity Policy reads:



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- The number of people permitted in student rooms for the 2020-2021 academic year is informed by an effort to slow the spread of COVID-19. Accordingly, the following stipulations are in place when anyone is present in a student room who is not officially assigned to the space.
- Each student is permitted one additional person in their room, if **both** of the following stipulations **are met**:
 - Consent is established via the roommate agreement completed at the beginning of the year by all students assigned to the room.
 - All people in the room wear cloth face coverings and maximize physical distancing when a person not assigned to the space is present.
- **Important Note:** Based on the nature of the pandemic, restrictions on people permitted in student rooms may be implemented by the university's COVID Response Team at any time. Residence Services staff will notify students when these restriction periods are in effect.

More information about residence hall policies can be found in the [Hallways Handbook](#).

The rooms will be thoroughly cleaned and ready for students to move in. It might also help to know that there were no users of the residence hall rooms this summer, as would be the case during a typical summer.

All residence hall spaces will be open for students and their guests. Standardized university signage will be installed throughout the campus that will help guide and direct students to ensure the [Flashes Safe Seven](#) are being followed.

Students will have opportunities to engage with their floor and residence hall community this year. Residence Services staff, student organizations, the Center for Student Involvement and other offices across campus are developing plans to facilitate engagement and follow the [Flashes Safe Seven](#) in the process. Our goal is to help reduce the risk of spreading the coronavirus, but we will provide as much opportunity for students to interact as possible. Be sure to scan the



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other frequently asked questions for students for other relevant information on our [coronavirus updates](#) webpage.

Dining

Some changes to campus life are unavoidable as we want to make sure everyone on campus remains safe and healthy as possible. On the Kent Campus, dining room seating will be reduced along with some menu offerings. We expect students to follow the [Flashes Safe Seven](#) while in any public area of the dining locations to help reduce the risk of spreading the coronavirus, such as entering and exiting dining halls and in line ordering at other locations. Wearing a cloth face covering is part of our **Flashes Take Care of Flashes** commitment!

While the university has always placed a priority on the cleaning of public spaces, including dining locations, maintaining a safe environment begins with our cleaning and sanitation process. We have enhanced our sanitation practices to protect our school environment.

There will be an emphasis on repeated cleaning of high-touch areas, such as door handles, tables, trays and other materials frequently used. Surfaces will be regularly sanitized with approved chemicals.

- The university will provide ample hand sanitizer stations throughout dining facilities. In addition, self-service sanitizing stations will be stocked with supplies to provide students the opportunity to ensure personal spaces and surfaces are sanitized before using facilities in the dining facilities.
- Standardized university signage will be installed throughout the dining locations that will help guide and direct students to ensure physical distancing standards are being followed.
- To-go containers will also be available for guests who do not wish to dine in the dining halls.

On the Kent Campus, dining locations will offer a streamlined, in-person menu and an enhanced selection of grab-and-go options. Both Eastway Center and our new Design Innovation Hub



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location will be available, as well as our all-you-care-to-eat facilities. Our retail locations, including our new Hippy Chick venue in the Kent Student Center Hub, will also be open.

Per university policy, first-year and sophomore resident students are required to have a meal plan for the entire school year. First-year and sophomore resident students can pick from The Gold, The Kent or The Blue Meal Plan. Resident students will select a meal plan through FlashLine or the Student Checklist.

Upperclass resident and commuter students are not required to purchase a meal plan, but they are welcome to do so through FlashLine. For more information about which meal plan students are eligible for and pricing, please visit our [Meal Plan](#) webpage or contact the FLASHcard Office at 330-672-2273.

Students can switch meal plans from semester to semester. The meal plan options available to a student will depend on the student's class standing before the start of the school year.

Select dining locations will open upon housing move-in days, with all locations opening at the beginning of the fall semester. [Access dining locations and hours of operation.](#)

Student Health

We realize that, even with our most diligent adherence to public health guidance, cases of COVID-19 likely will occur within the Kent State community. Be assured, the university is coordinating with local health officials and is prepared to respond with contact tracing, testing and quarantine plans. In fact, an entire residence hall on the perimeter of campus will be reserved only for use by students who are living on campus and may require isolation. We are establishing a COVID Response Team to manage and trace the effects of COVID-19 on all Kent State campuses and to develop a system for students, faculty and staff to report cases of the virus or potential exposure.

We remain committed to the health and well-being of our university community as we prepare to reopen. The DeWeese Health Center is undergoing renovations to be able to provide COVID-19 testing on campus. Additionally, we are exploring ways to expand mental health support to ensure that we are meeting student needs.



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Staying safe in the residence halls and classrooms is a priority at Kent State. We know students want to remain on campus, and we do, too. To ensure that they are taking responsibility for keeping themselves and others safe from the coronavirus, all Kent State students must agree to the [KSU Student Pledge](#) and adhere to the [Flashes Safe Seven](#) principles:

1. Always wear your face covering.
2. Wash your hands frequently.
3. Clean and sanitize.
4. Stay at least 6 feet apart.
5. Monitor your health every day.
6. Have questions? Reach out.
7. Flashes Take Care of Flashes.

Students and faculty will be expected to follow the [Flashes Safe Seven](#) principles during all face-to-face classes and interactions. Students who fail to follow these guidelines could be subject to the Classroom Disruption Policy or other areas of the Code of Student Conduct.

In some cases, individuals may have special circumstances that prevent them from wearing a face covering. Those individuals must submit a [Pandemic Adjustment Request Accommodation Form](#).

A HEALTHY COMMUNITY ENVIRONMENT

COVID-19 Testing

The testing strategy is to prioritize testing for patients who are symptomatic, healthcare or critical employees, and contacts of a confirmed COVID-19 case. COVID-19 PCR (polymerase chain reaction) Testing is available at the DeWeese Health Center.

Additional testing is available at local pharmacies, urgent care locations and physician offices throughout our communities.



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COVID Response Team

The COVID Response Team is responsible for managing Kent State's COVID-19-related information that includes self-reported COVID-19 status by students, faculty and staff, confirmed cases at DeWeese Health Center and inquiries on COVID-19-related topics.

Using risk assessment tools and coordinating with local and state health agencies, the COVID Response Team will provide recommendations for quarantine, self-isolation, cleaning and/or temporary closures of buildings, need for instructional contingencies, impact on events and activities, and communications.

The COVID Response Team will support all campuses. The team is comprised of nursing and public health staff.

Quarantine and Isolation Plans

For students moving into the residence halls who have an international, the university has implemented a 14-day self-quarantine guideline. In addition, in accordance with the governor's guidelines for traveling, if a student has traveled to and from an area that is considered to have high levels of virus infection, self-quarantine will be recommended upon their return to campus.

For students living in the residence halls on the Kent Campus, the university will provide a place on campus for students to isolate or quarantine in the event they are a confirmed or probable COVID-19 case or a close contact of a confirmed or probable COVID-19 case.

The university will provide a place to stay, linens and food. The local public health department and the DeWeese Health Center will provide case management and medical support.

Students may choose to quarantine or isolate at home if the local health department does not have any objection.



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Facilities and Sanitation

Employees, depending on their role, will be required to clean and sanitize their workspaces and common spaces throughout the day, between shifts and at the close of each day. Building curators will designate an individual(s) to clean spaces shared among multiple offices such as break rooms, copy rooms, supply rooms within an office suite, reception counters and other areas not accessible to the general public. Custodial staff will clean spaces like waiting rooms, seating areas in the corridors, conference rooms, bathrooms or other areas accessible by the general public. Classrooms will be cleaned on an enhanced schedule. Faculty will clean instructor space in the classroom (podium, keyboard, table, etc.) and their office.

Individuals do not need to place an order for cleaning supplies for the classrooms in their college. University Facilities Management (UFM) and custodial staff at the Regional Campuses and the College of Podiatric Medicine will provide the surface disinfectant for each classroom and replenish them as needed.

Restrooms and classrooms will be deep cleaned twice daily by custodial staff using Environmental Protection Agency-approved disinfectants for killing the COVID-19 virus. Custodians will also clean touch points frequently throughout their shifts. In addition to enhanced cleaning, public/shared restrooms at all campuses/locations will be provided with signage and foot handles for the entrance door.

Kent State has committed to no reduction in custodial staffing for Fiscal Year 2021. We have developed a strict cleaning schedule and will use EPA-approved disinfectants for killing the COVID-19 virus. We are also supplying EPA-approved surface disinfectants for each classroom to enable the instructor to clean the teaching station and students to clean their desks.



APPENDIX

APPENDIX A: RECOMMENDED ACADEMIC AFFAIRS STRATEGY FOR REOPENING KENT STATE

- The Ad Hoc Academic Continuity Committee (ACC) strongly recommends that Kent State University take the lead in the state of Ohio by clearly communicating a comprehensive strategy for the university's reopening in fall 2020 to its faculty members, students and staff.
- The ACC believes a realistic and transparent strategy for reopening the university will reduce the concern, anxiety and frustration of faculty members, students and staff as they continue to navigate the complexities of these challenging times.
- The ACC believes that faculty members, students and staff will be more willing to return to campus if they have reasonable assurances that the environment is as safe as possible, that public health experts and officials have affirmed the appropriateness of reopening and that the administration is communicating a clear, evidence-based strategy for the continuation of teaching, research and service, to the extent safely possible, at all campuses and locations.
- The ACC believes now is the time to inform faculty members, students and staff about what they can expect in the fall. Stating that the university "will reopen in the fall" is open to interpretation and is not enough to instill the necessary confidence among all members of the university community.

For the reasons stated above, the ACC recommends that the Reopening Steering Committee adopt the following strategy concerning the academic operations of Kent State during fall 2020:

- All courses that can be offered remotely in fall 2020 will be offered remotely in order to maximize space on campus for those courses that must be taught face to face. To give faculty members the time they need to develop high-quality, remote courses, this communication should immediately be sent to all faculty members and academic administrators in all colleges, academic programs and Regional Campuses.
- Only those classes that require a traditional face-to-face format should be offered in that format, given the requirements of social distancing, the need for configuring safe entrance and egress to/from classrooms, and the need for the university to clean classrooms between each use.



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- Classrooms, labs, studios and other facilities that house special equipment or technology should be quickly identified and assessed for use in a traditional face-to-face format with appropriate social distancing.
- Courses that must be offered in a traditional face-to-face format and cannot be offered safely on campus or adapted to remote instruction will be canceled in a timely way.
- Work being performed by faculty members, student employees and staff that can be performed remotely will continue to be performed remotely. Faculty members, students and staff can be productive, valued members of the Kent State community while continuing to work remotely.
- Subject to the university's restrictions regarding access to campuses, individual decisions by faculty members, students and staff about whether to return to campus will be respected.
- The university must recognize that classroom capacity is expected to be reduced by at least 75% given necessary safety precautions. The university has an extremely limited number of large auditorium-style classrooms, and it is estimated that those will only be able to accommodate 40 or 50 students for face-to-face delivery. Moreover, most classrooms that are designed to hold 40-60 students are estimated to be able to accommodate only classes of 10-15 students.

The ACC, like the university, desires a safe and successful reopening of all our facilities. However, optimism about the possibility of reopening must be tempered with the realities that limit those possibilities. Adequate time for faculty members to prepare our students' fall classes is of the utmost importance in ensuring a positive experience at Kent State in the coming academic year. Therefore, the ACC recommends that the university adopt this realistic strategy for reopening and communicate this strategy in a clear and transparent manner.

The ACC strongly recommends that this strategy be formally adopted no later than June 15, 2020.



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APPENDIX B: COVID-19 SELF-REPORTING

Kent State University's DeWeese Health Center has launched a testing and self-reporting process for all students and employees.

This is important to streamline prevention and reporting of potential COVID-19 exposures of faculty, staff, students and visitors.

This policy applies to all Kent State campuses and facilities.

The following individuals from the Kent State community are required to report to the COVID Response Team at University Health Services:

- Anyone who has been diagnosed with COVID-19 or is being tested due to symptoms suggestive of the infection.
- Anyone who had close contact* with an individual confirmed to have COVID-19 by laboratory testing or with a presumptive diagnosis of COVID-19 (presumptive meaning not tested but diagnosed by a clinician as likely to have the infection).
- Anyone living on campus in university housing and having symptoms consistent with COVID-19, including flu-like symptoms with chills, muscle aches, diarrhea, cough, shortness of breath or fever. In addition, the sudden loss of the sense of smell or taste can be an early sign of COVID-19 and should be immediately reported.
- Anyone returning from international travel, regardless of country.
- Anyone returning from travel by cruise ship.

*The CDC's definition of close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to specimen collection) until the time the patient is isolated.

Individuals will receive a response by a DeWeese Health Center COVID-19 care manager and individualized guidance by cellphone or email.

In addition, individuals may hear from the health center via email regarding an exposure on campus and should respond immediately with the requested information to receive specific guidance on how to manage their risk.



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This process has been developed in close collaboration with the Kent State COVID-19 Steering Committee as well as partners in our local and state health departments and in accordance with guidance from the CDC.

APPENDIX C: OUR STUDENT-READY COMMITMENT

May 7, 2020

Dear Kent State University Students, Faculty and Staff,

This past July, our leaders in the Division of Academic Affairs and our Cabinet members read and discussed the book “Becoming a Student-Ready College: A New Culture of Leadership for Student Success” and spent a day studying and learning with one of the book’s co-authors, Dr. Tia Brown McNair. In a student-ready college world, we focus less on asking if students are ready for college and more on ensuring that Kent State is ready to help all students succeed through supportive policies, people and programs.

This past July ... in some ways this feels as if it were 10 years ago. Literally, the world has changed since then. If anything, the COVID-19 pandemic has altered our temporal universe, heightening time’s presence, power and passing. It is as if we can now think of our world in terms of “BP” (Before Pandemic) and “AP” (After Pandemic).

And yet, things haven’t changed. In particular, what hasn’t changed is Kent State’s commitment to being a student-ready college whose decision-making, programming and focus are driven by our commitment to student access and student degree completion. Our student-ready commitment spreads wide and runs deep, so much so that our generous supporters donated \$250,000 to the Kent State Emergency Grant Fund in just five weeks because in a student-ready world, **Flashes Take Care of Flashes**. Our student-ready commitment spreads wide and runs deep, so much so that our faculty and Division of Academic Affairs leadership moved more than 9,000 courses to remote learning in just three business days. And our student-ready commitment spreads wide and runs deep, so much so that 74 student tutors have provided nearly 3,120 hours of virtual tutoring since the move to remote learning.



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Our student-ready commitment extends to who we are and to who leads us. To lead at Kent State, one must focus on accessibility and degree completion; one must live one's life committed to helping not just the fortunate few but also the meritorious many earn their college degrees; and one must demonstrate a commitment to an around-the-clock focus on our students, their world and their needs.

As such, it gives me great pleasure to announce today the appointment of two leaders: Dr. Lamar R. Hylton as the vice president for student affairs and Dr. Amoaba Gooden as the interim vice president for diversity, equity and inclusion. [Find more information on their appointments.](#) I cannot think of two individuals, both well known on campus, who better epitomize our commitment to student success than Drs. Gooden and Hylton. Furthermore, I cannot think of two individuals better prepared to lead during these difficult times. Both bring a depth of experience, a wealth of knowledge and unlimited empathy to their new roles, and we will benefit from their leadership and good judgment. We will, in short, become an even more student-ready college because of their commitment to Kent State and to our students, faculty and staff.

In a world of uncertainty, it is nice to know that Drs. Hylton and Gooden are here to lead us to new accomplishments and in new directions. We, and they, are ever mindful of the pressures, uncertainties, anxieties and challenges created by the COVID-19 pandemic. We, and they, are ever mindful of the disappointments felt since early March, be they the disappointment of lost music, theatre and dance performances, lost research opportunities, and, yes, the lost opportunity to celebrate our graduating seniors at a spring One University Commencement. We, and they, are ever mindful that many among us are suffering and in need of our assistance.

I have mentioned several times that the only certainty at the moment is uncertainty. And as uncomfortable as that makes all of us, we are guided by our student focus, which will direct our decision-making, and by the commitment of our staff and faculty to maintaining a **Flashes Take Care of Flashes** community.



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We face momentous decisions over the coming weeks and months. We also have much to celebrate as we end the school year, even if that conclusion is not what we envisioned when the semester began. We wish our graduating students the best as they march confidently into the future, and we thank them and their parents, relatives, friends and supporters for making student access and degree completion a reality at Kent State.

Sincerely,

Todd Diacon
President

APPENDIX D: RECOMMENDATIONS ON TRANSITIONING TO REMOTE INSTRUCTION

1. The Ad Hoc Academic Continuity Committee (ACC) has considered the impact of the COVID-19 pandemic which has resulted in the announcement of several planned changes to the calendar for Academic Year 2020-2021. With a focus on issues critical to the continued academic progress of our students and the success of our faculty, the committee is especially concerned about the challenges that instructors may face during scheduled and/or unplanned transitions to remote instruction.
2. Given the foregoing, in this document the ACC is providing information and recommendations concerning scheduled and/or unplanned transition to remote instruction.
 - a. Transition to remote instruction will be needed in the following circumstances:
 - i. The fall academic calendar has been revised so that all Kent State University classes on all campuses will transition to remote instructions after the Thanksgiving break.
 - ii. Any traditional face-to-face class may include students who, for various reasons (e.g., health, ADA accommodation, preference), may be attending a class remotely.



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- iii. Instructors or students who begin traditional face-to-face classes may later be subject to quarantine or be required to self-isolate and then shift to remote instruction.
 - iv. University, local, state and/or federal health officials may determine that the status of the COVID-19 pandemic requires that one or more campuses or one or more buildings must be closed, and all affected classes must transition to remote instruction temporarily or for the remainder of the semester.
- b. In preparation for the fall semester and possibly beyond, all instructors who are assigned to teach traditional face-to-face classes should review their schedules as soon as possible and plan for any adjustments that will be necessary when remote instruction begins.
- i. The adjustments to fall course delivery needed after Thanksgiving should be communicated to students in the syllabus.
 - ii. Other adjustments to course delivery related to either individual student needs or an unplanned transition(s) to remote instruction should be communicated to affected students in the syllabus, on the course website (e.g., Blackboard) or through email.
 - iii. Instructors teaching traditional face-to-face classes should familiarize themselves with new classroom technology and other digital resources that are available as they prepare their courses.
 - iv. All instructors are strongly encouraged to assess their technology needs as soon as possible. Instructors can [request equipment](#) for remote instructions that they may need to deliver their courses from off campus.
 - v. The ACC has issued detailed guidelines on remote teaching. For assistance with remote instruction, instructors may visit the [Academic Affairs Response to COVID-19](#), the [Center for Teaching and Learning](#), the [Office of Continuing and Distance Education](#) and the [Keep on Teaching](#) websites that offer a full range of information and services to all instructors. Various



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training options and individual assistance are available. Instructors can also reach out to their colleagues, chair, director, dean or Regional Campus dean for guidance and support.

3. Given the unique challenges created by the ongoing COVID-19 pandemic, the ACC recommends that academic administrators and instructors communicate regularly and openly about the challenges of transitioning a traditional face-to-face class to remote instruction. Through this supportive environment, all instructors can facilitate the success of our students as we transition to remote instruction.

APPENDIX E: RECOMMENDATION ON COMPLIANCE WITH HEALTH AND SAFETY PROTOCOLS DURING THE UNIVERSITY'S REOPENING

1. The Ad Hoc Academic Continuity Committee has considered the potential impact of the COVID-19 pandemic on classrooms and other instructional areas of the university. With a focus on issues critical to the continued academic progress of our students and the success of our faculty, the committee is especially concerned about the health and safety of our instructors and students during the university's planned phased reopening of Kent State's campuses and locations.
2. Given the foregoing, the Ad Hoc Academic Continuity Committee recommends the following concerning an instructor's role in ensuring compliance with the university's published health and safety protocols in all classrooms and other instructional areas:
 - a. All instructors must comply with [the university's published health and safety protocols](#) at all of Kent State's campuses and locations.
 - b. All instructors teaching courses in a traditional, face-to-face format are strongly recommended to include a statement in the syllabus about the expectations of compliance with the [Flashes Safe Seven](#) principles as well as the consequences of noncompliance.



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- c. An instructor observing one or more students out of compliance with the university’s published health and safety protocols related to physical distancing and face coverings should bring the issue to the attention of the student(s) in a positive, supportive, nonthreatening manner and request compliance by the student(s).
 - d. Consistent with the [university’s Administrative Policy and Procedures Regarding Classroom Disruptions](#), if the compliance issue occurs in the classroom or other instructional area:
 - i. The instructor should ask the student(s) for compliance and offer guidance on how to comply.
 - ii. If the behavior continues, the instructor should ask the student(s) to leave the classroom or other instructional area.
 - iii. If this does not resolve the situation, the instructor should dismiss the class for the day.
 - iv. The instructor should document the incident and notify the applicable academic unit administrator (e.g., chair, director, college dean) or Regional Campus dean, as needed, in the event of noncompliance.
3. Given the unique challenges created by the COVID-19 pandemic and its potential impact on all university spaces, the Ad Hoc Academic Continuity Committee recommends that this document be distributed to all instructors and students and posted online.

APPENDIX F: ASSUMPTIONS AND EXPECTATIONS FOR ONGOING ACADEMIC CONTINUITY AS A RESULT OF COVID-19

(SUMMER 2020 & ACADEMIC YEAR 2020-2021)

ASSUMPTIONS	EXPECTATIONS
SUMMER AND ACADEMIC YEAR 2020-2021	
The virus will still be present – students, employees and their family members will still get sick.	All course learning outcomes must be met. Increased minimal expectations for instructor presence and student/instructor interaction.



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<p>The university experienced a sudden mid-semester catastrophic disruption in Spring Semester 2020.</p> <p>Regardless of what happens moving forward in the context of the COVID-19 pandemic, we are now in a better position to plan and anticipate potential future disruptions (Note: Some experts argue a second wave may be worse, but our healthcare system hopefully is better prepared).</p>	
<p>Students and employees may still have higher anxiety levels than normal due the COVID-19 pandemic, including all consequences of the pandemic (e.g., remote learning, economic downturn, fear of the virus).</p>	
<p>Most faculty should be better equipped/prepared to teach remotely, and university support services are in place to support remote learning.</p>	<p>The university will create opportunities for instructors to share innovative pedagogies as a result of remote teaching.</p> <p>The university will provide additional opportunities for professional development.</p> <p>Units will carefully consider the total number of new preps, number of different preps/courses and total number of students when assigning workload.</p> <p>Faculty will seek instructional support where appropriate.</p>
<p>Not all courses will be able to be taught face to face; not all courses will be able to be taught fully face to face; and not all venues will be open.</p>	<p>Keep students on track.</p>
<p>The new norm is unpredictable.</p>	<p>Have backup plans.</p>

APPENDIX G: GUIDELINES FOR REPORTING STUDENTS WHO ARE NOT IN COMPLIANCE WITH THE FLASHES SAFE SEVEN PRINCIPLES



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Students and faculty will be expected to follow the [Flashes Safe Seven](#) principles during all face-to-face classes and interactions. Students who fail to follow these guidelines could be subject to the [Classroom Disruption Policy](#) or other areas of the [Code of Student Conduct](#).

In some cases, individuals may have special circumstances that prevent them from wearing a face covering. Those individuals must submit a [Pandemic Adjustment Request Accommodation Form](#), and the request must be approved before the student attends an in-person class.

For any student not abiding by the [Flashes Safe Seven](#) principles, instructors may apply the [Classroom Disruption Policy](#):

- Instructor verbally informs the student of the necessary adjustment to make.
- If the student complies, no further action is necessary.
- If the student does not comply, they may be told to immediately leave the class space.
- If the student leaves, the instructor shall follow up by sending the student an email containing classroom expectations and the consequences for noncompliance.
- If a student remains noncompliant, the instructor may cancel the class.
- **The instructor shall follow up by sending the student an email containing compliance expectations and the consequences for noncompliance, including deregistration from the class.**
- **The instructor may refer the noncompliant student to the [Office of Student Conduct](#).**

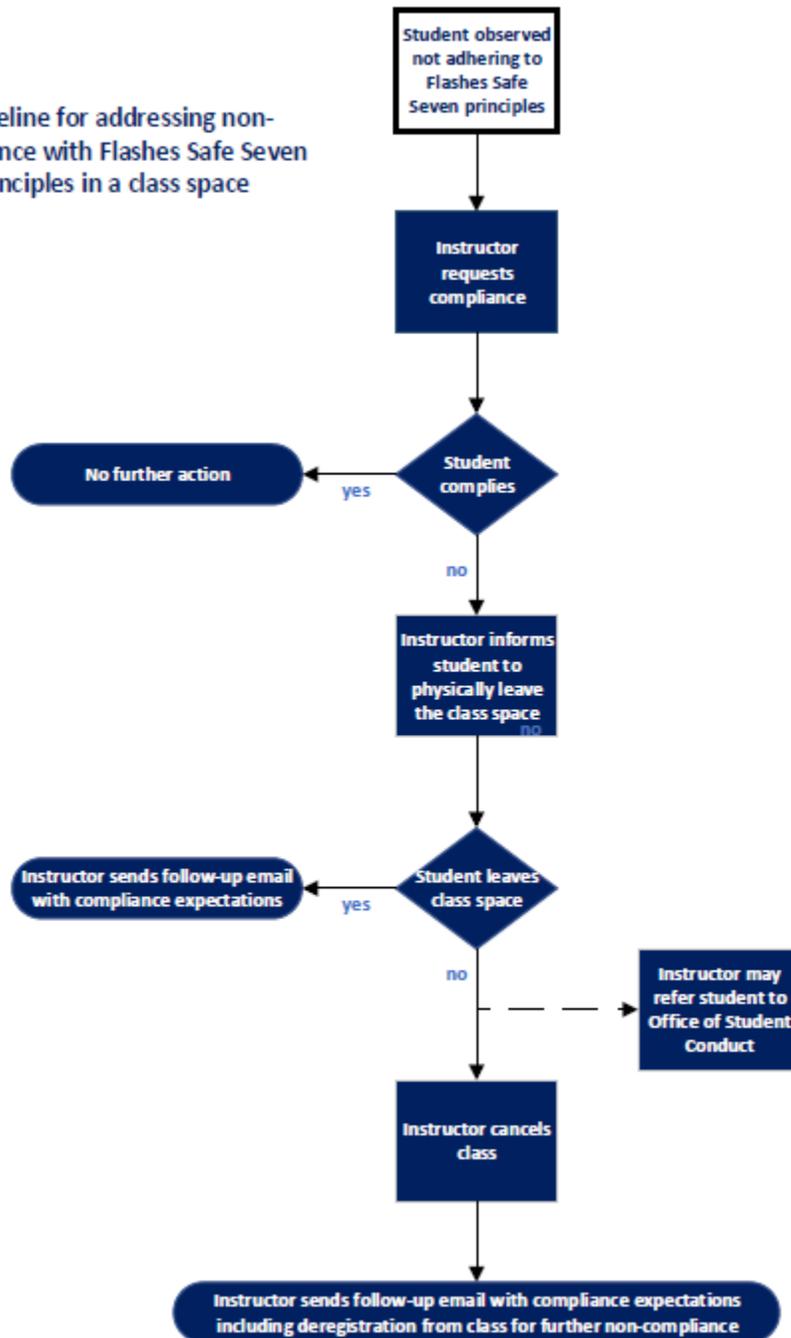
Failure to conform to the [Flashes Safe Seven](#) principles may result in an accusation of “general safety” prohibited conduct as defined in the [Code of Student Conduct](#). If a student is found responsible for a violation of prohibited conduct, sanctions may include warning, probation, disciplinary suspension, disciplinary dismissal, and other educational or corrective measures as deemed appropriate.

To report a violation of the [Code of Student Conduct](#), go to www.kent.edu/studentconduct/file-report.



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Guideline for addressing non-compliance with Flashes Safe Seven principles in a class space





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Template for instructor follow-up response to non-compliance with the [Flashes Safe Seven](#) principles

Dear *STUDENT NAME*

On *DATE* in *BUILDING & CLASSROOM NUMBER* you were observed not abiding by the [Flashes Safe Seven](#) principles, which is a mandate for physical attendance in all Kent State University classrooms. You are expected to comply with the [Flashes Safe Seven](#) principles. **Consequences of non-compliance may include deregistration from the class and/or a referral to the [Office of Student Conduct](#).**

In some cases, individuals may have special circumstances that prevent them from wearing a face covering. Those individuals must submit a [Pandemic Adjustment Request Accommodation Form](#).

I look forward to seeing you, in compliance, at our next class.