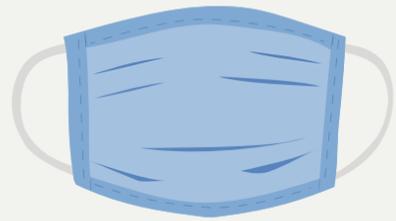


RETURN TO CAMPUS GUIDE



PROPER HAND HYGIENE

Please wash your hands for at least 20 seconds with soap and water. There will be no hand shaking, and make sure to cough or sneeze into a tissue



FACE COVERINGS OR MASKS

While on campus you must wear a clean facial covering or single-use disposable facial covering at all times. In emergency, facial masks will be available to students at the front desk



INDIVIDUALS EXPOSED MUST SELF QUARANTINE

If infected or around someone infected you must self quarantine or self-isolate in accordance with your healthcare provider's instructions, as well as University self-quarantine and isolation guidelines

PUBLIC HYGIENE



Hand sanitizing stations will be provided at primary entrances to facilities and in high-traffic areas

Please wear gloves when operating campus equipment

INDIVIDUALS ON CAMPUS MUST MAINTAIN AT LEAST 6 FEET DISTANCE BETWEEN PEOPLE/WORKSTATIONS.



MEMBERS OF THE CAMPUS COMMUNITY HAVE A SHARED RESPONSIBILITY FOR ASSISTING WITH CLEANING AND DISINFECTING THEIR WORK, CLASSROOM, STUDY, OR RECREATION SPACE



NO FOOD OR DINING IS PERMITTED ON CAMPUS UNTIL FURTHER NOTICE (CLOSED TOP WATER BOTTLES ARE ALLOWED)

TESTED POSITIVE FOR COVID?

Individual is required to stay home and should remain in isolation for 10 days after the onset of symptoms and 72 hours after being fever-free without fever-reducing medications improving symptoms



FOR EDUCATORS

No visitors (e.g. friends or family) are allowed to enter the campus

Suspend use of shared cups, dishes, or silverware

Suspend use of common coffee makers, water coolers, microwaves, and refrigerators, or sanitize after each use/touch

CAMPUS STUDENT AREAS

Tables and equipment must be spaced to accommodate physical distancing of at least 6 feet between people and equipment

Occupancy will be capped below capacity and will be revisited as outbreak conditions change

FOR STUDENTS

Classes will be held in rooms of suitable size to achieve appropriate physical distancing. When classes are not in session, students will have access to the Library on restricted basis

Facial coverings will be worn by all students, staff, and faculty while indoors

Students enrolled in in-person or hybrid classes must engage in daily health monitoring

For more information contact Dean of Students, Carolus Brown at cbrown@cogswell.edu



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RETURN TO CAMPUS GUIDE OVERVIEW

COVID-19 is a respiratory illness caused by the novel coronavirus SARS-CoV-2. The virus spreads from person-to-person primarily through respiratory droplets and contact with contaminated surfaces. It is an especially virulent threat for older individuals and individuals with underlying health issues. We have much to learn about the virus and to consider in the context of risk and risk mitigation for Cogswell University of Silicon Valley (CUSV) populations.

Our return to campus process involves balancing risks and benefits. As we prepare to return to campus in the coming trimesters, our main consideration is to prevent further spread of the virus. All members of the university community are responsible for mitigating the risks of transmission of COVID-19 by adhering to university, governmental, public health and medical guidelines, as well as adhering to a combination of personal and public health best practices.

INTRODUCTION

CUSV Task Force members drew on a wide range of resources in developing our recommendations. This included guidelines from the [Centers for Disease Control and Prevention \(CDC\)](#), [California Governor's Office](#), [Santa Clara County Health Department](#) and other government agencies, and professional organizations. Committee members reviewed scientific and evidence-based literature, peer-reviewed studies, and state-specific information, including COVID-19 case and hospitalization rates for California. Task Force members have reviewed practices and protocols adopted by other academic institutions in the state and reviewed plans and white papers from other colleges and universities across the country.

In developing these recommendations, the Task Force is operating under the assumption that there will continue to be some degree of spread in the community during the coming fall term and beyond. This would be the situation until such time that an approved vaccine is released. Although therapy and vaccine development are under way and early clinical trials have begun, to date, no vaccine with proven safety and efficacy exists.

The Task Force's recommendations are intended to facilitate returning to campus as safely as possible for students, faculty, and staff. The duration of this pandemic remains unclear. The situation is extremely fluid and continues to evolve. We anticipate restrictions and limitations to continue. Throughout this time period, the CUSV Task Force will regularly review public health guidance, scientific data and clinical best practices, and update recommendations as the need arises.

GENERAL FRAMEWORK

This framework complies with the guiding principles outlined in Santa Clara County Guidelines for Reopening, published by the State of California, Higher Education Guidance on COVID-19, <https://covid19.ca.gov/>.

GUIDING PRINCIPLES

- A phased and multi-layered approach is required for the safe return to campus. Herd immunity — either by vaccine or by illness — will not be achieved prior to the start of Fall 2020 trimester.
- The CDC estimates that approximately 33 percent of those infected with COVID-19 are asymptomatic, and that 40 percent of transmission occurs before people feel sick.
- A variety of risk mitigation and monitoring strategies need to be in place before return to campus plan can be implemented. Modified strategies will be considered as technologies advance and more data becomes available.

- Because the duration, proximity to others and location of exposure impact the likelihood of spread, the university must take steps to reduce exposure to the virus to the lowest levels possible.
- To minimize opportunities for transmission, and to provide multiple options to meet students' needs, courses will be offered in the following modes of delivery: in-person and online.
- Plans to return to campus may vary for students depending on their year and/or major.
- Special consideration must be given to vulnerable populations within our campus community.
- If viral spread declines, restrictions may be relaxed in a phased approach.
- Faculty and staff will continue working on a remote basis as long as feasible or until otherwise instructed by university administration.
- All members of the university community are responsible for mitigating the risks of transmission of COVID-19 by adhering to university, governmental, public health, and medical guidelines.
- In the event of a resurgence, criteria and procedures must be in place to allow the campus to scale back operations and/or shut down rapidly.

TIMELINE

The timeline for return to campus depends upon the extent of viral spread, which changes over time. The current modeling projections and health system tracking data support a phased return to campus with multiple risk mitigation strategies including physical distancing and barriers, facial covering, COVID-19 screening and/or diagnostic testing, and contact tracing procedures.

Approximate timelines for return to campus for courses taught on campus:

- Beginning September 2020, a limited number of faculty will begin to return to campus.
- Beginning September 8, 2020 students will continue attending classes online with the exception of some students who need to attend studio and lab courses on-campus.

Campus reopening timelines are subject to change based on fluctuations in infection rates, availability of disinfectant, PPE, and other factors outlined in this document.

- On or before each trimester, students will review their course registration information online to determine if course section changes are necessary based on their preferred method of delivery (in-person or online). These adjustments will help inform departmental decisions on how and when to return to campus.
- The Dean of Students will conduct online orientation with students on return to campus protocol.
- On September 4, 2020, students residing in Cogswell-affiliated housing will begin a phased move-in process.
- On September 8, 2020, fall trimester courses begin.
- Additional training on classroom procedures and protocols will be conducted by the instructor on the first day of class.

PUBLIC HEALTH STRATEGY

The University has developed a comprehensive public health strategy to prevent and contain COVID-19 infections on our campus. This strategy is multifaceted and includes education, increased sanitation and personal and public hygiene measures, physical distancing, testing, contact tracing, quarantine, isolation and care and support for those impacted by COVID-19 infections.

The Task Force has developed a comprehensive program to increase awareness and educate the campus community on COVID-19 signs, symptoms, and transmission prevention. This includes COVID-19 safety training that members of the campus community will be required to complete. Additionally, all employees and students will be required to complete the COVID-19 Assessment Form prior to entering the campus.

STUDENT AND STAFF HYGIENE MEASURES

1. Until further notice, individuals on University-owned or controlled property must wear a clean facial covering or single-use disposable facial covering at all times. All employees and staff are required to supply their own facial coverings.
2. The University may supply facial coverings in an emergency situation. Facial coverings will be made available on campus at the reception desk if needed by staff or students.
3. Members of the campus community must observe proper hand hygiene and respiratory etiquette (i.e., no hand shaking, coughing or sneezing into a tissue, washing hands for at least 20 seconds with soap and water, etc.).
4. Members of the campus community have a shared responsibility for assisting with cleaning and disinfecting their work, classroom, study, or recreation space as requested by campus Facilities.
5. Individuals who are exposed to a person known or suspected to be infected with COVID-19, or who has tested positive for COVID-19, must self-quarantine or self-isolate in accordance with their healthcare provider's instructions, as well as University self-quarantine and isolation guidelines. Additionally, request that employees, faculty and students complete the Volunteer Disclosure Form. For information about notification requirements, see COVID-19 Testing and Self-Isolation and Quarantine (Dean of Students).
6. Members of the campus community must participate in COVID-19 case investigation and contact tracing with state and local health officials.
7. The University strongly advises all members of the campus community to get an annual influenza vaccine.

PUBLIC HYGIENE

Public hygiene measures are an effective and inexpensive means by which to control virus transmission. These measures include:

1. Increased regular cleaning and disinfecting of public spaces.
2. Increased regular cleaning and disinfecting of high-touch surfaces (common areas, classrooms, hallways, bathrooms, breakroom, and staff lounge).
3. Providing hand sanitizing stations at primary entrances to facilities and in high-traffic areas.
4. Removal of high-touch items such as magazines, common pens, etc.
5. Wearing gloves when operating campus equipment.

CLOSE CONTACT AND CONTACT TRACING

According to Santa Clara County Health Guidelines

(<https://www.sccgov.org/sites/covid19/Pages/contact-tracing.aspx>):

- If you have a test confirmation or doctor's diagnosis of COVID-19, then everyone who you had close contact with from 48 hours before your symptoms began until you self-isolated should follow the Home Quarantine Steps posted on the SCC website.

- To request help in notifying your Close Contacts without revealing your identity to them, please call 408-970-2870.
- The Dean of Students will work in partnership with Santa Clara County Health Department to ensure that infected or exposed members of the campus community self-isolate or quarantine as necessary, and also will assist CDH with campus-based contact tracing.
- Please refer to the [Santa Clara County Public Health](#) site for more details, guidance and the most updated information and guidance on contact tracing

SOCIAL DISTANCING

Individuals on campus must maintain at least 6 feet distance between people/workstations. Appropriate public health signage will be placed in common areas and other spaces where individuals typically congregate to remind individuals and visually demonstrate appropriate physical distancing.

TESTING, SELF-ISOLATION, AND QUARANTINE

The ability to accurately identify University faculty, staff and students infected with COVID-19 and isolate them, along with tracing their close contacts, is critical to limiting the number of COVID-19 cases in the campus community. Testing protocols may be adjusted based on the availability of testing supplies, local healthcare systems' capacity to test, and evolving public health and medical guidance.

www.sccgov.org

Positive test results for both asymptomatic and symptomatic individuals will be maintained by Human Resources (HR) in accordance with applicable laws. Information regarding positive test results will not be disclosed except where necessary in cooperation with Santa Clara County contact tracing program. Supervisors and faculty members who are informed of positive test results are not permitted to disclose this information.

COVID-19 TESTING OF ASYMPTOMATIC INDIVIDUALS

Based on guidance from Santa Clara County, the following groups should not have a positive test for COVID-19:

- Students staying in campus housing, before checking into housing for fall term.
- Students returning to on campus classes.
- Employees who have been working remotely since the governor's stay-home order was issued before returning to campus-based work.
- Employees who, due to the nature of their work, have remained on campus during the stay-home order due to their designation as "essential" under the order.
- CUSV may require students, faculty, or staff to be tested under certain circumstances.
- All individuals undergoing COVID-19 testing will be given information about testing locations. In order to gain access to campus and/or housing, the individual must provide proof of a negative test result to HR.

The University's HR Department will work with Student Services, and Santa Clara County to ensure that individuals who test positive receive instructions on self-isolating and that contact tracing begins immediately. HR will assist the test-positive employee in notifying the employee's supervisor of their absence from work. The Dean of Students will also assist positive-test students with contacting their faculty members in order to excuse them from class.

Please refer to the Santa Clara County Health Guidelines for more details on resources for those who tested positive for Covid-19. <https://www.sccgov.org/sites/covid19/Pages/contact-tracing.aspx>

COVID-19 TESTING OF SYMPTOMATIC INDIVIDUALS

- Members of the campus community showing signs or symptoms of COVID-19 are not permitted to come to campus until cleared by their healthcare provider.
- After testing for COVID-19, the individual will quarantine pending his/her test results based on county health requirements (students will be required to vacate housing immediately and information about county resources will be provided). Roommates or members of the individual's household who are also members of the university community must also quarantine pending the test results.
- If the test result is positive, the student will need to return home. The COVID-19 positive individual should remain in isolation for 10 days after the onset of symptoms and 72 hours after being fever-free without fever-reducing medications improving symptoms. Note that the duration of the isolation and quarantine might change depending on the guidelines issued by CDC and SCC refer to www.sccgov.org.
- Members of the campus community who are symptomatic should notify HR once a test has been administered. The HR Director will assist the student or employee with next steps.
- If the test result is negative, the individual should continue to monitor themselves for symptoms in accordance with the CDC and SCC guidelines. Refer to www.sccgov.org for most current guidelines. Individuals must follow his/her health provider's instructions regarding re-testing.
- If an individual's close contacts experience symptoms, s/he should seek care from their medical provider. Normal activities may be resumed as long as test results are negative.

Please refer to the Santa Clara County Health Guidelines for more details on resources for those who tested positive for Covid-19. <https://www.sccgov.org/sites/covid19/Pages/contact-tracing.aspx>

SELF-QUARANTINE AND ISOLATION

- If you are symptomatic, students and staff will be required to quarantine or isolate at home.
- Compliance with isolation and quarantine orders will be monitored and enforced by the Dean of Students and Human Resources. Agreement to this precaution will be a requirement for faculty and staff and will be a requirement for students returning to campus.
- [SCC Covid-19 Support Team](#) maintains resources on hoteling for individuals who are not able to quarantine, isolate or return home. Individuals should call the county call center at (408) 808-7770.
- Individuals with COVID-19 who have isolated may return to normal activities when all of the following conditions are true:
 - If **symptomatic**, at least 14 days from the date of symptom onset AND at least 7 days from the date of symptom resolution (resolution of fever and substantial improvement in respiratory symptoms).
 - If **asymptomatic** or **with an unclear date of symptom onset**, at least 14 days from the date of specimen collection. (If patient happens to be tested more than once, use the date of the first specimen collection.)
- Refer to <https://www.sccgov.org/sites/phd-p/Diseases/novel-coronavirus/Pages/COVID-19-Facts-and-FAQ.aspx> for the most isolation guidelines.

RETURNING TO WORK ON CAMPUS

Prior to returning to campus-based work, all employees will complete the COVID-19 Assessment form, and a brief, online COVID-19 safety training that will include information about self-monitoring, who to notify if you are symptomatic or exposed, as well as information about mitigating the risk of COVID-19 in the workplace.

General Guidelines:

- No visitors (e.g. friends or family) are allowed to enter the campus.
- Suspend use of shared cups, dishes, or silverware.
- Suspend use of coffee makers, water coolers, microwaves, and refrigerators, or sanitize after each use/touch.

Additionally, the University will:

- Encourage remote work for employees with their supervisor's approval.
- Assist employees who test positive, have been exposed, or had close contact with individuals who tested positive by identifying available leave options for employees who do not accrue paid time off, or have exhausted their sick leave.
- Develop plans with departments based on their unique needs. All departments must:
 - Avoid office gatherings.
 - Ensure appropriate physical distancing between employees.
 - Limit use of shared tools and equipment and sanitize after each use (sanitizer and wipes will be provided near work stations).
 - Contribute to shared responsibility for cleaning surfaces after contact.

RETURNING TO THE CLASSROOM

The University will offer a mix of in-person, hybrid and online courses. Although not all courses will be offered through all modalities, the University will take all necessary actions to keep all students on-track to achieving their academic goals.

In order to maintain the health of the campus community, in-person courses will be adjusted in the following ways:

- Classes will be held in rooms of suitable size to achieve appropriate physical distancing. When classes are not in session, students will have access to the Library on restricted basis.
- Facial coverings will be worn by all students, staff, and faculty while indoors and outdoors when physical distancing cannot be achieved. Faculty may wear face shields while lecturing to assist students with hearing impairments. In cases where faculty and students cannot maintain appropriate physical distance from one another due to the nature of the coursework, both individuals will wear both face shields (or safety glasses) and facial coverings.
- The method of course delivery for each class will be designated in the University's registration system by the start of each trimester. Students will be encouraged to login to the registration system to confirm their classes.
- Students enrolled in in-person or hybrid classes must engage in daily health monitoring. Any student who shows signs or symptoms of COVID-19 or is required to self-quarantine or isolate after exposure or a positive test result will be excused from class for the duration of the quarantine or isolation. Faculty will assist these students to stay current with classwork in order to allow students to return to class only when they are well.

At this time, the University intends to require all on-campus student housing not test positive for COVID-19 before coming back on campus in January.

CAMPUS STUDENT AREAS

The campus Dragon’s Den and Dragon’s Perch will be closed until further notice. Upon re-opening, the following practices must be observed:

1. Tables and equipment must be spaced to accommodate physical distancing of at least 6 feet between people and equipment.
2. Occupancy will be capped below capacity and will be revisited as outbreak conditions change.
3. Campus rooms will be cleaned and disinfected multiple times throughout the day, especially in high touch areas.
4. Users will be required to clean and disinfect equipment after each use with provided cleaners and disinfectants (sanitizers and wipes will be available in classrooms).

CLUBS

The University recognizes the importance of clubs to the physical and mental health and well-being of our campus community. However, these programs often carry many of the enhanced COVID-19 risks that exist in close proximity events.

The Dean of Students will work with representatives from clubs and to determine whether and how they can continue their activities.

E-sports and Student Clubs should:

- E-sports and Student clubs will remain exclusively online until further notice.
- Should we return to campus, abide by recommended risk mitigation strategies, including maintaining a physical distance of at least 10 feet when singing, yelling, heavy breathing, etc.

TRAVEL AND STUDENT FIELD TRIPS

University sponsored travel for employees, students, and visitors is suspended until further notice.

STUDENT SERVICES AND CAREER SERVICES

Students in internship placements should continue to follow guidelines established by their host site, which are aligned with their respective professional organizations. Other students in off-site internships, field study or student-teaching roles should adhere to the guidelines in this document and those of the sponsoring organization.

UNIVERSITY HOUSING

The University will allow quad occupancy (4 students per unit) with an ongoing emphasis on infection mitigation using the strategies in these guidelines. Students will be required to not have a positive COVID-19 test before their designated check-in day. Additional information about COVID-19 testing may be provided as necessary.

- Housing will plan a phased/staggered move-in process to avoid crowding, to be spread out over a number of days.
- Students will be encouraged to build community with roommates and others in their complex.
- In-person events and social activities will be planned with special consideration to time, space and density within residential communities.

- Housing will establish new guidelines for external guests visiting housing units (See COVID-19 Housing Application and Contract Addendum).

FOOD & DINING

- No food or dining is permitted on campus until further notice (closed top water bottles are allowed).
- Vending machines will not be operational until further notice or new guidance is released from Santa Clara County.

LIBRARY

The library will remain closed until further notice, except for use as a break area in-between classes. If new guidance from the county is released, an effort to limit capacity and mitigate the risk of viral transmission will be applied.

Additionally, the library may take one or more of the following infection mitigation steps:

- Reduce capacity of study space to achieve appropriate physical distancing.
- Sanitize shared materials, tables and other equipment between uses.
- Reconfigure or remove furniture to achieve appropriate social distancing.

FACILITIES

The University will:

1. Provide hand sanitizer as well as wipes and sprays in common areas, classrooms and offices so that faculty and staff can assist with disinfection of spaces throughout the day.
2. Ensure adequate visibility (signage) and availability of handwashing facilities and hand hygiene products.
3. Provide facial coverings in an emergency situation.
4. Display appropriate signage and provide training.
5. Advise and assist departments with arranging space to reduce occupancy and provide appropriate distancing.
6. Where possible, adjust furniture and modify space in common areas to allow for physical distancing.
7. Provide floor markings or signage where frequent in-person interaction must occur.
8. Increase cleaning and disinfection per CDC guidelines.

MEETINGS, CONFERENCES AND EVENTS

There will be no events scheduled until further notice. As new guidance from the county is released, decisions about whether to permit gatherings will be evaluated with consideration of the event's significance to the University's mission and strategic plan, the extent to which physical distancing is possible, the risk to students, faculty and staff, and federal, state and local limitations on gatherings.

HIGH-RISK POPULATIONS

Certain individuals and populations are more medically vulnerable to severe COVID-19 infections and may need special considerations to reduce their risk of exposure. According to the CDC, based on currently available information and clinical guidance, older adults (those 65 and older) and people of

any age who have certain serious underlying medical conditions may be at a higher risk for severe illness from COVID-19.

Employees and students in high-risk categories should consider risk-reducing strategies such as remote working, enrolling or teaching remote or online classes. Specific work situations should be discussed with the employee’s supervisor, in consultation with HR, to determine the most appropriate academic accommodation; students should contact their academic advisor or the Dean of Students for assistance.

ADA ACCOMMODATIONS

Members of the university community seeking accommodations or assistance under the Americans with Disabilities Act (“ADA”) or Section 504 of the Rehabilitation Act of 1973 (“Section 504”) should initiate the process as follows:

- Employees seeking ADA accommodations should contact Human Resources at (408) 498-5122 for assistance.
- Students seeking ADA or Section 504 accommodations should contact the Dean of Students at (408) 498-5137 for assistance.

APPENDICES

- COVID-19 Assessment Form
- COVID-19 Voluntary Disclosure Form
- COVID-19 QR Codes
- COVID-19 Campus Access Q&A
- Student Housing Application and Contract / COVID-19 Addendum
- COVID-19 Flow Chart

Prior to entering the building, all students and employees must complete the following screening questions. If an individual is asymptomatic and answers yes to any of the questions, they will not be allowed to access the facility.

About You

Name (no nicknames) *

First

Last

Student ID *

Email Address *

Cell Phone Number *

Assessment Protocol

Have you had any of the following symptoms in the last 72 hours (not related to hay fever or seasonal allergies)? * [Please check all that apply]

- Fever or chills
- Frequent Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle pain or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- None

In the last 7 days, have you been in contact with someone that has COVID-19? *

- Yes
- No

In the last 14 days, have you been diagnosed with COVID-19? *

- Yes
- No

Signature

By checking this box and typing my name below, I am electronically signing this COVID-19 Assessment Form and I agree to and attest to the following: *

1. The above answers are true and correct to the best of my knowledge.
2. I will abide by all campus rules regarding the wearing of a face covering, adhering to physical distancing, and area hygiene.
3. Failure to abide by campus rules could result in me being sent home or not being allowed to enter the building.

Name *

First Name

Last Name

Date *



COVID-19 VOLUNTARY DISCLOSURE FORM

Cogswell University of Silicon Valley is asking faculty, staff, and students to utilize this form to voluntarily disclose if they are in self-quarantine or self-isolation. The information will be kept confidential in accordance with HIPAA and FERPA, and will be used to assist the university in tracking employees’ use of sick leave, to help understand the impact to the Cogswell community, and to aid the Santa Clara Health Department in their contact investigations when new COVID-19 cases are identified. For employees, voluntary disclosure will have no implications on their job status.

I am in self-quarantine because (check one):

- I have been diagnosed by a health care provider with a positive COVID-19 test.
- I have been diagnosed by a health care provider with COVID-19 WITHOUT a positive test, but based on my symptoms.
- I have NOT been diagnosed by a health care provider with COVID-19, but I do have symptoms of the disease.
- I have NOT been diagnosed by a health care provider with COVID-19, but have been exposed to someone who does have a positive COVID-19 test; however, I am NOT symptomatic.
- I am quarantining for these other reasons: _____.

Name (no nicknames) *

First	Last

Contact Information *

Email Address	Cell Phone Number

Quarantine Information *

First Day of Quarantine	Date Last Time on Campus

Symptoms and Testing Information *

Date of Onset of Symptoms	Date of Testing	Location of Testing Site (City/State)

CUSV Affiliation *

Faculty, Staff, or Student	Department	Supervisor or Instructor’s Name

Location Information *

Current Location (City/State)	Living in Cogswell housing?	Cogswell Housing Address

Signature *

By checking this box and typing my name below, I am electronically signing this COVID-19 Voluntary Disclosure Form

Signature	Date

- COVID-19 Assessment Form (QR)



- COVID-19 Voluntary Disclosure Form (QR)



Who is allowed to enter the campus today?

Only students who are enrolled in a class that meets on campus that day will be allowed to enter the building. The university has created the COVID-19 Assessment Form for faculty, staff, and students to use to submit their health status each day campus access is requested. It **MUST** be completed prior to arrival. The information collected will be reviewed and based on your responses, access to the campus may be granted.

Upon arriving at the campus, how do I enter the building?

After university personnel have reviewed your assessment form, if you are cleared for entry you may enter through the main lobby entrance. Your ID card will not work, but please have it ready to show to the security guard who will be monitoring entrance.

Are there any specific instructions I must follow in order to enter the building?

You **MUST** wear a mask covering both your nose and mouth. Put on your mask prior to exiting your car upon arriving on campus. If you bike or walk, put your mask on prior to entering the parking lot.

What safety measures must I follow while on campus?

A mask that covers your nose and mouth must be worn at all times. Also, you must observe social distancing guidelines and keep a distance of at least 6 feet from others.

What hours can I be on campus?

You can arrive at the campus no earlier than 15 minutes prior to the start of your class, lab, or studio scheduled time and you must leave the campus within 15 minutes after the end of session.

Can a classmate not enrolled in my course come to campus to study or drop something off?

At this time, only approved students are allowed on campus. You must meet anyone picking you up or dropping off something to you outside of the campus.

If I start exhibiting symptoms while on campus, what should I do?

You should immediately inform your instructor or the COVID-19 Manager on Duty and then exit the building without delay.

What if I don't feel well, but I have an assignment or exam scheduled for the day that I am scheduled to be on campus?

You are required to stay home if you are not feeling well, have a fever and/or cough, or if you are exhibiting any of the COVID-19 symptoms. Report your absence to your instructor and discuss alternative options for your assignment/exam.

When leaving the campus, how do I exit the building?

You must exit the building through the main lobby.

This addendum supplements the Cogswell University of Silicon Valley “CUSV” 2020 Student Housing Application and Contract entered into between CUSV and the student whose name appears on this Addendum, hereinafter called “Licensee”. By signing this Addendum, you agree to and accept all terms and conditions included contained therein. To the extent that there are any conflicts between the provisions of the Student Housing Application and Contract and the provisions of this Addendum, the provisions in this Addendum shall supersede the conflicting provisions in the Student Housing Application and Contract.

In consideration for CUSV providing me a license for the use of an apartment yet to be assigned by CUSV with regards to the increased COVID-19 cleaning and safety precautions put in place by CUSV, I agree to the following amendments to the 2020 Student Housing Application and Contract.

1. Licensee understands that CUSV may terminate their residence privileges if they violate CUSV policies or refuse to comply with a valid federal, state, local, or CUSV health or safety-related directive. This includes, without limitation, COVID-19 related health or safety directives, proclamations, or orders issued by the governor, California State Department of Health, the Santa Clara County Director of Public Health, Synergy, or a CUSV staff member. For the purposes of illustration and not limitation, such directives could include: limiting or eliminating guests or visitors to the apartment; agreeing to submit to bio security checks such as temperature checks; wearing protective equipment such as masks; and being directed to isolate or quarantine due to heightened COVID-19 risk factors such as recent travel from areas with high-rates of community transmission of COVID-19, experiencing symptoms of COVID-19, and known exposure to another individual with a confirmed or suspected case of COVID-19. Note: Students traveling from areas with high-rates of community transmission of COVID-19 may be asked to remain at their permanent residence (i.e. not CUSV-affiliated housing) and/or be required to self-quarantine for 14 days prior to attending any in-person campus or community activities. The COVID-19 pandemic is an evolving situation and these directives may change at any time. In addition, the failure to comply with lawful directions of CUSV officials acting in performance of their duties and/or the law is a violation of the CUSV Code of Conduct and may result in a referral for disciplinary action under these standards.
2. I understand that CUSV reserves the right to reassign individuals to different apartments at any time, as well as the right to use unassigned space in the housing complex. This includes the right to reassign an individual based on COVID-19 related concerns; including suspected or confirmed cases, quarantining and isolation orders or guidance, or other official health guidance.
3. I understand that COVID-19, is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. There is no current vaccine for COVID-19. COVID-19’s highly contagious nature means that contact with others, or contact with surfaces that have been exposed to the virus, can lead to infection. Additionally, individuals who may have been infected with COVID-19 may be asymptomatic for a period of time, or may never become symptomatic at all. Because of its highly contagious and sometimes “hidden” nature, it is currently very difficult to control the spread of COVID-19 or to determine whether, where, or how a specific individual may have been exposed to the disease. Licensee further understands that minimizing the risk of COVID-19 infections is a shared responsibility. Although CUSV is taking appropriate steps in accordance with established guidelines, the risk of contracting COVID-19 cannot be eliminated. By returning to CUSV and residing in CUSV-affiliated housing, Licensee understands that this risk continues to exist and voluntarily choose to do so.

The following university policies and guidance will evolve with the COVID-19 public health crisis. Required health and safety measures may include, but are not limited to: physical distancing, limitations on mass gatherings, restricted access to common spaces, wearing cloth face coverings, COVID-19

diagnostic and ongoing testing, contact tracing, disinfection protocols, limitations on guests at residence halls, and isolation requirements (including before and upon arrival to campus).

GUESTS

1. *Student Visitors on Floors:* To minimize the spread of COVID-19, guests are not permitted between apartment complexes. Only students within a building can visit other floors within that building.
2. *Overnight Guests:* Overnight guests are not permitted in the housing units until further notice.
3. *Lounges, Common Areas, and Amenities:* Only a limited number of individuals may be present at a given time in common spaces with appropriate physical distancing. Signs will be posted in common spaces to communicate the maximum number of individuals allowed in a space. Common spaces have been set up to indicate proper physical distancing. Furniture may not be moved or reconfigured at any time.

FACE COVERINGS

Students must wear a face covering (cloth or disposable) at all times while outside of their apartment. Face coverings must be worn while in hallways and common areas such as lounges, meeting rooms, restrooms, and lobbies. Face coverings are not required when it is not feasible (i.e. brushing your teeth, showering, eating).

SEPARATION & RETURN HOME

At any time, CUSV may request or require a resident to leave CUSV-affiliated Housing when that resident’s continued presence in the housing community poses a health or safety risk to community members. If a student tests positive, or comes into contact with someone who tests positive, it is in their and the community’s best interest to go to their permanent residence until test results are negative. Residential students are required to comply with requests from CUSV personnel to leave their assigned unit due to a public health emergency, such as COVID-19. Failure to do so is a violation the Student Code of Conduct and may subject a student to emergency removal from their assigned space.

STUDENT ACKNOWLEDGEMENT

I understand that this Addendum supplements the Student Housing Application and Contract which is a legally binding contract. My signature below certifies that I have read, understood, and agree to comply with the terms and conditions of this Student Housing Application and Contract Addendum.

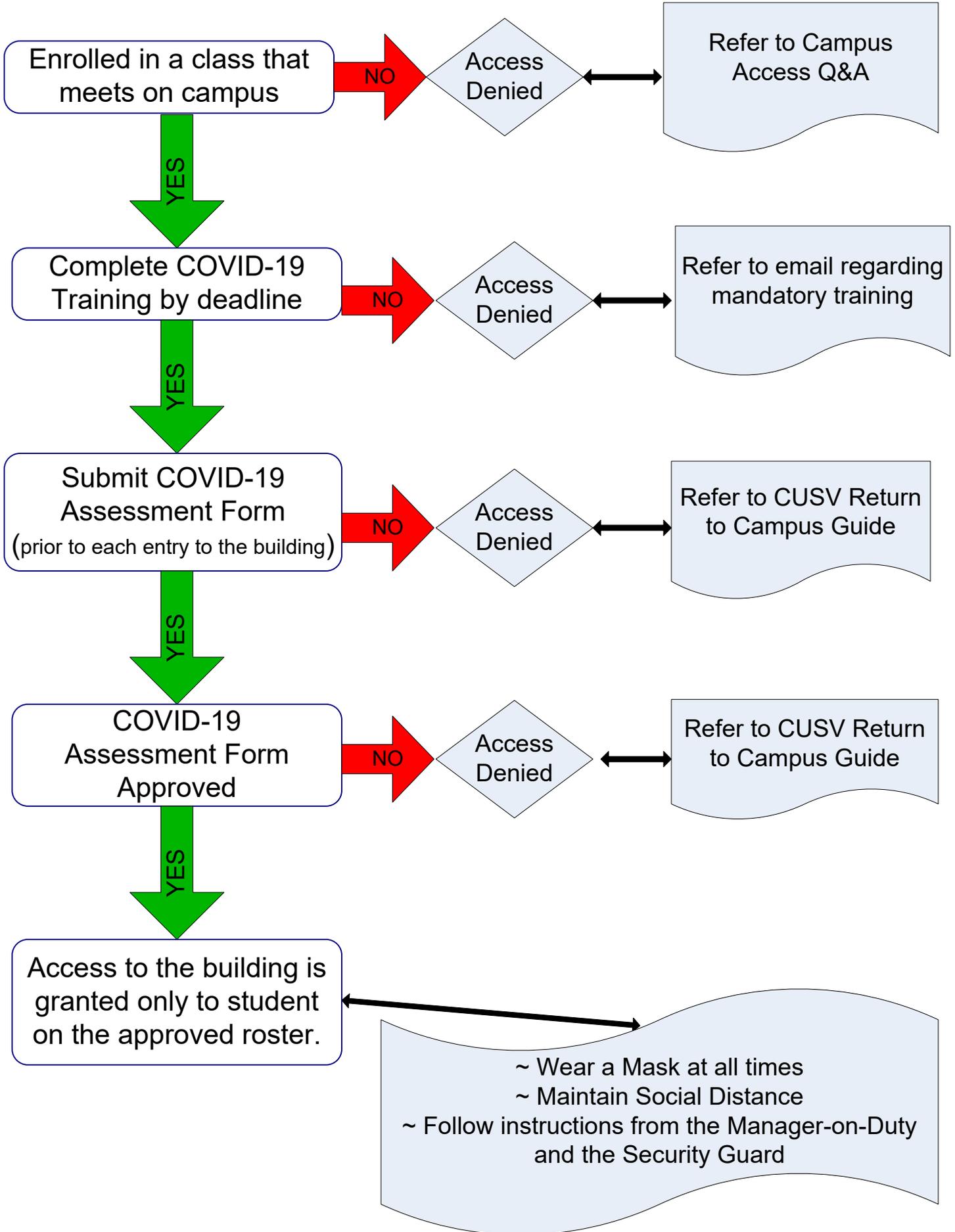
Student’s Name	Student’s Signature	Date
Parent’s Name <i>(Required if student is under 18)</i>	Parent’s Signature	Date

SCHOOL OFFICIALS’ SECTION

Student Services Department

Employee’s Name	Signature	Date
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CAMPUS ENTRY PROTOCOL FLOW CHART



Enrolled in a class that meets on campus

NO

Access Denied

Refer to Campus Access Q&A

YES

Complete COVID-19 Training by deadline

NO

Access Denied

Refer to email regarding mandatory training

YES

Submit COVID-19 Assessment Form (prior to each entry to the building)

NO

Access Denied

Refer to CUSV Return to Campus Guide

YES

COVID-19 Assessment Form Approved

NO

Access Denied

Refer to CUSV Return to Campus Guide

YES

Access to the building is granted only to student on the approved roster.

- ~ Wear a Mask at all times
- ~ Maintain Social Distance
- ~ Follow instructions from the Manager-on-Duty and the Security Guard