

# County of Santa Clara

## Public Health Department

Health Officer  
976 Lenzen Avenue, 2<sup>nd</sup> Floor  
San José, CA 95126  
408.792.5040



September 17, 2020

### **Re: Recommendations for Institutions of Higher Education**

Dear Higher Education Leaders:

This letter provides recommendations for institutions of higher education (IHEs)<sup>1</sup> to help reduce COVID-19 transmission risk during the 2020-2021 school year if they choose to bring students back to campus for in-person instruction. Because IHEs bring together large numbers of people to live, work, study, and associate in one place, they pose a significant risk of COVID-19 transmission, and it is essential that they take precautions to prevent the spread of the virus and keep everyone on campus as safe as possible. This letter highlights the state and local guidance and directives that are most pertinent to IHEs, but is not a substitute for IHEs' duty to refer to and follow all applicable state and local legal requirements.

#### ***The Health Officer Order Issued July 2***

The July 2 Risk Reduction Order imposes several restrictions on all businesses, institutions, and activities to ensure that residents of the County are as safe as possible, including students, faculty, and staff of IHEs. These restrictions include, but are not limited to, the following:

- **The Social Distancing Protocol:** All businesses and institutions must fill out and submit the newest version of the Social Distancing Protocol to the County using the online form, available [here](#). The Protocol is submitted under penalty of perjury, meaning that everything written on the form must be truthful and accurate to the best of the signer's knowledge, and submitting false information is a crime. The Protocol must be distributed to all employees, and it must be accessible to all officials who are enforcing the Order. IHEs must submit a Protocol for each building owned or operated by the IHE that is open to employees, students, or the public. Note: IHEs do not need to submit a Social Distancing Protocol for residential buildings unless the building has employees stationed on-site (including Resident Assistants). IHEs must submit a Social Distancing Protocol for all *maintenance/cleaning services* provided at residential buildings, but if employees are not stationed on-site, the IHE should check the "No Business Facility" box at the top

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<sup>1</sup> The term "IHE" as used in this letter describes all universities, colleges, junior or community colleges, graduate schools, professional schools, trade or vocational schools, and other programs offering adult education (such as programs offering job skills training or English as a second language classes) that operate in Santa Clara County.

of the form when filling out the Protocol for the maintenance/cleaning services.

- **Signage:** All businesses and institutions must print (1) the updated COVID-19 PREPARED Sign and (2) the Social Distancing Protocol Visitor Information Sheet, and both must be posted prominently at all facility entrances. These are available for printing after submission of the Protocol online.
- **Face Coverings:** All people at any facility or worksite of a business or institution must wear a face covering at all times (except very young children, people for whom face coverings are medically inadvisable, or for communication by or with people who are hearing impaired).
- **Density Limitation:** All businesses and institutions must limit the number of people who may be at the facility at the same time. For employees, the limit is 1 person per 250 gross square feet of indoor facility space (this means total space, including areas open only to staff like storage rooms). For members of the public (including students), the limit is 1 person per 150 square feet of indoor space open to the public. The density requirements tell institutions how many people (employees or members of the public) they can let into their facility before another person leaves. Children under 12 who are accompanying a parent or guardian do not count against the limit, but everyone age 12 and over does.
  - *Partial Density Limitation Exemption for Educational Facilities:* IHEs are partially exempt from the density limitation. Under this partial exemption, facilities that are specifically *used for educational purposes* (for example, classrooms or laboratories used by students as part of their courses) are exempt from the density caps (in other words, they may have more people in these spaces than 1 per 150/250 square feet, as long as social distancing is maintained at all times). However, spaces other than those used for educational purposes, such as administrative spaces, faculty offices, libraries, or other buildings not used in conjunction with coursework, are *not* exempt and must comply with the density limitations.
  - *Density Limitation Exemption for Residential Spaces:* The density limitation does not apply to residential spaces.

In addition, many specific facilities operated by IHEs (e.g., food facilities, gyms, swimming pools) may be subject to specific Health Officer Directives applicable to particular industries or facilities. See the [Order](#) and the [FAQ page](#) for more details.

In addition to the general requirements applicable to all businesses and institutions under the Order, IHEs are also encouraged to implement the following recommendations:

## *Recommended Protocols for COVID-19 Testing, Isolation, and Quarantine*

COVID-19 diagnostic testing, isolation, and quarantine are the most important tools currently available to detect and contain the spread of COVID-19 in a community. All IHEs are encouraged to comply with the following testing, isolation, and quarantine protocols:

### *1. Establish Access to COVID-19 Testing for Students, Faculty, and Staff*

IHEs should establish, ensure, and promote COVID-19 testing access for students and employees. Testing access should be established through one or more of the following channels:

- (1) Use of existing health insurance plans and benefits. (Note: Most large healthcare providers in the County including Kaiser, Palo Alto Medical Foundation, Stanford, and others are required to offer testing to many of their patients.)

OR

- (2) Direct contract with independent FDA-approved laboratory providers.

IHEs may also refer students and employees to County testing sites (see [sccfreetest.org](https://www.sccfreetest.org)), but should only do so if avenues (1) and (2) have been exhausted or are unavailable.

### *2. Arrival Testing*

At the beginning of each academic term, IHEs should ensure that each student living in student housing undergoes COVID-19 diagnostic testing upon move-in. Where practicable, IHEs should consider ensuring arrival testing for all other students as well.

Arrival testing should be conducted at two different points in time, ideally separated by 7 days. If 7 days of separation between tests is not practicable, the second test date should be extended for as long as is practicable.

### *3. Routine Surveillance Testing*

“Surveillance testing” is regular COVID-19 testing that is performed regardless of whether the individual being tested is symptomatic or was exposed to a confirmed case. Surveillance testing helps contain the spread of COVID-19 by detecting people in a given community or population who may not be aware they have COVID-19 because they are pre-symptomatic, asymptomatic, or showing very mild symptoms.

IHEs should develop plans to conduct routine surveillance testing of students and employees. IHEs should consider testing certain groups of students and employees more frequently than others, with frequency determined by the exposure risk faced by each group. For example, IHEs may wish to test employees who have significant in-person interaction during their workday (such as custodial staff working at a student dormitory) more frequently than employees who do not (such as administrative staff who have no interaction with students or the public).

#### 4. *Response-Driven Testing*

In addition to the arrival and surveillance testing described above, all IHEs should ensure that the following people are tested for COVID-19:

- All students and employees who develop COVID-19 symptoms should be tested immediately.
  - COVID-19 symptoms include fever, cough, shortness of breath, chills, sore throat, nausea, vomiting, diarrhea, tiredness, muscle or body aches, headaches, or loss of sense of taste/smell.
- All close contacts of a person who tested positive for COVID-19 should be tested at the following times:
  - Symptomatic close contacts: Close contacts who have symptoms or who develop symptoms during the quarantine period should be tested immediately. If testing is done earlier than 7 days after the last exposure to the confirmed COVID-19 case, repeat testing toward the end of the quarantine period.
  - Asymptomatic close contacts: Close contacts who do not have symptoms should be tested approximately 7 days after their last exposure to the confirmed COVID-19 case.

#### 5. *While Test Results are Pending*

IHEs should direct students and employees to take the following actions while awaiting test results:

- Individuals who have any COVID-19 symptoms (listed above) should follow the Public Health Department's [Home Isolation Steps](#) while awaiting test results.
- Individuals with no symptoms but who are close contacts should follow the Public Health Department's [Home Quarantine Steps](#) while awaiting test results.
- Individuals who do not have COVID-19 symptoms *and* who are not close contacts do not need to follow Isolation or Quarantine Steps while awaiting test results.

#### 6. *Reporting of Positive Test Results to the University and to the Public Health Department*

IHEs should require all students and employees to immediately alert the IHE if they test positive for COVID-19 and were present on campus or in student housing during their infectious period (the infectious period is defined as 48 hours prior to onset of symptoms until 10 days after symptom onset, or if asymptomatic, from 48 hours before the date on which the positive test was collected until 10 days after).

In the event that an IHE learns that any of its students or employees is a confirmed positive case of COVID-19 and was on campus or in student housing during their infectious period, the IHE must:

- Report the positive case within 4 hours to the Public Health Department, using the [Education Case and Contact Reporting Portal](#) for positive students and the [Worksite Case and Contact Reporting Portal](#) for positive employees.
- Comply with all case investigation and contact tracing measures by the County, including providing any information requested.

#### *7. Isolation and Quarantine After COVID-19 Testing - Employees*

For positive employees, comply with all instructions listed at [sccsafeworkplace.org](https://sccsafeworkplace.org). This includes (a) excluding the positive employee from work duties and directing them to follow the Public Health Department's [Home Isolation Steps](#); (b) identifying any individuals who were workplace-based close contacts to the positive employee during their infectious period; (c) excluding any close contacts from work duties and directing them to follow the Public Health Department's [Home Quarantine Steps](#); and (d) within four hours of learning of the positive case, reporting the case and the identified workplace-based close contacts through the [Worksite Case and Contact Reporting Portal](#). The Public Health Department will contact cases and close contacts to ensure isolation and quarantine steps are being followed, identify additional non-workplace-based close contacts, offer supportive resources, and provide additional public health guidance.

#### *8. Isolation and Quarantine After COVID-19 Testing – Students*

For positive students, IHEs should (a) exclude the positive student from in-person classes and direct them to follow the Public Health Department's [Home Isolation Steps](#); (b) identify any individuals who had close contact with the positive student at an in-person class (indoor or outdoor) during the positive student's infectious period; (c) notify all students identified as in-person class-based close contacts that they may have been exposed to COVID-19,<sup>2</sup> exclude them from in-person classes, and direct them to follow the Public Health Department's [Home Quarantine Steps](#); and (d) within four hours of learning of the positive case, report the case and the identified in-person class-based close contacts through the [Education Case and Contact Reporting Portal](#). The Public Health Department will contact cases and close contacts to ensure isolation and quarantine steps are being followed, identify any additional close contacts, offer supportive resources, and provide additional public health guidance.

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<sup>2</sup> IHEs should keep students' and employees' medical information confidential in accordance with federal and state laws. For clarity, IHEs may provide information about persons who have tested positive to the County Public Health Department. IHEs should consult with legal counsel if they have questions about applicable employment or privacy laws.

Students who are isolating or quarantining **may not** attend any in-person classes, even outdoors, and they may not attend any on-campus events or any other gatherings of any kind.

For students living in apartments or other housing that gives them access to private bathrooms and kitchen facilities shared only by their household, “staying home” as used in the Home Isolation and Home Quarantine Steps means *staying within the student’s own living quarters and not entering any common areas (if any) in the residential building.*

Students who live in single rooms within student housing facilities without private bathrooms or kitchen facilities should ideally be relocated to temporary living quarters with private bathrooms and access to food delivery. If this is not possible, “staying home” as used in the Home Isolation and Home Quarantine Steps means *staying inside the student’s single room and not leaving unless necessary.* While isolating or quarantining, these students should not visit common areas inside the student housing facility except to obtain food or to use the bathroom, and they must use face coverings at all times when leaving their room. To the maximum extent possible, these students should not be inside kitchen areas or bathrooms when other students are inside, windows and doors should be opened to improve ventilation during and after student who is isolating or quarantining has used them, and all high-touch surfaces should be disinfected after the student who is isolating or quarantining has used them.

Students who are isolating or quarantining should leave their residential buildings only to seek medical treatment, to seek COVID-19 testing, or for health or safety emergencies.

#### *9. Support Services for Students in Isolation or Quarantine*

IHEs are strongly urged to offer support services (such as food/grocery delivery) to students who are quarantining or isolating to assist those students in complying with the above instructions. IHEs that are unable to support students through quarantine or isolation should direct students to the County’s [Isolation and Quarantine Support Services](#).

#### *10. Disinfection and Ventilation After a Confirmed COVID-19 Case on Campus or in IHE-Run Student Housing*

Until cleaning and disinfection and ventilation are completed, IHEs should close off all public or common areas visited by the ill student(s) if the student visited those areas within the last 48 hours and if closing these areas is practicable. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection. Using an EPA-certified cleaning agent, clean and disinfect all areas used by the ill student(s), including bathrooms, kitchen areas, and shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines), focusing especially on frequently touched surfaces.

Continue ventilation of common airspace and routinely cleaning and disinfecting all high-touch areas throughout the day, following [CDC guidelines](#). Clean visibly dirty surfaces and objects using soap and water prior to disinfection. Use an [EPA](#)-approved disinfectant product, and follow the instructions on the label for proper use, additional PPE needs, and any other special considerations when using the product.

### ***In-Person Instruction***

#### *11. Attendance Tracking*

To facilitate the County's contact-tracing efforts should they become necessary, IHEs should maintain attendance records for every class session held in-person, whether indoors or outdoors. Attendance records must be retained for at least 60 days after each class session and should include the following information:

- (1) The date, time, duration, and location of every in-person class session; and
- (2) The name, phone number, and email address of every person who was present during the class session (including all students, instructors, teaching assistants, and any other person present).

#### *12. In-Person Instruction: Outdoor*

In-person instruction is strongly encouraged to occur outdoors to the greatest extent possible. Outdoor in-person instruction must follow all the requirements in the [Mandatory Directive for Gatherings](#).

#### *13. In-Person Instruction: Indoor*

The State's [Blueprint for a Safer Economy](#) imposes varying restrictions on indoor in-person instruction depending on which tier of the Blueprint the County is in. IHEs must comply with these State requirements and should keep abreast of which tier the County is in and which State restrictions apply at each tier.

In addition to meeting the above requirements, the following measures are also strongly recommended for all allowable indoor in-person class sessions:

- Students should be assigned to individual stations in the instructional facility or classroom. Each individual station should be spaced so that all students are at least 6 feet away from all other students and from any instructional staff at all times.

- Students should remain at their individual station throughout each class session (except to use the restroom or to attend to an urgent medical need) and should not rotate between or move to different stations during a single class session.
- Classrooms that will be used for indoor instructions should be spacious and well ventilated. Rooms with upgraded ventilation or windows/doors that can be opened to the outside are preferred.
- Individual stations should be thoroughly disinfected before and after each class session.
- Equipment should not be shared between students. If equipment must be shared, it should be thoroughly disinfected between each student's use.
- When safe and feasible to do so, and when the weather permits, exterior windows and doors should be left open to maximize airflow.
- Everyone in the instructional facility or classroom must wear a face covering at all times (except people for whom face coverings are medically inadvisable, or for communication by or with people who are hearing impaired), even while lecturing or speaking in front of the class. Face coverings may only be removed to drink a beverage or to meet urgent medical needs (for example, to use an asthma inhaler, consume items needed to manage diabetes, take medication, or if feeling light-headed), and must be placed back on as soon as possible after removal.

### *Student Housing*

Student housing presents a particularly high risk of COVID-19 transmission, and IHEs are strongly encouraged to take proactive steps to protect the students living in these settings. The following recommendations are designed to minimize the spread of COVID-19 within student residences.

#### *14. Student-Resident COVID-19 Education and Training*

For purposes of this recommendation, “student-resident” refers to any IHE student who resides in student housing. Before student-residents move in (or as soon as possible, if move-in has already occurred), IHEs are encouraged to ensure that all student-residents understand:

- The local and state directives related to gatherings;
- The COVID-19 safety plan created by the IHE for the student-resident's residence building, if any; and

- The Santa Clara County Public Health Department instructions regarding COVID-19 testing, isolation, quarantine, or case and contact tracing efforts (see the Public Health Department’s [Home Isolation and Quarantine Guidance](#) page).

### *15. IHE Student Housing*

The following measures are recommended for all IHE student housing:

- *Rooming*
  - i. Except for student family housing, students should be housed in single rooms to the greatest extent possible.
  - ii. To the extent students share a suite or apartment, IHEs should assign the minimum number of students possible to each suite or apartment.
- *Socializing and Households*
  - i. IHEs should facilitate the identification of different “households” within each IHE-run student housing facility. The IHE may decide on what constitutes a sensible household size and configuration in the context of the specific housing facilities it operates, but the County recommends no more than 8 persons be assigned to any household group within a student housing facility. To facilitate the County’s contact-tracing efforts should they become necessary, IHEs should maintain records throughout the school year of which students belong to which households.
  - ii. IHEs should consider allowing students the option to sign up for housing in groups so that students who wish to socialize together exclusively may be placed in the same household.
  - iii. To the maximum extent possible, households should be kept physically separate from one another, ideally with empty rooms between each household, and no more than one household sharing any bathroom or kitchen facilities.
  - iv. All campus gatherings, including those that include persons from more than one household, must follow both the County and State Gatherings directives and guidance.
- *Bathrooms*
  - i. All bathrooms should be frequently cleaned and disinfected in accordance with the CDC’s [Guidelines on Cleaning and Disinfecting Public Spaces](#). This

disinfection should occur regularly throughout the day. Disinfection should include all high-touch surfaces (including doorknobs, sinks, showers, paper towel dispensers, hand dryers, toilet seats, toilet handles, and countertops).

- ii. Each student living in IHE-run student housing should be assigned to use a specific bathroom in their building. To the maximum extent possible, each bathroom should be used only by members of one household.
- iii. IHEs should take steps to ensure proper distancing inside all bathrooms. These steps may include the following: posting signage reminding students to remain at least 6 feet apart from each other at all times and to practice proper hand hygiene; placing limits on how many students may be inside each bathroom at one time; and/or blocking off some toilets, sinks, and showers to encourage distancing.

- *Common Areas*

- i. All common areas in IHE-run student housing should be frequently cleaned and disinfected in accordance with the CDC's [Guidelines on Cleaning and Disinfecting Public Spaces](#). This disinfection should occur regularly throughout the day. Disinfection should include all high-touch surfaces (including doorknobs, refrigerator handles, microwave handles and buttons, sinks and faucets, paper towel dispensers, countertops, tables, chairs, computer and printing equipment, and elevator buttons). Common areas should be ventilated to the degree possible.
- ii. All student lounges, break rooms, study areas, and other places where students may congregate inside IHE-run student housing should be used by only one household to the extent possible, and if that is not possible, should only be used by one household at a time.
- iii. Kitchen areas, including refrigerators and microwaves, may remain open for students to store and prepare food, but all indoor dining areas must be closed.
- iv. Computer clusters may remain open for student use, but IHEs should take steps to ensure students practice proper social distancing when using the computers. These steps may include the following: posting signage reminding students to wear face coverings and remain at least 6 feet apart from each other at all times and to practice proper hand hygiene before and after using the computers; placing limits on how many students use the computer cluster at one time; blocking off some pieces of equipment to encourage distancing; and/or moving some pieces of equipment to other areas of the building.

## *16. Student Housing Controlled or Operated by an Affiliate of the IHE*

Some student housing is not operated or controlled by the IHE itself but rather by a formal affiliate of the IHE (for example, the chapter house of a Greek letter organization). IHEs are encouraged to require that these affiliates follow the guidance set forth in this letter and complete and implement a Student Housing COVID-19 Safety Plan (attached to this letter as Appendix A) and submit it to the IHE for review and approval.

### ***Cafeterias and Dining Halls***

#### *17. Indoor Dining Generally Prohibited*

Indoor dining is generally prohibited in Santa Clara County. IHE cafeterias and dining halls must be closed for indoor dining. Cafeterias and dining halls may provide outdoor dining services (following all the rules in the [Mandatory Directive for Outdoor Dining](#)), and they may also provide packaged food for diners to take out of the cafeteria or dining hall and eat elsewhere. Cafeterias and dining halls must also follow all applicable rules in the [Mandatory Directive for Food Facilities](#).

### ***Recreation, Sports, and Athletic Activities***

#### *18. Gyms, Fitness Facilities, and Pools*

- All gyms and fitness facilities must comply with the [Mandatory Directive for Gyms and Fitness Facilities](#). (Note that the State's [Blueprint for a Safer Economy](#) imposes varying restrictions on gyms and fitness facilities depending on which tier of the Blueprint the County is in. These State restrictions to all gyms and fitness facilities, even those that are reserved for exclusive use by collegiate athletic teams.)
- Outdoor pools must comply with the [Mandatory Directive for Outdoor Swimming Pools](#). No indoor pools may operate in Santa Clara County (except for pools inside healthcare facilities).

#### *19. Rules for Recreation, Sports, and Athletic Activities*

All recreation, sports, and athletics activities in Santa Clara County, including those taking place at IHEs, must comply with the [Mandatory Directive for Recreational and Athletic Activities and Facilities](#). These rules apply equally to all such activities, including informal recreational activities, intramural sports, club sports, and varsity sports. Additionally, games, matches, competitions, or tournaments between two or more teams are prohibited under State gathering rules.

*Stay Informed*

For answers to frequently asked questions about this industry and other topics, please see the [FAQ page](#). **Please note that these recommendations may be updated.** For up-to-date information on the Health Officer Order, visit the County Public Health Department's website at [www.sccgov.org/coronavirus](http://www.sccgov.org/coronavirus).

Sincerely yours,

A handwritten signature in black ink, appearing to read "Sara H. Cody". The signature is fluid and cursive, with the first name "Sara" being the most prominent.

Sara H. Cody, MD  
Health Officer  
County of Santa Clara

# Appendix A

## Student Housing COVID-19 Safety Plan

**Name of Organization:**

**Address of the specific residence that is the subject of this Safety Plan** (Complete one Safety Plan for each residence controlled or operated by the organization):

**Street Address and Unit Number:**

**City:**

**Zip Code:**

**Individual Responsible for Ensuring Compliance with Safety Plan:**

**Name:**

**Title:**

**Phone number:**

**Email Address:**

**This Safety Plan was submitted on:**

**Signage:**

- Post signage at each entrance and common area of the residence that informs residents of the following:
  - Maintain at least six-foot distance from everyone not in your household at all times;
  - Face coverings required in all common areas (except if medically inadvisable or for communication by or with people who are hearing impaired);
  - Cover sneezes and coughs with cloth, tissue, or elbow;
  - Do not shake hands or engage in unnecessary physical contact;
  - The symptoms of COVID-19.

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**Resident Training:**

- After submission, distribute copies of the completed Safety Plan to all residents, and train all residents on this Safety Plan.
- Train residents on basic information regarding COVID-19 from the CDC available at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>, including how to prevent COVID-19 from spreading, who is especially vulnerable to the disease, and when to seek medical attention.
- Train residents on screening themselves for COVID-19 symptoms, including temperature and/or symptom checks using CDC guidelines available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- Train residents on the need to stay home and get tested if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell. Ensure all residents know they must also stay home if they or someone they live with has been diagnosed with COVID-19, or if they've had close contact with someone diagnosed with COVID-19.
- Train residents on the need for frequent handwashing with soap and water, mandatory face coverings, the importance of social distancing, and other measures required in this Safety Plan.

## Student Housing COVID-19 Safety Plan

- Train residents on the importance of getting tested for COVID-19 in accordance with County guidance available at <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>, and explain that testing is available through their healthcare provider or at free community testing sites ([www.sccfreetest.org](http://www.sccfreetest.org)).
- Train residents on the State and County Health Officer Orders prohibiting all indoor gatherings between members of different households, and explain the critical public health importance of refraining from attending or hosting any multi-household gatherings.
- Optional—Describe other measures this organization plans to take to train residents on COVID-19 safety and related issues:

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### Individual Control Measures and Screenings:

- Direct all residents to remain in their rooms to the maximum extent possible if sick or exhibiting symptoms of COVID-19.
- Require all persons, except those excepted from face covering requirements, to properly wear face coverings at all times when in common areas inside the residence in accordance with the California Department of Public Health’s mandatory Guidance for the Use of Face Coverings and also in compliance with the Health Officer’s Order. Exceptions to the face coverings requirement include very young children, people for whom face coverings are medically inadvisable, or for communication by or with people who are hearing impaired.
- Optional—Describe other measures:

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### Gatherings and Socializing:

- In accordance with State and local gatherings prohibitions, **strictly** prohibit any and all parties from occurring at the residence, either indoors or outdoors.
- Many provisions in the Health Officer Order and its accompanying Mandatory Directives use the term “household” when referring to people who live together in one residence. The organization may decide what constitutes a sensible household size and configuration in the context of the specific residence it operates, but the County recommends no more than 8 persons be assigned to any household group.
- If the residence is divided into more than one household, clearly establish which residents belong to which household. To facilitate the County’s contact-tracing efforts should they become necessary, maintain records throughout the school year of which residents belong to which households.
- Explain to each resident that they should socialize only with members of their designated household.

## **Student Housing COVID-19 Safety Plan**

- Explain to each resident that failure to abide by the household restrictions described above may result in the entire residence—as well as everyone else with whom each resident has come into close contact—being required to quarantine if one resident is infected with or exposed to COVID-19.
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### **Handwashing and Hand-Sanitizing Protocols:**

- Encourage frequent handwashing or use of hand sanitizer.
  - Soap and water or hand sanitizer are available to all residents at the following location(s):
  - Hand sanitizer effective against COVID-19 is available to all residents at the following location(s):
  - Handwashing and other sanitary facilities are operational and stocked at all times.
  - Optional—Describe other measures:
- 

### **Cleaning and Disinfecting Protocols**

- Thoroughly and regularly clean any high traffic areas and frequently disinfect any high-contact surfaces (including doorknobs, handrails, counters, tables, chairs, microwaves, refrigerators, cooking equipment, etc.).
  - Bathrooms and other common areas are disinfected frequently, on the following schedule:
    - Bathrooms:
    - Common living areas:
    - Other ( ):
  - Regularly clean and sanitize all common seating areas.
  - Disinfectant and related supplies are available to all residents at the following location(s):
  - Consider upgrades to HVAC and building air filtration system and other measures (such as opening windows) to improve ventilation, filtration, and outdoor air exchange.
  - Optional—Describe other measures:
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### **Measures to Maintain Social Distancing:**

- To the greatest extent possible, residents should be housed in single rooms. If necessary, consider reducing the maximum occupancy of the residence to ensure that every resident has their own single bedroom.

## **Student Housing COVID-19 Safety Plan**

- Require that all residents maintain at least six feet of social distance from everyone not in their household when in common areas.
- In common areas, arrange tables, chairs, couches, and other furniture to encourage social distancing of at least six feet.
- Instruct residents not to share personal items (such as towels, plates, cutlery, glasses, etc.).
- Maximize the use of outdoor space for in-person interactions between residents.
- Optional—Describe other measures:

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### **Procedure if a Resident Tests Positive for COVID-19**

- Create, and post in an area easily viewable by all residents, a plan to comply with the measures listed in this section in the event of a confirmed case of COVID-19 amongst residents.*
  - Immediately instruct the infected person to stay home and isolate in their bedroom for 10 days from the date they tested positive or, if symptomatic, one day after symptoms resolve, whichever is longer.
  - Notify the IHE immediately upon learning of the positive case.
  - Decontaminate and sanitize each common area used by the infected person within the last 48 hours, focusing on frequently touched surfaces. Instruct all residents not to use these locations until decontamination and sanitization is complete.
  - Open outside doors and windows and use ventilating fans to increase air circulation in any common area used by the infected person.
  - Identify all residents who had close contact with the infected person. A close contact is someone who was within six feet of the infected person for at least 15 minutes, beginning two days before the infected person had symptoms or tested positive and ending the last day they were in the residence.
  - Comply with any case investigation and contact tracing measures by the IHE and/or the County Public Health Department. This will include providing the names, addresses, and phone numbers for close contacts of the infected person upon request.
  - Instruct all residents who had close contact with the infected person to stay home and quarantine in their bedrooms for 14 days from their last contact with the infected individual, even if they test negative for COVID-19. Close contacts should be tested for COVID-19.
  - Instruct all other residents who are not identified as close contacts to self-monitor for COVID-19 symptoms for 14 days after the last day the infected person was in any common areas of the residence.
  - Follow any other instructions provided by the IHE or the County Public Health Department.

## Student Housing COVID-19 Safety Plan

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### Additional Measures

- Describe any additional health and safety measures implemented:

### Signed,

Name:

Date:

Title:

Email:

Phone:

Signature: