



SACRAMENTO  
STATE

# Campus Plan

Fall 2020



## Sacramento State Fall 2020 Campus Plan

This report provides an overview of Sacramento State's responses to the "[CSU Policy, Procedure, and Considerations for 2020-2021 Academic Year Planning in the Context of COVID-19.](#)"

### General Safety Protocols

Consistent with State and Sacramento County public health guidelines, Sacramento State proposes a phased reopening of limited campus facilities and operations for Fall Semester 2020. The vast majority of academic courses will be delivered virtually in Fall 2020. Limited exceptions for in-person instruction that cannot be delivered virtually will be conducted while meeting rigorous standards for health and safety.

Sacramento State proposes to undertake a number of mitigation measures to reduce the spread of COVID-19 while allowing modified teaching, learning, research, living, and working on campus. Generally, the campus will encourage symptomatic or exposed individuals to self-isolate and contact their medical provider, will install physical aids and signage to promote physical distancing, will require that all individuals wear face coverings while in public areas on campus where 6-foot physical distancing may not be possible, and will undertake increased sanitation/cleaning efforts.

Sacramento State will significantly reduce the number of faculty, staff, and students on campus during Fall 2020. The majority of faculty and staff will continue to telework. For the limited number of faculty and staff who come to campus, the following mitigation measures will be implemented across the campus:

- Physical Distancing
- Public Health Interventions and Recommendations
- Required Face Coverings
- Increased Sanitation

Please visit the [Risk Management website](#) for further details.

## Academics

Sacramento State is planning to have the vast majority of classes in Fall 2020 delivered virtually. However, there are some classes that cannot be completely virtual, as recognized in the Chancellor's memo regarding Fall 2020 planning.

At Sacramento State, we implemented a thorough vetting process to determine which courses met the standards set by the Chancellor. For an exception to be granted, a course must *require* a face-to-face component, based on the following criteria: space or specialized equipment requirements, external mandates, and/or pedagogical needs (e.g., learning outcomes that cannot be met by adjusting pedagogy, situations where appropriate replacement for the use of specialized equipment cannot be found, accreditation requirements, potential loss of grant funding, and issues that are unique to certain academic programs).

- No student will be required to enroll in an on-campus course.
- Students should check their schedule in the Student Center to see whether a particular course has been approved for in-person instruction.
- Of the planned courses for Fall 2020, 7.3% will be delivered face-to-face.
- Of the total sections (individual classes), 5.5% will be in person.
- The face-to-face classes will occur only when special equipment is needed on that particular day for course content delivery.
- Many of the sections are planning only intermittent and infrequent face-to-face interaction and may be on campus only four or five times per semester.
- We anticipate that no more than 3,000 students will be enrolled in these courses, approximately 10% of our total student population.
- We estimate that face-to-face instruction will require a maximum of 301 (17.2%) of approximately 1,750 instructors to be on campus at some point in the semester.
- We anticipate that some of our evening custodial crew members will be transitioned to the day shift to clean instructional spaces.
- We anticipate that approximately 75 instructional and technical staff will be needed to support the in-person instruction.

## Contingencies for Individuals

Sacramento State will continue to encourage vulnerable individuals to stay at home. Human Resources and the Office of Faculty Advancement will work actively with managers and encourage special accommodations for employees in vulnerable populations. Anyone who can telework will be encouraged to continue doing so wherever possible. Employees who are unable to safely be on campus to work will need to use their approved leave or work with their manager to complete alternate assignments remotely. If faculty members are teaching on-campus and they are unable to continue teaching due to COVID-19, they should contact their department chair immediately to discuss options to finish the semester. Faculty should not be coming to campus if they are not comfortable doing so.

Students who are unable to attend in-person classes due to COVID-19 should contact their faculty to determine if there are options for alternative assignments that can be completed remotely. The University also will be actively advising students who are not able to attend in-person classes in the fall to develop a schedule that ensures that they continue to make progress toward their degree.

### **Contingencies for the Institution**

Every effort possible will be made to avoid giving students an incomplete for a course. Given the possibility that a pivot to virtual instruction may be required, necessary face-to-face content will be frontloaded in the semester where possible. Some courses will convert to online with a loss of learning objectives, and some may be able to create virtual alternatives for a minimum of the face-to-face components.

The plan to pivot from in-person courses to virtual instruction (if possible) will be included in the syllabus for each face-to-face course. For courses that cannot continue instruction virtually, Sacramento State will evaluate if enough of the course has been completed to earn a grade or incomplete. If not, some courses may have to be cancelled. We will work closely with students in cancelled courses to ensure they are prioritized for enrollment the next semester.

## On-campus Housing

University Housing Services (UHS) has developed a plan based on information from the Centers for Disease Control and Prevention (CDC), the Sacramento County Department of Public Health (SCDPH) and campus planning documents. The Fall 2020 Operations Plan (F20P) will be evaluated continually, based on the most current national, regional, and campus information. The following public health considerations were employed in developing the F20P:

- Measures will be taken to promote physical distancing.
- Adjust building systems where possible to increase air flow and outside air intake.
- Adopt CDC and SCDPH standards promoting health and safety.
- Implement cleaning and sanitization schedules.
- Self-isolation plans will be prepared and implemented when necessary.
- Training will be developed for residence hall staff, including Resident Advisors (RAs) and all other student employees in consultation with Environmental Health and Safety.
- Targeted communication to students and families will be developed to outline F20P standards, expectations for students living on campus, and student responsibilities during the semester.

The F20P is based on single room occupancy, with limited to no double occupancy of rooms that normally house four to six students. Sacramento State plans to proceed with a scenario that allows for 50% of total on-campus housing capacity. This scenario provides approximately 100 spaces for self-isolation and allows the custodial staff from that hall to move to other halls to augment cleaning and sanitation. We anticipate having approximately 39 full-time employees and 50-60 student staff on campus daily depending on the residence hall population.

Guidelines for face coverings:

- Face coverings worn by students and staff will be required in all common areas in the residence halls.
- Face coverings worn by students and staff will be required in outside gathering areas where physical distancing cannot be maintained.

Front-line custodial and facilities staff currently are practicing COVID-19 safety and maintenance routines and will continue to improve these processes during the summer and fall.

Residence hall front desks will include the following requirements:

- Physical distancing, acrylic barriers, face coverings, gloves, and hand sanitizer will be required.
- A reservation system will be used for checking out cleaning supplies.
- Maintenance requests will be taken over the phone versus in-person requests.

## **On-campus Dining**

Dining service for on-campus residents is provided by Sacramento State's commercial services auxiliary, University Enterprises, Inc. (UEI).

Two venues serve the resident students: the Servery at the Dining Commons. There is no seating inside the Courtyard Market. UEI will utilize approximately 50 full-time and 150 part-time student employees to staff both dining venues.

Practices and procedures to be implemented include:

- COVID-19 informational training will be implemented.
- Proper distancing indicators and visual cues will be established in the kitchen and the front of the house.
- Cleaning and sanitizing solutions approved for use against COVID-19 will be employed.
- Outdoor seating will be promoted with appropriate signage.
- Additional hand sanitizer stations will be established for the front and back of the house.
- Peak-period queuing procedures and direction flow will be implemented.
- Self-service of food will be eliminated, and all food will be served by staff.
- A bagged takeout meal option will be provided at every meal.
- Physical distancing standards will be maintained for all dining areas.
- Cashiers and guests will be separated by barriers and will accept meal cards and credit cards only; no cash will be accepted.
- Guests will swipe their own meal cards while the cashier observes or assists as needed.
- Signage will be prominently displayed outlining proper face covering usage and physical distancing practices at all entrances and throughout the facilities.
- Custodial services will be provided with appropriate PPE for cleaning and disinfecting.
- Disposable or prewrapped silverware and single-use condiments will be used.
- All diners will wear face masks or coverings while in the facility. Since an individual cannot eat and drink while wearing a mask, masks should be worn during movement in the facility and can be removed when seated and dining.
- Food delivery will be arranged to students in isolation or quarantine.

### **Attestation**

I, Robert S. Nelsen, President of Sacramento State, do hereby attest that the Provost and I have consulted with the Department Chairs and Deans to determine which classes could not be taught virtually and can only be taught face-to-face. We have made this determination based upon unique equipment, space, and accreditation requirements. I attest that the approved classes can be taught safely person-to-person at Sacramento State, and I authorize the classes thereunto.

### **Campus Liaison and Local Public Official**

#### **Campus Liaison:**

Cely Smart, Chief of Staff  
(916) 278-7432, [cely.smart@csus.edu](mailto:cely.smart@csus.edu)

#### **Public Health Official:**

Dr. Olivia Kasirye, Sacramento County Public Health Officer  
(916) 875-5881, [KasiyreO@saccounty.net](mailto:KasiyreO@saccounty.net)

#### **Campus Health Liaison:**

Joy Stewart-James, AVP Student Health and Counseling Services  
(916) 216-5681, [jsjames@csus.edu](mailto:jsjames@csus.edu).

Sacramento State has developed its testing and contact tracing protocols in collaboration with, and with the approval of, the Sacramento County Public Health Department. Sacramento State has consulted with campus counsel regarding its testing and contact tracing protocols, and will continue to work with campus counsel on such issues as conditions may evolve, including with respect to any modifications or revisions to such protocols.