



SAN FRANCISCO

STATE UNIVERSITY

Fall 2020 Planning Report

June 12, 2020

Table of Contents

- Executive Summary & Introduction
- 1. Executive Summary of Safety and Welfare Strategies
- 2. Information on the Total Number of Academic Courses
- 3. Estimated Total Number of Students to Enroll in In-Person Courses
- 4. Anticipated Total Number of Faculty and Staff on Campus to Deliver In-Person Instruction
- 5. Plans for Employees and Students Who, because of COVID-19 Cannot Safely Travel to Campus
- 6. Summary of the Preparedness Plan for On-Campus Courses to Switch to Virtual or Be Ended
- 7. President's Attestation
- 8. Executive Summary of the Campus Plan for On-Campus Housing
- 9. Executive Summary of the Campus Plan for On-Campus Dining Services
- 10. Executive Summary of the Campus Plan for Intercollegiate Athletics
- 11. Name and Contact Information of the Campus Liaison and San Francisco Department of Public Health
- 12. Executive Summary of the Campus Resources Available to Execute the Plan

Executive Summary & Introduction

San Francisco State University remains committed to its mission of equity and social justice while providing world-class education during the COVID-19 health crisis. The safety and welfare of our students, faculty, staff, and surrounding Bay Area communities are the University's top priority in the 2020-2021 academic year. Consequently, the guiding principle for our planning efforts is to bring the smallest number of students, faculty and staff to campus for in-person instruction and support activities.

Our fall plan attempts to ensure that the University delivers a comprehensive educational experience and support activities while in remote modalities. For the fall 2020 semester, San Francisco State courses will be predominantly offered virtually, with extremely limited exceptions for courses which require some measure of in-person instruction or activities. University housing will also be limited to a small number of residents, accommodating only those students who require housing to continue their education. Dining services will be open and provide take-out service, and intercollegiate athletics will be suspended until further notice.

In planning for the fall semester, the University has adhered to the current ordinances of the City and County of San Francisco Department of Public Health. We understand that our plans are subject to change at any moment. The University is prepared to move all classes and services to remote modalities, should a resurgence COVID-19 occur at any time during the fall semester. This document serves as a summary of our fall semester 2020 plan. Please do not hesitate to reach out for clarification or questions.

1. Executive Summary of Safety and Welfare Strategies

The San Francisco State University plan for extremely limited face-to-face instruction holds the overall health and safety of the entire campus community as priority No. 1. The University has partnered with the San Francisco Department of Public Health (SFDPH) to reduce the spread of the coronavirus since early reports of the outbreak in January 2020. The below safety and welfare strategies were developed in consultation with SFDPH and through the review of guidance from the American College Health Association (ACHA) and the Centers for Disease Control and Prevention (CDC).

SF State recognizes that certain elements of its repopulation plan may trigger our obligation to meet and confer with the unions and may be subject to change.

Screening

Current guidance from San Francisco Department of Public Health requires certain businesses and organizations to ask personnel about symptoms of COVID-19 before they start work each day and excludes any requirement to measure temperatures. However, the CDC does recommend measuring the temperatures of individuals working at or visiting health care or childcare facilities.

Taking into account the current guidance, all students, faculty and staff who have face-to-face contact must complete an online COVID-19 health screening prior to coming to campus each day. The online survey – conducted by a third-party vendor – will generate a “badge” which must be presented as individuals enter campus facilities. All individuals entering Student Health Services (SHS), Children’s Campus and the Associated Students Early Childhood Education Center must also complete the screening and measure temperatures daily. Individuals who fail the screening and or have a temperature of 100.4 or more must stay home and also inform their faculty or supervisor. Faculty and supervisors may not require such individuals to provide documentation of illness from their primary care provider.

Testing

SFDPH recommends that anyone who is allowed to work on campus and has been in close contact with a person who has tested positive for COVID-19 or has one symptom be tested. They further advise that at this time all testing is voluntary.

Students, faculty and staff should first seek COVID-19 tests from their primary care provider. SFDPH will also have the capacity to conduct testing for those without access to primary care. For students who do not have access to SFDPH or primary care provider testing, and who fall into one of the groups that SFDPH has recommended for testing, a qualified medical professional at Student Health Services (SHS) will sample for COVID-19 and send to an outside lab for processing, depending on availability of adequate supplies and safety protocols.

Reporting

Any student, faculty, staff member or visitor to campus must report to SHS suspected or confirmed cases of COVID-19 and close contacts with individuals who have COVID-19. SHS will notify SFDPH of such reports and follow their direction in support of contact tracing. The identity of individuals with COVID-19 and their close contacts will not be disclosed publicly.

Contact tracing

SFDPH has confirmed that they are the lead on all contact tracing efforts. SHS will work with the Registrar's Office and Human Resources to create an on-campus data collection team who will coordinate with SFDPH, support communication to possible close contacts on campus and implement exposure prevention efforts.

Self-isolation and quarantining

Any student resident who is experiencing COVID-19 symptoms, tested positive for COVID-19, and/or who has had close exposure to someone who has tested positive for COVID-19 will be placed in self-isolation/quarantine. Students will receive case management services including health monitoring, counseling and basic needs support while isolated. SHS will continue to partner with Residential Life and Housing Dining, and Conference Services to create individualized self-isolation and quarantine plans under the guidance of SFDPH.

Face coverings

All students, faculty and staff who have face-to-face contact must wear a face covering when on campus and are within six feet of other people. Face coverings should also be put on when within 30 feet of others when outside. Face coverings do not need to be worn when alone in a private office or room. Children under the age of two should not wear face coverings. Children between the ages of 3-12 may wear a face covering under adult supervision. Individuals with physical or developmental disabilities that prevent them from putting on a covering are not required to wear one. For individuals with medical documentations stating that they cannot wear a face covering, the University will meet with the employee to discuss reasonable accommodations through the interactive process, in order to protect the health and safety of all employees.

Distancing

All students, faculty and staff must maintain six feet of physical distance from one another when on campus for face-to-face instruction or work. Classroom, office and elevator total capacity numbers will be adjusted to account for physical distancing. Furniture will be rearranged and or removed as needed to meet the distancing requirements. Primary entrances and exits will be identified for each building in order to reduce crowding. Six-foot floor markings will be applied in offices, dining centers and any other facility where lines may form. Plexiglass barriers will be installed at all active and open service desks and reception counters. Signage indicating current COVID-19 policies and procedures will be posted at all buildings, classrooms, offices and elevators.

Cleaning

All open facilities will receive enhanced cleaning services in order to reduce the spread of virus. Enhanced cleaning measures include the spraying of disinfectants (CDC virus kill list compliant) and use of electrostatic foggers and disposable wipes. Classrooms will be cleaned between classes. Particular attention will be given to all common areas, lobbies, hallways and elevators. Restrooms will be cleaned

three times daily. Non-contact sanitizer dispensing units will be installed at all primary entrances of open buildings.

Training

Prior to returning to campus for face-to-face instruction or work, all students, faculty and staff must complete an online COVID-19 health and safety training module. The training will meet CalOSHA requirements and will include information on COVID-19 health screenings, reporting, physical distancing and face coverings, personal hygiene, and cleaning and disinfecting.

2. Information on the Total Number of Academic Courses

There is a total of 39 courses which the campus plans to offer via face-to-face instruction in the fall. Some of these courses have multiple sections, which will result in a total of 70 sections. Two colleges have proposed offering all of their courses remotely. The other five colleges were highly selective in what courses they proposed, conducting several levels of review before producing the resulting list below. Many of these sections are very small. For example, 15 courses (with multiple sections) are graduate research courses in the College of Science and Engineering that are required for students to make progress to degree completion. These sections typically have very few students in them. Outside of these graduate research sections, there are only 24 exception requests for face-to-face classes.

The total 70 course offerings (which includes all sections) is 1.5% of the 4,589 sections offered in Fall 2019. The exceptions requested represent 1.6% of the 4,285 total offerings originally planned for Fall 2020.

ACADEMIC UNIT	COURSE NUMBER	COURSE TITLE	
Graduate College of Education	SPED 760	Methods in Orientation and Mobility I	
	SPED 792	Methods in Orientation and Mobility II	
College of Liberal and Creative Arts	BECA 430	Advanced Audio Production	
	BECA 545	Television Directing I	
	CINE 204	Introduction to Filmmaking Laboratory	
	CINE 710	Production Practice I	
	CINE 761	Directing for Cinema	
	DES 410	Product Design II	
	DES 460	Rapid Prototypical and Manufacturing Systems	
	DES 505	Senior Design Project	
College of Science and Engineering			
		BIOL 897	Research
		BIOL 898	Master's Thesis
		BIOL 899	Independent Study
		CHEM 897	Research
		CHEM 898	Master's Thesis
		CHEM 899	Independent Study
		ERTH 897	Research Project
		ERTH 898	Master's Thesis
		ENGR 679GW	Engineering Design Project II - GVAR
		GEOG 897	Research Project Formulation
		GEOG 898	Master's Thesis
		PHYS 897	Research
		PHYS 898	Master's Thesis
		PHYS 899	Independent Study
	PSY 898	Master's Thesis	
	PSY 899	Independent Study	
College of Health and Social Sciences			
		CLS 701	Clinical Chemistry and Urinalysis
		CLS 731	Clinical Hematology and Laboratory Applications
		CLS 753	Clinical Microbiology for the Clinical Laboratory Science Intern
		CLS 790	Clinical Serology and Immunohematology
		NURS 311	Human Development and Health Assessment Lab
		NURS 350	Nursing Interventions Practicum I
		NURS 450	Nursing Interventions Lab II
		NURS 711	Advanced Physical Assessment Across the Life Span
		PT 710	Neurological Pathokinesiology I
		PT 711	Neurological Pathokinesiology II
	PT 741	Musculoskeletal Pathokinesiology I	
	PT 743	Musculoskeletal Pathokinesiology III	
College of Extended Learning			
		CE 9105	Clinical Medical Assistant

3. Estimated Total Number of Students to Enroll in In-Person Courses

The estimated number of students who will be enrolled in all face-to-face courses in fall 2020 is 1,119. This includes the 378 College of Science and Engineering students who will be on campus at varying times for research, and/or independent study.

4. Anticipated Total Number of Faculty and Staff on Campus to Deliver In-Person Instruction

Approximately 388 faculty, staff and graduate teaching assistants would be required to work on campus at various times to deliver the limited in-person instruction and support services outlined in this plan.

Currently, the campus has nearly 100 staff employees who intermittently report to campus to support critical, continuing functions. These functions include the University Police Department (supplemented with third-party security support), facilities services, accounts payable and fiscal operations, bursar's office, Environmental Health & Safety, shipping/receiving and mail services, human resources and information technology. Housing and Residential Life also has a skeleton crew of staff who support the residents currently in campus housing. Other staff employees report to campus for short amounts of time for critical tasks such as depositing checks, checking mail, and distributing and routing documents not practical for electronic distribution and routing. It is important to stress these staff members report to campus intermittently, so all 100 staff are not present at one time.

It is estimated that an additional 175 staff employees would be required to support the plan for limited face-to-face instruction. This includes additional staff in facilities services for cleaning and sanitizing instructional spaces (60 employees), reopening the Student Health Center with limited operations (20 employees), limited student services employees in Student Affairs (20 employees), providing building access and control support (30 employees), and limited administrative support employees for functions already operational and support for instruction (20 employees). For Housing and Residential Life, it is estimated that up to 12 rotating staff employees will be required to support limited operations on a regular basis with up to a total of 25 staff employees for move-in days at the beginning of the semester.

As with current staff needs, it is important to note that most of these employees will only intermittently report to campus so the total number of staff employees will not be present at one time.

Academic Affairs accounts for the remaining, estimated 113 staff members who would need to be on campus to support face-to-face instruction at various points during the fall semester. This total includes 68 faculty, 37 staff and eight graduate teaching assistants.

5. Plans for Employees and Students Who, Because of COVID-19 Cannot Safely Travel to Campus

At San Francisco State, fall semester 2020 will continue with predominantly remote instruction. Therefore, only a minimal number of employees and students may need to travel to campus for face-to-face-instruction and/or to support the small number of course exceptions.

SF State will continue to follow and adhere to the rigorous safety measures and guidance of local and state public agencies and will work to accommodate the limited number of employees and/or students where it may not be possible for them to travel safely to campus.

All SF State programs proposing face-to-face courses have been instructed to also offer their students the ability to complete the course remotely and/or give an appropriate course substitution.

6. Summary of the Preparedness Plan for On-Campus Courses to Switch to Virtual or Be Ended

All programs proposing a face-to-face course are aware that at any time public health considerations may dictate they transition to 100% remote instruction. A few examples for how programs plan to do this include a Cinema course for which the “faculty member will broadcast the session live via Zoom or similar platform and will personally check in with those students regularly.” The science class sessions (e.g. Biology) that have a small number of graduate students scheduled to include research on-campus would switch to having their students study established data sets, literature reviews or experimental designs. A final example is that Physics plans for students to focus on a “related or computational project.”

7. President Attestation

President Lynn Mahoney attests that Academic Affairs conducted a rigorous process to identify the smallest number of potential exceptions possible. A cross divisional Budget & Logistics group determined that the University can offer these courses and meet rigorous health and safety standards. We will use the same group and process for all activities and people on campus this fall.

8. Executive Summary of the Campus Plan for On-Campus Housing

The University has conducted a review of the existing student housing facilities and developed a detailed On-Campus Housing Plan. Out of concern for the health, safety and welfare of students and employees, the plan was developed following standards established by the Centers for Disease Control and Prevention, Association of College and University Housing Officers – International, American College Health Association, National Association of College and University Food Service, SFDPH, and the SF State Emergency Operations Center.

Our plan outlines the ability to house, in a safe manner, only those students who need housing to continue their academic endeavors, student who are housing insecure, at-risk students, and student employees/leaders supporting the student housing program. The estimated occupancy for the fall 2020 semester is 550 students; 14% of the total revenue-generating bed spaces. These students will be housed predominately in apartments and suites at University Park and Central campus. Isolation/quarantine suites will be designated in the Towers junior suites with the capacity of 50 single occupancy rooms. The plan allows for flexing up to 1600 students to reside on-campus, which would be 42% of the fall 2019 occupancy of 3850, should there be a need to accommodate additional students. We are currently engaging in conversations about plans for our newest residential apartment complex. A P3 project with American Campus Communities, our negotiations with them, as well as student demand, may mean that we need to house more than 550 students. As stated above, though, our health and safety plan would allow us to house up to 1600 student if needed. Our Employee and Family Housing program will continue to operate under multi-family residential guidelines. The program operates approximately 380 apartment units housing approximately 1,000 faculty, staff, students with families and legacy residents.

Regarding the impact on employees, this plan outlines a return to campus strategy, which begins with facility staff continuing to work over the summer following physical distancing standards in order to prepare residential facilities for fall semester as needed. Administrative personnel will continue to work in a hybrid model of rotating in-office and remote activity. Residential Life staff are scheduled to return to campus, as needed, in mid-summer to prepare for move-in, staff training and the opening of the fall semester. The expected number of employees who will be budgeted to support housing in the fall semester under this plan includes up to 25 professional staff and approximately 6 - 16 student staff in Housing, Dining and Conference Services and Residential Life. Typical staffing levels are 69 professional staff and 125 student employees.

The plan also includes cleaning and disinfecting standards that will be used to prepare and maintain the residential facilities, housing offices and dining facilities. These standards will be governed by the SFDPH and SF State Environmental Health and Occupational Safety.

The repopulation plan for on-campus housing is focused on the safety, wellness and health of residents and employees, has been thoughtfully developed utilizing guidance from various public health agencies and professional organizations, and is based on the need to be flexible and pivot as new information becomes available.

9. Executive Summary of the Campus Plan for On-Campus Dining Services

San Francisco State University contracts with Sodexo to provide food service and meal plans for residents who live on campus. Residents will be required to purchase a minimal meal plan if they live on campus for the 2020-21 academic year. This represents approximately 25% of the minimal meal requirement of 2200 meals that has been contracted with Sodexo. Meals will be provided in the City Eats Dining Center, Café in Park (Mary Park Hall) and The Bricks (Mary Ward Hall) on campus. The facilities will be staffed and cleaned by Sodexo.

Sodexo, following corporate standards in response to the COVID-19 pandemic, has developed a comprehensive plan for operations, focusing on cleaning, modified services, staffing issues, food deliveries, etc. Guided by this plan, Sodexo will modify the daily operations of the identified dining locations to change all self-service areas to staff-served or grab-and-go points of service. New COVID-19 related approaches to food preparation, dishwashing, cleaning standards and facility disinfecting are being implemented by Sodexo. All dining areas can be redesigned to comply with SFDPH's reopening guidelines if/when they change over time. Finally, Sodexo and Housing/Residential Life staff will examine means to control density in the identified dining locations by pursuing a restricted dining schedule and controlling the number of residents who can enter at one time. Determined by the occupancy in housing in the fall, Sodexo will employ approximately 8-12 professional staff.

In addition to the dining services offered by Sodexo, the University may partner with a small number of on-campus food vendors through the University Corporation's (U Corp) retail and commercial services program. While U Corp has 20 such vendors, we anticipate that a very small number—fewer than five, will open for services. Only take-away food service will be offered. Vendors with access directly to the outside, or with clear and accessible paths of travel from outside to the location, would be prioritized. Other vendors may open for delivery only.

10. Executive Summary of the Campus Plan for Intercollegiate Athletics

There will be no intercollegiate athletics on the SF State campus in Fall 2020.

11. Name and Contact Information of the Campus Liaison and San Francisco Department of Public Health

Jeff Wilson

Interim Vice President for Administration and Finance and Chief Financial Officer

San Francisco State University

(415) 338-2521

wilsonjd@sfsu.edu

Public Health Official

Ana Validzic, Team Lead, Schools and Childcare Hub

Community Mitigation and Engagement Branch

Department Operations Center

San Francisco Department of Public Health

(628) 206-7645

ana.validzic@sfdph.org

12. Executive Summary of the Campus Resources Available to Execute the Plan

The University has charged a cross-campus Budget & Logistics team, led by Jeff Wilson, interim vice president and CFO, to estimate the incremental costs of providing face-to-face instruction. Key cost components include additional instructional costs (i.e. faculty compensation) when space limitations require extra sections of face-to-face courses; personal protective equipment and healthy habits supplies (e.g. hand sanitizer, disinfectant wipes, gloves and face shields); physical distancing measures and supplies (e.g. classroom reconfiguration, signage and floor markings), additional staffing and supplies to clean and sanitize instructional spaces, hallways, restrooms, elevators, stairways, and other spaces, and COVID-19 health screening and monitoring technology. The cross-campus team has estimated these costs to be \$700,000. The campus has designated \$500,000 from CARES funding – Tranche II and will designate \$200,000 of CARES funding – Tranche III for these costs.