

**NORTHEASTERN UNIVERSITY
COVID-19 EXPOSURE CONTROL,
MITIGATION, AND RECOVERY PLAN**

Seattle, Washington Campus



Northeastern University (“Northeastern” or “the university”) has implemented the following COVID-19 Exposure Control, Mitigation, and Recovery Plan (“the Plan”) to help ensure the safety and health of its employees, students, and entire community. Northeastern faculty and staff also recognize their role and affirm their desire to be socially responsible members of the Seattle community in which they live and work.

The health and safety of Northeastern’s employees, students, and their families during these rapidly changing circumstances remains its top priority. Northeastern commends its community for demonstrating the resiliency to navigate this unprecedented public health event. Northeastern is confident that if we continue to abide by our Core Values, we will come through it stronger as a community.

Northeastern will continue to monitor and discuss the current events daily with its administration and legal teams to make sure it is taking the necessary steps to promote the health and safety of its faculty, staff, and students. Northeastern will provide updated information as situations change. Its COVID-19 Protocol will also be available online at:

<https://news.northeastern.edu/coronavirus/>

Northeastern has prepared this Plan in accordance with Washington State’s Safe Start Plan and Proclamation 20-25.4 issued by Governor Inslee on May 31, 2020, the Phase 1 Higher Education & Critical Infrastructure Workforce Training COVID-19 Requirements (as updated on May 30, 2020), the Campus Reopening Guide issued by the Higher Education Re-Opening Workgroup, and other relevant guidance issued by the State of Washington and King County. At all times we will be guided by appropriate federal, state and local laws and guidelines, including those issued by the Centers for Disease Control and Prevention (“CDC”) guidelines.



COVID-19 Site Supervisor

In the Seattle, Washington campus, Northeastern has designated Anne Maria Jacobson, the Associate Director of Operations to serve as the COVID-19 Supervisor. Ms. Jacobson will serve as the primary contact for Northeastern with regard to the Plan and will be responsible for overseeing, monitoring, and enforcing the Plan. She can be contacted at mobile (206) 618-0181. When Ms. Jacobson is not available during work/class activities, she will designate a substitute contact. She will leave the identity of any such contact at the entrance(s) of the campus.

COVID-19 Safety Training

Northeastern has established a mandatory COVID-19 safety training program for all faculty, staff, and students. Any individual who physically returns to the Seattle campus must view an instructional video prior to securing a reservation to come to the campus and must complete the university's Expectations for Return to Campus Attestation form. Northeastern will be also holding multiple town hall presentations for its members to attend remotely to prepare to return to campus.

All Northeastern COVID-19 protocol will also be available on the university's website as detailed above. Staff, faculty, and students will be expected to read and review the university's COVID-19 procedures and related protocol and certify that they have reviewed the PowerPoint. Instructions for on-campus reservations and related requirements will be communicated to staff, faculty, and students through a separate system.

All staff, faculty, and students will also receive instruction regarding COVID-19 protocol when they arrive on campus at one of the designated entrances and will view instructional signage posted at entrances and around the campus.

Physical Distancing

According to the Centers for Disease Control and Prevention (CDC), COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period (15 minutes or more). Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

To facilitate physical distancing, Northeastern will only allow 25% of its employees and students onto campus at any one time. Northeastern can monitor this through its newly formed learning system known as "Hybrid NUflex." Hybrid NUflex is a teaching model in which some portion of the students in each class will be remote and some will be in class. Hybrid NUflex provides a technology solution to meet the needs of these dual

populations.

Hybrid NUflex includes a new “dynamic scheduling” web application that will allow students to indicate if they want to be in the classroom or be remote on a week-to-week basis, and faculty will receive this information. Recording in the classroom is at faculty discretion and with student permission.

Because of the NUflex program, Northeastern will be requiring reservations for specific classes and studying time during pre-designated time frames. Students will not be allowed onto campus unless they have a reservation and they have passed all relevant health assessment requirements. Any student who does not have a reservation will be attending classes remotely.

While on campus, employees will be expected to follow Northeastern’s Social Distancing Protocol, which requires employees, students, vendors and visitors to remain at least 6 feet apart. Northeastern has adjusted its campus space to accommodate distancing requirements and has posted visual clues and signage throughout the campus to remind and assist people with social distancing. This signage reminds community members to maintain six feet of distance and includes directional guidance for foot traffic and directional one-way flow where possible, and specific entry and exit procedures. Northeastern is also limiting access to and use of common spaces. Northeastern will expect its faculty and students to abide by the following expectations regarding physical distancing:

- We encourage employees to limit unnecessary face-to-face interactions with others, including, but not limited to, vendors, salespeople, and subcontractors.
- The Seattle campus will not allow external visitors through at least August 31, 2020, unless necessary to complete routine maintenance or a service call onsite.
- Large meetings will be virtual whenever possible through services like WebEx, MS Teams, Zoom, or Skype.
- Employees should refrain from gathering in groups in common areas and confined areas, including elevators.
- When necessary, Northeastern has placed markings on floors to direct traffic flow in the office to maintain proper social distancing.
- Northeastern has increased the height of cubicle workstations and, if necessary, added sneeze guards or additional cubicle partitions.
- Northeastern discourages employees and students from sharing phones, pens, computer equipment, desks, cubicles, and workstations.
- All faculty and students will be asked to follow social distancing protocol.
- Review and follow guidance from the local or state authorities where you live.

For more information please visit:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Personal Protective Equipment

Consistent with King County Department of Health and Washington State requirements and Northeastern's COVID-19 Face Covering protocol, all Northeastern employees, students, vendors, and visitors are required to wear face coverings in all common areas, both indoors and outdoors, and when they are not working alone. Northeastern will provide personal protective equipment as appropriate to its employees and students.

Sanitation and Cleanliness

Northeastern has implemented COVID-19 Hygiene Protocol that requires all employees, students, vendors, and visitors to follow practices based upon CDC and Washington State health guidance regarding hand washing, workspace disinfecting, use of elevators, and other spaces.

Faculty and students are encouraged to wash their hands regularly for at least 20 seconds with soap and water frequently through the day, including before and after going to the bathroom, before and after eating, and after coughing, sneezing, or blowing their nose. Soap and water will be abundantly provided.

Faculty and students will be instructed to use hand sanitizer that contains at least 60% alcohol upon entering and exiting office locations. No-touch hand sanitizing stations will be placed near the entrances and exit doors and in common areas. Faculty who wish to keep their own supply of hand sanitizer and disinfectant wipes in their work area may do so if it meets the requirements under the CDC guidelines. For more information please visit:

https://www.cdc.gov/handwashing/pdf/handwashingPoster_C_8x11_ENG-p.pdf

Northeastern will be continually disinfecting its campus, including high touch surfaces, shared tools, machines, equipment, handrails, doorknobs, and restrooms. Northeastern will also ensure its cleaning supplies are frequently replenished.

Signage throughout the campus will remind members of the community to comply with daily hygiene requirements, including social distancing and wearing face coverings.

Cleaning protocols have been established that are informed by OSHA and CDC guidance, as well as local public health guidance. Staff who have any cleaning responsibilities have received cleaning protocol training, and cleaning vendors have been required to certify that they are adhering to our enhanced cleaning standards. A specific cleaning protocol has been established to address areas where someone with symptoms, COVID-19 exposure, or a COVID-19 test has worked within a specified period of time.

Cleaning protocols have also been established to address any situation where an employee has reported symptoms, exposure to COVID-19, or a positive test.

The university's Hygiene Protocol outlines disinfecting requirements for employees in the workplace, such as wiping down commonly used surfaces in conference rooms and common areas, including touched surfaces in conference rooms, common areas, or other workspaces. Employees are also expected to wipe down frequently touched surfaces at their workspaces upon arrival and prior to departure from campus.

Employee and Student Health

Staff, Faculty, and students have been informed of and are required to self-monitor daily for signs and symptoms of COVID-19. The following procedures are being implemented to assess health status prior to entering the campus and for community members to report when they are sick or experiencing symptoms.

This guidance is intended for daily screening prior to any in-person visit to campus. It is not intended for those employees with a confirmed or suspected case of COVID-19, including employees under investigation. Faculty and students with confirmed or suspected COVID-19 should not report to campus and should follow the guidance of their physician along with CDC guidelines.

Prior to reporting to campus, every member of the Northeastern community is required to complete the university's [Expectations for Return to Campus Attestation form \[nam12.safelinks.protection.outlook.com\]](https://nam12.safelinks.protection.outlook.com) as a prerequisite to returning to campus. All Northeastern students, faculty and staff members are required to submit the attestation before their return to campus or before the start of the fall term, whichever date is earliest.

All Northeastern faculty, staff, and students will use the [Daily Wellness Check \[nam12.safelinks.protection.outlook.com\]](https://nam12.safelinks.protection.outlook.com) to monitor for symptoms of and any known exposure to COVID-19. They will complete the [Daily Wellness Check \[nam12.safelinks.protection.outlook.com\]](https://nam12.safelinks.protection.outlook.com) prior to coming to campus each day. The tool will indicate whether they are cleared to come to campus or whether they should stay home, and it will provide next steps if they report symptoms of COVID-19.

They must then get their temperature taken upon arrival to campus at the designated check-in stations.

Contact tracing is currently in place as part of an emergency response protocol to address individuals who experience symptoms, are exposed to COVID-19, or have tested positive.