

## Haub Law Plan for Returning to Campus

7/16/20

Dear Students,

We're excited to be safely back on campus this fall, and we know every member of our Haub Law community is committed to creating Our Safe Pace. Our plan to return to campus is guided by the latest public health recommendations, input from students, faculty, and staff, and our mission of *Opportunitas*.

Pace University and Haub Law have established [new health and safety measures](#), which include requirements for [mandatory online training](#); completion of a daily [health screening questionnaire](#); [social distancing](#) on campus; mandatory [face coverings](#); and [enhanced cleaning and sanitization](#) of common areas; classrooms; dining spaces; residence halls; and high-touch areas such as elevator buttons, doorknobs, and computer labs.

We will deliver academic coursework in new ways to accommodate these new health and wellbeing protocols. Faculty have re-envisioned their courses for our new instructional modalities, including fully on-campus, fully online, and hybrid. The hard work of the faculty and staff will ensure your continued success as a student.

Below are some important highlights of what you can expect — and what steps you should take — as you return to student life. More details will follow, so we urge you to check your Haub Law email regularly.

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## **Overview – Rules for General Campus Health and Wellbeing**

The new school year is approaching and we are finalizing our plans for returning to the Haub Law campus in the fall as the circumstances in New York improve, and as the state continues to open up. We are coordinating our plans in step with Pace University and the state of New York, which are also in the process of developing their guidelines and protocols.

Under our current plan, Haub Law will begin the fall semester on August 22 with in-person, online and hybrid options. Selected administrators and staff will return to campus on July 20. This Pace University [webpage](#) provides the most up-to-the-minute, detailed information about Pace's return to campus life, including instruction and key dates for students, faculty, staff and visitors. What follows is our detailed plan to return to the Law School campus for students, faculty and staff, broken down by offices and departments.

In general, we will need to be diligent in monitoring our health, testing where appropriate, and reporting, tracing, and quarantining any positive cases, just as we did at the latter part of the spring semester.

We will also need to:

- Maintain social distance of 6 feet.
- Wear face coverings over the mouth and nose.
- Use hand sanitizer and wash our hands regularly.
- Respect reduced occupancy measures on campus and in classrooms.
- Observe limited elevator capacity rules.
- Follow posted signs and directives, and obey directional markings in hallways and stairways.

We will also discourage as much as possible small face-to-face meetings as well as most if not all in-person events. The Law School will step up the cleaning and sanitizing of all public spaces, and the University will provide support for all of our protective measures.

Our priority in presenting our Law School program in the fall is to protect the health and wellbeing of our community, while continuing to provide the best in-person classroom training to as many students who want it, as well as effective remote learning for those who wish to remain at home. We will tailor all other activities and programs as best we can according to the needs of faculty, students and staff. We also want to be smart about each person's risk and need to be on campus, according to their own life situations and family considerations.

## **Testing and Quarantine**

The University is still finalizing a COVID-19 screening protocol and will announce our requirements on or before August 1. For now, if you are planning to return to campus in the fall we strongly recommend that you be tested for COVID-19 within 14 days prior to your arrival on campus. You will not need to share your test results with the University unless you test positive. [Testing locations](#) are available around the country.

If you test positive for COVID-19 prior to returning to campus, please remain at home, take care of yourself, and monitor your condition. Your faculty and your academic departments will work with you to develop academic accommodations, so you should reach out to them as soon as you are able. Full details regarding quarantine protocols will also be announced no later than August 1.

If you are returning to Pace after spending time in a high-risk state, we will expect you to follow New York State's required [14-day quarantine guidelines](#).

### **Other Health Measures**

We are taking a number of other measures to ensure health and wellbeing on the Haub Law campus:

- Random temperature checks will be performed on campus.
- All Pace Community members will be required to conduct daily self-monitoring for symptoms, using the Centers for Disease Control and Prevention (CDC) questionnaire this summer, and then via a Pace mobile app beginning in the fall. Anyone reporting symptoms will be referred to University Health Care or their own health care provider.
- Protocols for positive cases will be followed, including contact tracing as directed by public health officials with support from Pace tracing teams. We also have isolation procedures in place, including available isolation rooms in our residence hall.
- Pace University will appoint a Coronavirus Coordination Officer to serve as a point of contact for all students, faculty, and staff, to manage testing, tracing, and response efforts, and to coordinate with public health officials. Until that officer is named, the campus directors of University Health Care will handle those responsibilities.
- Returning students, staff and faculty will be required to complete a screening questionnaire for seven consecutive days prior to returning to campus. The screening questionnaire is available to everyone in the Pace Community via the [PaceSafe mobile app](#). You must be a Pace University student, staff, or faculty member in order to download and log into the app. New students will be told to download Pace Safe App once registered.

Haub Law is also making a number of changes to our campus to facilitate health and social distancing. We will:

- Reduce capacity in all Haub Law spaces, including classrooms, offices, lounge areas, living quarters, dining facilities and common areas.
- Enhance cleaning protocols, including using CDC-approved disinfectants and increased cleaning frequency, in all academic spaces, common areas, and residential spaces.
- Direct pedestrian traffic, and establish and clearly indicate traffic patterns for hallways, staircases, elevators, entrances and exits.

- Adjust heating and cooling infrastructure to increase fresh air flow, add efficient filtration, and where possible, use UV-C technology to combat infectious particles while continuing to control temperature and humidity.

Students must also understand that no matter what we do to protect ourselves on campus, social activity off campus -- in gatherings with friends at bars, parties or visits to other people's homes -- presents one of the greatest threat of spreading the coronavirus. We need to remain vigilant off campus as well as on.

Finally, to make sure everyone is in compliance with our health measures, we will work with Pace to establish a health and wellbeing training module, which all students, faculty and staff will be required to complete online before the start of the fall semester. We will also work with Pace to launch a public health campaign across all Pace communication channels -- including social media, signage, campus screens, websites and email -- and we will monitor compliance.

Ultimately, our ability to keep the Pace Community healthy and well will depend on everyone's cooperation in following this guidance, remaining vigilant, and being careful. We look forward to being together again, building our community and serving the community beyond our campus. Please be mindful that a plan no matter how well conceived will not succeed if people choose not follow it. We ask for your patience and full cooperation as we work together to make the best of difficult circumstances for all.

## Frequently Asked Questions – Fall 2020

### **What's the start date for fall Haub Law classes?**

Subject to approval from New York State, all regular classes for the fall semester will begin on Saturday, August 22, for FLEX JD classes and Monday, August 24, for all other classes.

The fall semester will start with a Zoom-based Orientation for incoming first-year students on August 19-20. Students will be required to complete most modules of Zero-L in advance of August 19.

Classes will end for the semester on Tuesday, November 24, and study days and final exams will take place remotely after Thanksgiving. The final day of exams will be December 11. Classes begin in the Spring 2021 semester on January 19. Click [here](#) for the Academic Calendar.

### **What can I do to protect my health and that of my fellow students?**

Haub Law students will need to:

- Maintain social distance of 6 feet.
- Wear face coverings over the mouth and nose.
- Use hand sanitizer and wash our hands regularly.
- Respect reduced occupancy measures on campus and in classrooms.
- Observe limited elevator capacity rules.
- Follow posted signs and directives, and obey directional markings in hallways and stairways.

### **Is there a change in the grading policy for Fall 2020?**

The grading policy will be the same as it was in the Fall 2019 semester. We feel we can avoid the disruption caused by the transition to remote learning in March that caused us to modify the pass/fail option.

### **Why has the Law School decided to offer remote, in-person classes and hybrid classes?**

Our priority in presenting our Law School program in the fall is to protect the health and wellbeing of our community, while continuing to provide the best in-person classroom training to as many students who want it, as well as effective remote learning for those who wish to remain at home. We will tailor all other activities and programs as best we can according to the needs of faculty, students and staff. We also want to be smart about each person's risk and need to be on campus, according to their own life situations and family considerations.

### **Can students switch from in-person to remote attendance, or vice versa, based on their assessment of their risk and health?**

Students can choose to attend in-person or remotely any class, and switch back and forth, as long as the professor knows the method of attendance. Professors should give more direction at the beginning of the semester about how and when to notify them.

## **Will classes be recorded?**

All classes will be recorded this fall.

## **What do I need to know about testing for the coronavirus upon return to campus?**

The University is still finalizing a COVID-19 screening protocol and will announce our requirements on or before August 1. For now, if you are planning to return to campus in the fall we strongly recommend that you be tested for COVID-19 within 14 days prior to your arrival on campus. You will not need to share your test results with the University unless you test positive. [Testing locations](#) are available around the country.

If you test positive for COVID-19 prior to returning to campus, please remain at home, take care of yourself, and monitor your condition. Your faculty and your academic departments will work with you to develop academic accommodations, so you should reach out to them as soon as you are able. Full details regarding quarantine protocols will also be announced no later than August 1.

If you are returning to Pace after spending time in a high-risk state, we will expect you to follow New York State's required [14-day quarantine guidelines](#).

## **When can I move into Dannat Hall?**

Plans are in development to schedule a socially distanced move-in time frame for new and returning residential students beginning on or about August 14. This will include move in time slots that control the number of people moving into the building and a limitation on the number of guests who can help a student move into the buildings. All guests and students will be expected to comply with University guidelines on screening before they are allowed onto campus. Communication about move-in processes will include specifics on these topics.

## **What is Haub Law doing to ensure that the buildings and campus are safe?**

Haub Law is making a number of changes to our buildings and campus to facilitate health and social distancing. We will:

- Reduce capacity in all Haub Law spaces, including classrooms, offices, lounge areas, living quarters, dining facilities and common areas.
- Enhance cleaning protocols, including using CDC-approved disinfectants and increased cleaning frequency, in all academic spaces, common areas, and residential spaces.
- Direct pedestrian traffic, and establish and clearly indicate traffic patterns for hallways, staircases, elevators, entrances and exits.
- Adjust heating and cooling infrastructure to increase fresh air flow, add efficient filtration, and where possible, use UV-C technology to combat infectious particles while continuing to control temperature and humidity.

## **How do I know when my classes are, and which are in-person and which remote?**

A revised grid for all day and evening classes is available [here](#) (scroll down to “Course Grids” and select “Fall 2020 day course grid” or “Fall 2020 evening and weekend course grid”). Courses appearing in bright pink will be taught 100% remotely. Tentative room assignments for the in-person courses are also included on those grids.

**Will I be able to enter campus if my classes are online?**

Yes, you will be able to come to campus and even take remote classes in designated spaces that provide proper social distance throughout the Law School campus.

**Are there any important links I should know about?**

Pace University and Haub Law have established a general plan for returning to campus, including [new health and safety measures](#). This includes requirements for [mandatory online training](#); completion of a daily [health screening questionnaire](#); [social distancing](#) on campus; mandatory [face coverings](#); and [enhanced cleaning and sanitization](#) of common areas; classrooms; dining spaces; residence halls; and high-touch areas such as elevator buttons, doorknobs, and computer labs.

Returning students, staff and faculty will be required to complete a screening questionnaire for 14 consecutive days prior to returning to campus. The screening questionnaire is available to everyone in the Pace Community via the [PaceSafe](#) mobile app.

**Does the Law School expect to be fully back on campus in Spring 2021?**

With luck, and with careful consideration of federal, state and local health guidelines, Haub Law hopes to be fully back to campus on the first day of the Spring 2021 semester, January 19. Ultimately, our ability to keep the Pace Community healthy and well will depend on everyone’s cooperation in following this guidance, remaining vigilant, and being careful. We look forward to being together again, building our community, and serving the community beyond our campus.

## Key Dates

**Move-in:** Plans are in development to schedule a socially distanced move-in time frame for new and returning residential students beginning on or about August 14, 2020. This will include move in time slots that control the number of people moving into the building and a limitation on the number of guests who can help a student move into the buildings. All guests and students will be expected to comply with University guidelines on screening before they are allowed onto campus. Communication about move-in processes will include specifics on these topics.

**Orientation:** The fall semester will start with a Zoom-based Orientation for incoming first-year students on August 19-20. Students will be required to complete most modules of Zero-L in advance of August 19. Developed by Harvard Law School, Zero-L is an online course designed to ensure all incoming students, whatever their backgrounds and previous areas of study, start with foundational legal knowledge that enables them to thrive in law school. This online, self-paced offering is comprised of approximately a dozen hours of lively video lectures, vocabulary, and periodic comprehension checks. The Orientation curriculum will reinforce some of the lessons of Zero-L and will help incoming students adjust to Haub Law in particular.

**Fall Calendar:** All regular classes for the fall semester will begin on Saturday, August 22, for FLEX JD classes and Monday, August 24, for all other classes. The Tuesday after Labor Day will follow a MONDAY calendar for both day and evening classes, and no classes will be held on Monday, September 7 (Labor Day), Saturday, September 19 (Rosh Hashanah), and Monday Sept. 28 (Yom Kippur). No in-person classes will be scheduled for the two days of the New York State Bar Examination, September 9 and 10. Classes will end for the semester on Tuesday, November 24, and study days and final exams will take place remotely after Thanksgiving. The final day of exams will be December 11. The fall Academic Calendar is available [here](#).

**Classes:** A revised grid for all day and evening classes is available [here](#) (scroll down to “Course Grids” and select “Fall 2020 day course grid” or “Fall 2020 evening and weekend course grid”). Courses appearing in bright pink will be taught 100% remotely. Tentative room assignments for the in-person courses are also included on those grids.

## Student Services, Residential Life & Campus Affairs

This segment is specific to operations under Student Affairs, and is intended to articulate operations, policies, and procedures (as information is released by New York State, local authorities, and federal guidelines) for the following departments:

- [Dean for Students Office](#)
- [Counseling Center](#)
- [Student Accessibility Services](#)
- [The Office of Student Services, Residential Life & Campus Affairs](#)
- [Campus Activities](#)



### Dean for Students Office

The Office of Student Services and Campus Affairs is responsible for ensuring that students non-academic needs are met during their time in residence. Student Services oversees programs and services such as residential life, the dining hall, financial aid, the campus store, transportation, student organizations, disability issues, disciplinary and grievance issues, and health services and counseling.

The office also oversees administration of the University's Guiding Principles of Conduct, which outline the community standards, policies, and community values that have been established for the well-being of our campus community.

As we plan for our re-opening for all departments, we are working with university partners to include plans for enhanced cleaning, the use of face coverings in common areas, practicing social distancing, accommodations for students with medical conditions, and adjusted policies to support the delivery of our services, building campus connections through campus events, and upholding community standards to help reduce the spread of COVID-19.

### **Policy Adjustment for COVID-19 Precautions**

The Dean for Students Office will provide guidance to various Law School auxiliary service departments regarding policy adjustments to support COVID-19 precautions. These policies may include changes to student or campus events, residential guest policy, and social distancing policies. Protocols will be developed within the various departments to support students including but not limited to the following: transporting students to and from campus from Metro North, isolating positive COVID-19 cases on campus, quarantining suspected exposures on campus, securing overflow housing if necessary, and shutdown operations in the event of an early University closure during the semester.

A plan will be implemented within Student Services to receive and process reports of students who refuse to comply with COVID-19 precautions (i.e., social distancing, face covering when 6 feet of social distancing is not possible). The Office of Student Services will support University COVID-19 precautions and guidelines to help hold students accountable for policies and student behavior.

It may be appropriate for some policies to be reviewed for adjustment during the semester or the year based on the indicators of campus COVID-19 statistics. The Dean for Students Office will coordinate with all law school departments to adjust policies based on campus statistics in partnership with Emergency Management, University Health Care Unit, and local health officials.

### **Intervention Supports for Students**

In the Johns Hopkins University [COVID-19 Planning Guide and Self-Assessment for Higher Education](#), it is recommended for institutions to have a process to report students who are struggling personally or academically. The First Alert Team at Haub Law will meet biweekly to review any concerns about student performance and behavior. The goal of the First Alert Team

is to intervene when necessary to help students get back on track personally and academically. This includes discussions of students at risk of withdrawal, medical/leaves of absence, and providing support to students experiencing challenges or emergencies (such as illness, job loss, family emergency, and mental health concerns). This team includes professional staff and members of the faculty. The team will continue to meet virtually, and we anticipate there may be an increase in concerns due to the impact of trauma and prolonged stress surrounding COVID-19, and a return to campus with very different operations under COVID-19 precautions.

Responding to students regarding concern due to threatening or alarming behavior, beyond classroom management issues, is the focus of the Campus Assessment Response & Education Team. The CARE team is responsible for identifying, assessing and responding to disturbing and/or dangerous behaviors by students who struggle academically, emotionally or psychologically, or who present a risk to the health or wellbeing of the campus community. They provide recommendations to campus administrators regarding best practices in responding to CARE reports submitted by members of the campus community.

### **Social Distancing Measures for the Dean for Students Office**

The Dean for Students Office will be open 9:00 am to 5:00 pm. All meetings will be conducted virtually unless not appropriate to do so. Where in-person meetings are required, those meetings will take place in meeting spaces that allow for 6 feet of distance. Signage and outreach materials will inform students to contact the Dean for Students staff via telephone or email and that all meetings will be provided remotely.

Dean for Students staff will alternate shifts and days on campus. Alternating schedules can reduce exposure. When the staff is working remotely, they will be conducting services and normal operations remotely. It is the responsibility of all staff to conduct symptom monitoring every day before coming to work in accordance with Pace's established policy, including when and how to report if they test positive for COVID-19 to state, local, or campus health professionals. Disinfection of contaminated areas in the office will be in accordance with Pace's established protocols in the event a positive case of COVID-19 necessitates the office area(s) be disinfected.

When staff are less than 6 feet apart from others, they must wear acceptable face coverings. Signage will be placed outside the offices and on line instructing students how to access staff, schedule appointments, and seek services within the Dean for Students Office.

### **Additional Considerations**

- Disposable gloves should be provided to staff or any visitor in the event an in-person meeting is required.
- Signage will be placed in highly visible locations to promote everyday protective measures to slow the spread of germs, reminding individuals to maintain 6 feet separation, and to communicate processes to schedule appointments or meet with staff.
- Provide physical guides, such as tape on floors, to ensure individuals remain at least 6 feet apart where necessary.

- The office will establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

### Counseling Center

Among the most important supports for students during their time at Pace are their wellness, mental and physical health, and accessibility supports. The Pace University Counseling & Personal Development Center is committed to services and strategies that assist students in building support networks and skills to best learn and live within our community while still maintaining appropriate social distancing.

These services reach student populations on all three campuses. Our efforts include enhanced cleaning, the use of face coverings in common areas, practicing social distancing, adjusted individual and group counseling delivery methods, accommodations for students with medical conditions, psychological assessments, and referrals to community partners as per our scope of services. **The Pleasantville campus Counseling staff also serve the counseling and accessibility needs of Law School students.**

### Counseling Services

- Students will have access to one-on-one counseling and these appointments will be conducted as tele-mental health services. A waiting area is not a viable option due to spacing concerns within the centers.
- Students will make appointments by calling the main office line during business hours.
- Walk-in appointment protocol is currently under development. Students for walk-in counseling appointments may be asked to call the office to announce their need for a walk in appointment. A meeting room will be set aside for students to utilize privately for the appointment as walk-in sessions will be conducted remotely.
- For students in crisis outside of business hours, a counselor on call will still be maintained.
- Students will have access to group therapy sessions and those will be conducted remotely in a tele-mental health format.
- The Counseling Centers will identify meeting space on campus in which students could seek privacy away from their residence hall rooms and commuter students who don't have privacy in their homes when they have a tele-health counseling appointment.
- Mental health services will continue to be actively promoted to students. Faculty and staff will also receive information on how students can access mental health services.
- Interstate licensure may impact availability of providing services to students out of state. If a student begins the semester in a state outside of New York, it may prevent the Counseling Centers from us providing therapy to those students. It is possible for the Counseling Centers to provide referral services out-of state by connecting students with providers within their current state.
- Counseling staff will continue to refer students to outside counseling services as necessary to help students identify mental health providers in the area, as per the Counseling Centers' [scope of services](#) provided.
- The Counseling Center is anticipating various mental health needs related to COVID-19, such as added financial stress, abusive home environments exacerbated by remote learning,

isolation, depression, lack of privacy, and an increase in loss and bereavement concerns. The staff are prepared to provide trauma informed care and will be looking into other external services provided, such as Black Swan via United Educators, Steve Fund, and mental health supplemental services provided by Anthem.

### **Emergency Counseling Services**

Protocols will be established to respond to students in crisis within a classroom, in residence, on campus, or those reported of students in an online classroom at an off-campus location. Counseling Centers will continue to work with the Health Care Unit on campus to assess ambulance transport in partnership with local health officials in the event a student needs to be transported to a health care facility for mental health/psychiatric evaluation. This type of transport may occur during or outside of business hours.

The Counseling Centers work closely with the staff in The Office of Student Services, Residential Life & Campus Affairs and Security when this occurs outside of business hours. This planning applies to whether the student is currently in isolation for testing positive for COVID- 19, quarantine for possible exposure to a positive case, or simply trying to maintain social distancing. The Counseling Centers will continue to search for the availability of hospital locations that do not require intakes of psychiatric admissions to occur in the Emergency Room of a hospital where possible. Other communication protocols that occur when a student is transported for this reason will continue to be in effect (i.e., Dean for Students).

### **Social Distancing Measures for the Counseling Centers**

The Counseling Centers will be open 9:00 am to 5:00 pm. The New York City office is located at 156 William Street, 8th floor and the Pleasantville office is located on the 2nd floor of the Administrative Building above the Admissions Office. All sessions will be conducted via telehealth. The Counseling Centers have already established systems and processes with IT to ensure client management software is flexible with social distancing to process intake information, confidentiality statements, and agreements of service. Students will not come into the Counseling Centers without an appointment. Signage and outreach materials will inform students to contact the Counseling Centers via telephone, and that all intakes, walk-ins, and sessions will be provided remotely.

Counseling Center staff will alternate shifts and days on campus to limit the number of staff within the office suite as both centers have limited space in offices and common spaces within the suite. Alternating schedules can reduce exposure. When the staff is working remotely, they will be conducting tele-health services and normal operations, though remote.

It is the responsibility of all staff to conduct symptom monitoring every day before coming to work in accordance with Pace's established policy, including when and how to report to state, local, or campus health professionals if they test positive for COVID-19. Disinfection of contaminated areas in the office will be in accordance with Pace's established protocols in the event a positive case of COVID-19 necessitates the office areas be disinfected.

Staff will maintain at least 6 feet of distance from others unless the safety or core function of the work activity requires a shorter distance. When staff are less than 6 feet apart from others, they must wear acceptable face coverings. The reception desk area will be retrofit for Plexiglas to serve as a barrier between staff who sit at the reception desk, as that is an open area utilized by Counseling Staff entering the office suite and other staff in the building, which can make it difficult to maintain 6 feet of distance.

Common spaces within the Counseling Centers will be modified to reduce the number of people and increase the amount of space. If there is a shared breakroom or dining location for staff in this office suite, staff will limit the number of people, avoid sharing food and utensils, and will consider the cleaning before and after food preparation or use of the common space. Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, staff will keep occupancy under 50% of maximum capacity. Meetings will be held through virtual platforms even when multiple staff are present on campus in the office suite.

### **Additional Considerations**

- Disposable gloves should be provided to staff or to any visitor in the event an in-person meeting is required, as some may be hesitant to use the shared reception desk, computer and phone. Staff will clean shared surfaces and equipment between shift use.
- Staff will ensure their own workstation is cleaned pre- and post-shift, including using disinfectant wipes or other equipment to disinfect computer surfaces, desktops, door handles, light switches, or other high-touch surface areas.
- Signage will be placed in highly visible locations to promote everyday protective measures to slow the spread of germs, reminding individuals to maintain a 6 foot distance, and to communicate processes to schedule appointments or meet with staff.
- Provide physical guides, such as tape on floors, to ensure individuals remain at least 6 feet apart where necessary.
- Staff who travel for personal or (very limited) professional purposes will follow the University's guidelines regarding travel.
- The Counseling Center will establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

### **Student Accessibility Services**

Among some of the most important supports for students during their time at Pace include accessibility supports to enhance a student's residential, academic and co-curricular experience. The Pace University Student Accessibility Services Office is committed to creating new, engaging in-person and virtual opportunities and sustaining previous processes and efforts to support students' access in order for our students to best learn and share together, while maintaining appropriate social distancing.

As we plan for reopening of these crucial student support services, our considerations include enhanced cleaning, the use of personal face coverings in common areas, practicing social distancing, adjustments to our in-person and virtual practices, and accommodations for

students with medical conditions, learning supports, and other accommodation needs of students. **The Pleasantville campus SAS staff also serves the accessibility needs of Law School students.**

### **Student Accessibility Support**

- Students will continue to receive accommodations support from SAS staff. Appointments can be scheduled by calling the main office line during business hours.
- Any student interested in pursuing accommodations, regardless of whether it is a pre-existing condition or not, must follow the SAS protocol of registering with the office for their respective campus, and then the SAS staff will work with them to implement any necessary accommodations in the academic, dining, or residential settings. The type of accommodation provided will be determined on a case-by-case basis, depending on the student's request and supporting documentation. As usual, our SAS staff will partner with offices who provide these various services to address these requests on a case-by-case basis.
- Students will have access to SAS staff via tele-meetings. A waiting area is not a viable option due to spacing concerns within the centers. Meetings with current and prospective students and their families will be held via Zoom and phone appointments. The SAS offices utilize Zoom Health, which is a secure platform.

### **Classroom Accommodations**

The University has provided accommodations in hybrid classrooms in the past and will continue to do so in partnership with ITS and Academic Technology.

Faculty are provided with a syllabus statement with information about students who may require or are interested in learning about disability accommodations and how to contact the SAS office on their respective campus. The SAS offices will be collaborating to update this statement in response to COVID-19. After determining a student's accommodations, the SAS office will create their Accommodations Memo and email it to them (during times of in-person learning, we will also provide the option of hard copies of the memo). Whether using an in-person or an online learning format, students must then alert their faculty to their need for accommodation and provide them with their Accommodations Memo. SAS will continue conversations with ITS to discuss the status of the captions and descriptions of videos and images on the Pace websites. This will be aided by SAS convening the Web Accessibility Committee. SAS will continue to work with the faculty and Academic Technology on making all course content universally accessible, including videos and images, for captioning and accessibility to screen readers. At this time, captioning of videos, course lectures, audio on Blackboard, etc., will be provided to any student that requires this type of accommodation, due to a documented disability.

If an issue related to too much screen time arises for a student, and this issue is related to a documented disability, SAS will work with the student to determine accommodations that may include providing audio recordings of class lectures, note taking services, or other service that could appropriately accommodate the need related to their disability. In regards to assistive

technology in the classroom, SAS will continue to work with the faculty and Academic Technology to make all course content universally accessible, including videos and images, for captioning and accessibility to screen readers. If the course content is not yet universally accessible and a student requires the materials to be readable by assistive technology, then SAS will work with them to implement that accommodation.

### **Testing Accommodations and Social Distancing**

SAS anticipates that exam schedules may need to be modified to ensure students continue to receive their testing accommodations. Students will take exams in person, if classes are meeting face-to-face. If classes are being conducted remotely, or have remote or online testing components, this will be the case for accommodated testing as well. SAS will accept and deliver exams via email or interoffice mail.

SAS will follow University COVID-19 protocols and procedures to screen students and test proctors upon arrival. Students and proctors will be expected to follow University protocols regarding the use of PPE and 6 feet of social distancing in the testing centers. High-touch items like desks, chairs, supplies and doors will be routinely cleaned by professional maintenance staff. In addition, the SAS staff will clean each of these items after each use, and will schedule exams to allow cleaning of this space thoroughly.

SAS will work with Academic Scheduling to request classrooms for use of reduced distraction testing locations that are compliant with both ADA requirements and social distancing guidelines. In response to social distancing requirements, the spaces used for testing accommodations would require SAS to schedule students for hours outside of normal daily operations. This may require additional staffing if socially distanced in-person exams require more spaces than current staffing levels allow for.

If a student requests to take an exam while their peers are taking it, Student Accessibility Services and Pace University cannot require the student to take the exam at a different time based on staffing or capacity, provided the student gives advance request for this time. SAS is evaluating whether using Zoom and other proctoring alternatives like Proctor U in lieu of face-to-face exams is possible. However, if a student is required to take the exam in class face-to-face, they would also be within their rights to request to take the exam in a face-to-face setting.

### **Social Distancing for the Student Accessibility Services Offices and Accommodated Testing Center**

The SAS offices will be open 9:00 am to 5:00 pm. The New York City office is located at 156 William Street – 8th floor and the Pleasantville office is located on the 2nd and 3rd floors of the Administrative Building above the Admissions Office. All meetings will be conducted remotely and supporting documentation from students can be emailed directly to SAS staff or via fax (if physicians will not send documentation via email).

Students will not come into the SAS without an appointment, and most if not all meetings will be conducted via phone or video conference. Signage and outreach materials will inform

students that they should contact SAS via telephone and that all appointments will be provided remotely.

The SAS staff will alternate shifts and days on campus to limit the number of staff within the office suite as both centers have limited space. Alternating schedules can reduce exposure. When the staff is working remotely, they will be conducting tele-health services and normal operations, though remote.

It is the responsibility of all staff, including Accommodated Testing Center staff, to conduct symptom monitoring every day before coming to work in accordance with Pace's established policy, including when and how to report if they test positive for COVID-19 to state, local, or campus health professionals. Disinfection of contaminated areas in the office will be carried out in accordance with Pace's established protocols in the event a positive case of COVID-19 warrants it.

Staff will maintain at least 6 feet of distance from others unless the safety or core function of the work activity requires a shorter distance. When staff are less than 6 feet apart from others, they must wear acceptable face coverings. The reception desk area will be retrofit for Plexiglas to serve as a barrier between staff who sit at the reception desk, as that is an open area utilized by Counseling Staff, SAS staff, and other staff in the building, which can make it difficult to maintain 6 feet of distance.

Common spaces within the Counseling Centers and SAS will be modified to reduce the number of people and increase the amount of space. If there is a shared breakroom or dining location for staff in this office suite, staff will limit the number of people, avoid sharing food and utensils, and will consider the cleaning before and after food preparation or use of the common space. Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If a space is occupied by more than one person, staff will keep occupancy under 50% of maximum capacity. Meetings will be held through virtual platforms even when multiple staff are present on campus in the office suite.

#### **Additional Considerations for SAS and Accommodated Testing Center Staff**

- Disposable gloves should be provided to staff or to any visitor in the event an in-person meeting is required or within the accommodated testing locations, as some may be hesitant to use the shared reception desk, computer and phone. Staff will clean shared surfaces and equipment between shifts.
- Staff will ensure their own workstation pre- and post-shift is cleaned, including using disinfectant wipes or other equipment to disinfect computer surfaces, desktops, door handles, light switches and other high-touch surface areas.
- Signage will be placed in highly visible locations to promote everyday protective measures to slow the spread of germs, reminding individuals to maintain 6 feet distance, and to communicate processes to schedule appointments or meet with staff.
- Consider markers (i.e., on floors) in testing locations and Accommodated Testing staff office as a visual cue for social distancing.



- Staff who travel for personal or (very limited) professional purposes will follow the University's guidelines regarding travel.
- The SAS staff will establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

**Students in Shared Living Arrangements -- Residence Halls and “The Family Unit” Approach**

Guidelines for living in the residence halls are similar to the [CDC guidelines provided to those who live in shared housing](#). It is the responsibility of all residential students to protect their Pace family unit by following guidelines regarding social distancing outside of the family unit, wearing face coverings, reducing use of common spaces, limiting in-person events with those outside of their family unit, ensuring hygiene is a priority, fully cleaning personal hygiene spaces, and other common practices we have been utilizing since the initial outbreak. Students do not need to wear face coverings while in their assigned residence location, but they do need to wear them when they leave their room. This family unit approach is also supported in the New York State [Interim Guidance for Higher Education during the COVID-19 Public Health Emergency \(“Interim COVID-19 Guidance for Higher Education”\)](#) issued on June 28, 2020.

**Social Distancing in the Residence Halls: Common Spaces and “No Guest” Policy**

Students are not expected to socially distance themselves when they are in their assigned residential room. However, once students leave their assigned location, they should maintain 6 feet of distance and wear face coverings. In smaller spaces where maintaining 6 feet of distance is difficult, such as shared laundry facilities, lounges, kitchens and elevators, reduced capacity limits will be in effect, in addition to the requirement to wear a face covering. The gym facility will be closed during the fall semester.

Even with face coverings in use, occupancy should not exceed 50% of the maximum capacity of the space within small space gathering rooms (i.e., lounges, shared facilities), unless it is designed for use by a single occupant. Spaces will be modified to reduce the capacity of shared common spaces within the residence halls. The Office of Student Services, Residential Life & Campus Affairs will implement a “no guest” policy for the Fall semester which will be evaluated throughout the semester in the event campus statistics on COVID-19 indicate a relaxing of the policy is warranted. Students are not allowed to have any guests in their room. This includes students in the same residence hall, other residence halls, commuter students, off-campus friends, and even family members.

This is a strategy that has been identified to help reduce the spread of COVID-19. As such, violations of the guest policy will result in more serious consequences than previously. This is a community health concern and consequences of violating this policy will be treated as a serious breach of community standards. This policy will be evaluated throughout the semester based on campus statistics of COVID-19.

The communication around social distancing in the residence halls will include:

- Signage in residence hall, hallways, common spaces, elevators, etc.
- Direct messaging to students via email before move in and after arrival
- Check-in materials: virtual check-in prior to arrival
- Website updates
- Potential pre-arrival university message a few weeks before move-in time frame begins

- Resident Assistant bulletin boards and virtual floor meetings.

### **Cleaning protocols in the Residence Halls**

The Office of Student Services, Residential Life & Campus Affairs will partner with CBS and Facilities to ensure additional cleaning protocols are implemented throughout the buildings, such as in the hallways, study areas, lounges, kitchens, shared-style bathrooms, etc. [Interim Guidance for Higher Education during the COVID-19 Public Health Emergency \(“Interim COVID-19 Guidance for Higher Education”\)](#) issued on June 28, 2020. This includes, but is not limited to: installation of physical barriers between sinks and toilets if 6 feet of separation is not feasible, reducing capacity of the number of residents living on each floor utilizing the bathrooms, and social distancing visual cues, such as floor markers and signage.

### **Reducing Capacity within the Residence Halls**

As reflected in the interim guidelines for higher education from New York State, residential living plans will include capacity limits, restrictions on non-essential gatherings and activities, and limited access by other community members.

Overall capacity in the residence halls will be reduced by 10% to 15% in the following ways:

- Reducing capacity within halls with communal style bathrooms
- Limiting capacities of all common spaces
- Limiting capacities of elevators
- Closure of fitness rooms until state guidance indicates otherwise
- Implement a “no guest” policy to limit the cross contamination from other residence halls and off campus visitors (possibly adjust restrictions later in semester pending campus COVID-19 statistics)
- Reduction of in-person programming and student gatherings
- Adjustment to the Resident Assistant role to reduce person-to-person contact, such as adjusting building rounds and crisis intervention procedures.

### **Screening, Testing, Quarantining and Isolation of Residential Students**

The Office of Student Services, Residential Life & Campus Affairs will partner with University Health Care Unit and Emergency Management to draft and implement guidelines to meet New York State guidance for higher education in the screening, testing, quarantining and isolation of residential students.

Isolation rooms have been identified for 3% of total rooms. In the event of a positive COVID-19 test or a suspected positive case, a student will be relocated to an isolation suite. This process and the timing will be handled in partnership with the Department of Health. Cleaning supplies will be provided in each isolation suite in addition to instructions in each room explaining isolation protocols, support systems, and cleaning recommendations.

Staff will be trained to identify how to isolate symptomatic individuals. Plans will include where individuals will reside -- isolation suites in residence halls or home, based on student’s preference and available safe transportation if the student prefers the latter option -- and a

support system identifying who will provide the student with food, medicine, psychosocial, academic, mail and other supports as needed. This role can be fulfilled by any professional staff member and we will seek to create a program to recruit volunteers to help support students in this manner.

Partners will also include Chartwells Dining, Residential Life, University Health Care Unit, and Emergency Management will develop a plan for quarantining students who may have been exposed to a positive COVID-19 case. This will include identifying whether other students in the residential facility were all exposed to a common positive case. This will be done in partnership with the Department of Health. Plans will include where individuals will quarantine, the length of time (as part of the contact tracing and Department of Health instruction), and a support system identifying who will provide the student with food, medicine, psychosocial, academic and other supports as needed. This role can be fulfilled by any professional staff member and we will seek to create a program to recruit volunteers to help support students in this manner.

In the event the 2% to 3% isolation rooms are not sufficient, nearby hotel rooms at Cambria Suites can be arranged by the University, and a similar support system will be put in place to support students' needs for food, medicine, psychosocial, and academic needs. According to New York State's [Interim Guidance for Higher Education during the COVID-19 Public Health Emergency \("Interim COVID-19 Guidance for Higher Education"\)](#) issued on June 28, 2020, local health departments may, under their legal authority, implement monitoring and movement restrictions of COVID-19 infected or exposed persons including home isolation or quarantine.

After an isolation room or suite is utilized, cleaning and disinfecting exposed areas will be completed according to New York State and CDC guidelines via CBS and Facilities teams.

### **Move-In Protocol for Fall 2020**

Plans are in development to schedule a socially distanced move-in time frame for new and returning residential students beginning on or about August 14, 2020. This will include move in time slots that control the number of people moving into the building and a limitation on the number of guests who can help a student move into the buildings. All guests and students will be expected to comply with University guidelines on screening before they are allowed onto campus. Communication about move-in processes will include specifics on these topics.

### **Fall 2020 Departure Protocol**

The Office of Student Services, Residential Life & Campus Affairs will implement and communicate a plan to students to account for which students are leaving (at end of the semester or in the event of a shutdown) and confirm which students are approved to remain in housing during a shutdown vs. leaving for winter/summer break. Partnership with the Pace International office is necessary regarding international student departure if travel becomes difficult or impossible over the winter break.

### **University Shutdown and Residential Student Move-Out**

In the event of a University shutdown before the end of the semester, The Office of Student Services, Residential Life & Campus Affairs staff will coordinate and communicate plans to students on how to safely leave campus. This includes a plan for students departing for the remainder of the semester but returning in the spring semester, and for students who may not be able to depart campus quickly, such as international students, long distance U.S. students, and those with housing insecurity.

The Office of Student Services, Residential Life & Campus Affairs will implement and communicate a plan to students to account for which students are leaving (at end of the semester or in the event of a shutdown) and confirm which students are approved to remain in housing during a shutdown rather than leaving for winter/summer break.

### **Policy Changes**

The Office of Student Services, Residential Life & Campus Affairs staff will be adjusting policies including but not limited to:

- No guests in residence halls
- Reduced capacity and use of common spaces
- New departure/semester check out confirmation
- Socially distanced move in/move out
- Health and wellbeing room checks.

### **Emergency Response and Transportation to Hospital**

Protocols will be established to respond to students in crisis who need to be transported to a hospital. The Office of Student Services, Residential Life & Campus Affairs staff will continue to work with the Health Care Unit and Security staff to assess ambulance transport. This type of transport may occur during business hours or outside of business hours. This planning is particularly important when it applies to whether the student is currently in isolation for testing positive for COVID-19, or quarantine for possible exposure to a positive case. The staff will continue to work closely with public health officials in the event students must be transported to the hospital and do not have a vehicle or are unable to transport themselves.

### **Social Distancing Measures for The Office of Student Services, Residential Life & Campus Affairs offices**

The Office of Student Services, Residential Life & Campus Affairs will be open 9:00 am to 5:00 pm. All meetings will be conducted via phone or video conference.

If they require in-person services, signage will be placed in highly visible locations to promote everyday protective measures to slow the spread of germs, reminding individuals to maintain 6 feet distance, and to communicate processes to schedule appointments or meet with staff. A meeting space will be identified for students who need a private meeting room for confidential meetings with staff or conduct meetings.

### **Additional Considerations**

- Communication to students regarding reducing their travel (even local trips) and how to reduce the spread of COVID-19 for those who are travelling or commuting for internships, clinical, practicums, student teaching, etc.
- New content for training of RA staff.
- Plans, training, and communication of ideas regarding supporting student anxiety should someone in the community test positive, working with Counseling Center on messaging, follow-up with students who feel most anxious, etc. We will explore this as part of our training and strategize on the ways we might encourage students to share their feedback/concerns.
- Housing insecurity for winter and summer break discussions regarding financial aid packages and cost of housing outside of normal occupancy time periods.
- Food insecurity plans with auxiliary services, financial aid, etc.
- Staff who travel for personal or (very limited) professional purposes will follow the University's guidelines regarding travel.
- The office will establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

### **Campus Activities**

We are committed to creating new, engaging opportunities to enable our students to build community in order to best learn and share together. Some of these efforts may also be available online with live streaming opportunities and social media engagement. As we plan for these vibrant campus activities that build a sense of belonging, our considerations include enhanced cleaning, the use of personal face coverings in common areas, practicing social distancing, adjusted group and co-curricular activities, and sustaining campus traditions. Our policies within Student Services that govern the activities and conduct of our student organizations will be updated to reflect the unique times we face.

### **Campus Event Policies**

The ability to host in-person campus events is contingent upon New York State guidelines on public gathering. Public gatherings in New York State are limited to 50 people in [Phase 4](#). Student Services will monitor Phase 4 conditions and adjust guidelines of in-person events in accordance with University and New York State guidelines. Public gathering guidelines may be higher than our spaces allow due to reduced capacity and space availability.

Staff will work with Special Events and Facilities to identify space capacity for events and social gatherings on campus. They will review all program spaces available on campus that can safely host 50 people, and create floorplan layouts with facilities to ensure adequate modifications to room setups and markings for social distance guidelines. Due to classroom capacity concerns, some event spaces may be modified for classroom use reducing the availability of event space on campus.

Policies that will be updated for student organizations hosting events include but are not limited to the following:

- Event spaces appropriate for hosting events in accordance with New York State public gathering Capacities.
- Events must be able to maintain 6 feet of social distance and attendees will wear face coverings, except when events are hosted outside with 6 feet of social distance.
- RSVPs may be required for events to ensure capacity is not exceeded.
- Student organizations must ensure participants wear face coverings and maintain 6 feet of distance.
- Live streaming options of events may help to support students who want to attend but cannot, due to personal circumstances or an event reaches the maximum number of RSVPs.
- Student organizations will need to identify who will check RSVP lists for attendance, and they might consider lengthening event times to allow more people to attend over a longer period of time (for events that do not follow a specific program or agenda).
- Set-up for events will be limited to specific layouts to maintain social distance and those set-ups cannot be changed or altered by the student organization.
- Capacity limits for rooms will depend on New York State guidelines and layout options Provided by Special Events, and Facilities.
- Programming will not be approved for a student organization until at least two student leaders from the organization have been trained in new protocols.
- The number of programs possible to host may be limited based on space available, modified set-ups, and cleaning requirements between events.
- No outside guests will be allowed to attend campus events in person for the Fall semester. This policy will be reviewed throughout the semester based on campus COVID-19 statistics and University policy on campus guests.
- Off-campus trips or events will not be approved until further notice.
- Recommendation of student organization meetings to be hosted virtually, except when the meeting attendance can be guaranteed to fall under the maximum allowed by New York State and Pace University guidelines. Meeting rooms may not be available, but when they are, students must maintain 6 feet of distance, wear face coverings, and abide by room capacity limits.
- If food is offered at any event, it must be pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal.
- Provide check-in procedures and general monitoring of social distancing at events in training and certification programs for student leaders planning to host an in-person event.

### **Training for Student Organizations Hosting Events (if Pace allows)**

The staff will update student organization event planning forms and steps in the planning process to include a documented plan submitted by the student organization on how their event will be hosted in accordance with new guidelines. Once those event planning guidelines are approved, the staff will train student organizations and other offices who often host events with students. These trainings will be required for a student organization to host any events. Student organizations must understand the modified delivery of services such as vendor contracts, cleaning of spaces, space restrictions, catering options, IT/Ed Media support, such as access to technology and/or live streaming assistance.

### **Booking Event Space**

The staff will work with Special Events to identify spaces on campus that can hold the maximum capacity limits allowed by New York State and Pace University guidelines. These spaces and capacity limits should be input into the R25 room reservation system, and approved spaces for student events should be available for booking, while removing other spaces from student event booking requests. The staff will coordinate with facilities to place signage on programming and event spaces that are available with new capacities based on social distancing guidelines.

### **Cleaning, Hygiene, and PPE at events**

The cleaning of spaces will be determined by Facilities and CBS. The timeframe of required cleaning of spaces between classroom usage and event usage will inform the number of events possible in a day per space. Student Services staff will partner Special Events and Facilities to develop protocols for proper cleaning of special event spaces. This may require additional setup and breakdown time between events which may limit the number of possible events in certain spaces.

Staff will communicate to student organizations that events will include:

- Securing face coverings for event attendees: Event attendees must get face coverings on their own prior to the event.
- Sanitizing stations at each event location.
- Understand the cleaning schedule of public bathrooms near event rooms.
- Staff who attend or even host campus events must maintain social distance and wear face coverings (as staff, they set an example).
- Post signs in highly visible locations that promote everyday protective measures and describe how to stop the spread of germs, such as by properly washing hands and properly wearing a cloth face covering.
- Provide physical guides, such as tape on floors or walkways and sidewalks and signs on walls to ensure that individuals remain at least 6 feet apart in lines and at other times.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and consider the wellbeing of individuals with food allergies.

### **Catering Food at Events**

We will defer to our campus food service provider, Chartwells, but we would recommend that the manner in which food is served at events would change as per New York State and CDC guidelines. Currently, if food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and consider the wellbeing of individuals with food allergies.



For events that place orders with off-campus catering vendors, staff will need to work with campus partners to develop clear guidelines regarding delivery, set-up, and service of food. These guidelines must meet New York State requirements for food services.

### **Off-Campus Trips or Events**

In order to reduce the spread of COVID-19, no fall events will be approved for off-campus or trips. This includes taking public transportation, travelling for conferences, recreational activities, and other off-campus trips or events.

### **Vendors, caterers, and performers coming to campus**

Staff will develop guidelines that align with University policy in working with vendors and performers who come to campus as part the agreement to deliver their services. This will require the staff to work closely with Legal Counsel and other offices in drafting language for vendors and performers. Caterers delivering food for an event will be required to follow any University protocols to gain access to campus facilities or deliver food to campus location.

### **Outside Guests to Events**

At this time, no outside guests will be allowed to attend campus events in person for the fall semester. This policy will be reviewed throughout the semester based on campus COVID-19 statistics and University policy on campus guests.

### **Wellbeing at Events**

Staff will create a plan in partnership with Security to ensure health measures and community standards are upheld and how to assist with the shutdown of any events that are not approved or do not follow COVID-19 policies and social distancing requirements.

### **Student Organization Operations**

Staff will communicate guidelines and best practices for carrying forth the business, meetings, and events of student organizations to student leaders. This information will be distributed to student leaders and advisors as well as other campus partners.

Supports are in place, as in the past, for advising students on how to host events on campus. If regulations do not allow for student-sponsored events to occur on campus, that will be communicated to student organization executive boards accordingly. Staff may draft scenarios of when in-person meetings might be more appropriate and possible under the guidelines, the spaces appropriate for such meetings, and the requirements of face coverings, social distance, and reduced capacity.

### **Connecting Students and Building Community in a Virtual Manner**

The staff foresees student involvement in student organizations may decline in the fall, since they will not be able to connect as much in person and will feel less eager to join groups. This will significantly impact current student groups and student leaders because they may feel a lack of motivation and connection. Thus, the staff will develop an involvement and engagement

plan that includes their own events plus partnerships with student bar associations, active student organizations, and campus partners.

Staff will continue to host programs in an online format, but will focus on hosting in-person programs where appropriate and possible. We will determine new practices moving forward for this type of virtual and remote programming. Partnership with Student Accessibility Services may be important if remote offerings or live streaming events could benefit from accommodation practices.

Staff will also be sure to monitor the impact on commuter students' opportunity to connect and create a feeling of community. This includes their attendance at limited in-person events, participation online with virtual programs, and also the common spaces that are available for commuter students to use while they are on campus.

## Academic Plan for Fall 2020

Due to COVID-19, we have implemented numerous changes to the academic program for the fall semester. We are determined to provide our students with the high-quality educational experience they expect while protecting the health and wellbeing of everyone in our community.

**Orientation:** The fall semester will start with a Zoom-based Orientation for incoming first-year students on August 19-20. Students will be required to complete most modules of Zero-L in advance of August 19. Developed by Harvard Law School, Zero-L is an online course designed to ensure all incoming students, whatever their backgrounds and previous areas of study, start with foundational legal knowledge that enables them to thrive in law school. This online, self-paced offering is comprised of approximately a dozen hours of lively video lectures, vocabulary, and periodic comprehension checks. The Orientation curriculum will reinforce some of the lessons of Zero-L and will help incoming students adjust to Haub Law in particular.

**Fall Calendar:** All regular classes for the fall semester will begin on Saturday, August 22, for FLEX JD classes and Monday, August 24, for all other classes. The Tuesday after Labor Day will follow a MONDAY calendar for both day and evening classes, and no classes will be held on Monday, September 7 (Labor Day), Saturday, September 19 (Rosh Hashanah), and Monday Sept. 28 (Yom Kippur). No in-person classes will be scheduled for the two days of the New York State Bar Examination, September 9 and 10. Classes will end for the semester on Tuesday, November 24, and study days and final exams will take place remotely after Thanksgiving. The final day of exams will be December 11. The fall Academic Calendar is available [here](#).

**Class Format:** Classes will be held in-person, online and in hybrid formats.

- **First Year:** One full-time first-year section has been designated entirely remote, for those incoming 1Ls who requested an all-remote experience. The remaining first-year students (except FLEX JD students) are divided into two sections, for which Civil Procedure, Torts and Legal Skills I will be taught in-person, with Criminal Law taught remotely but synchronously (i.e. students must attend at the time it is scheduled). For Civil Procedure and Torts, to ensure social distancing, students will be divided into A and B groups, with A students attending in person on Mondays and Tuesdays for those classes and B students attending in person on Wednesdays and Thursdays for those classes. For the FLEX JD students, Civil Procedure and Torts will be taught in-person for three hours, with an option for students to participate remotely but synchronously instead. An additional asynchronous hour (i.e. students can watch at any time before the next class) will be added to those two FLEX classes. In addition, FLEX JD students can choose either an in-person or remote Legal Skills section.
- **Upper-Level:** All upper-level classes with enrollments above 60 students will be taught remotely and largely synchronously. For the remaining upper level classes, most will be taught in person with the option of students to participate remotely and synchronously (i.e., at the same time class is held), and some will

be taught 100% remotely. Even for the in-person upper level classes, some class meetings will take place remotely, depending on the curriculum. Students do not have to get permission to participate remotely, as long as they notify the professor at the beginning of the semester of their attendance plan.

- **Taking “remote” classes on campus:** For those students whose course or personal schedules make it difficult to participate in remote classes from anywhere but the Law School campus, space will be set aside for students to take remote classes on campus. We will be announcing details regarding this option as it gets closer to the semester.

**Grid and Room Assignments:** A revised grid for all day and evening classes is available [here](#) (scroll down to “Course Grids” and select “Fall 2020 day course grid” or “Fall 2020 evening and weekend course grid”). Courses appearing in bright pink will be taught 100% remotely. Tentative room assignments for the in-person courses are also included on those grids.

**Final Exams:** All final exams will be administered remotely. Additional guidance for both faculty and administering those final exams and students taking those exams will be developed early in the semester, and will include some revisions to the manner in which final exams were administered and taken this past spring and summer.

**Grading:** All regular academic rules and policies will apply for the fall semester, including curve-based grading, the Honor Code, and post-semester academic standing assessments, rankings and scholarship revisions. The Academic Rules can be found [here](#) and the Honor Code is available [here](#).

**Academic Offices:** The Registrar will be staffed in-person on Mondays (9:00 am to 4:00 pm) and Thursdays (11:00 am to 6:30 pm). At other times, the Registrar’s Office will function fully remotely. The Office of Academic Success will function primarily remotely, but fall academic success courses will be taught in-person and there may be limited in-person appointments. The Manager and Coordinator of Academic Affairs will both operate remotely. The Director of Graduate Programs will also operate primarily remotely.

## **Scheduling and Location of Administrative Operations**

### **Academic Affairs**

The Academic Affairs staff plans to continue to work remotely in the fall semester, but will come in on as-needed basis.

### **Academic Success**

The Academic Success office will primarily operate remotely, although the actual classes will be taught in person. There may also be one-on-one meetings with students on a limited basis.

### **Admissions**

Until August 21, the Admissions Office will continue to operate remotely, with Cathy Alexander coming in once a week to process mail. Starting on August 24, the office will open two days a week (likely Mondays and Thursdays, to coordinate with registrar/bursar/financial aid), and the staff covering those two days will rotate.

### **Career Development**

This office will be almost completely remote for the fall semester. Each team member will have the option to go to the offices after August 10 on an ad hoc basis to gather resources, among other things. Additionally, Elyse Diamond is teaching a class on Monday and Wednesdays and will be in the office 12:00 pm to 4:00 pm those days for the duration of the semester.

### **Communications/External Affairs**

Communications/External Affairs plans to work fully remotely, as they all have the equipment and support they need to get their jobs done at home.

### **Development**

The current plan is that Lori Kanner and Arianne Andrusco will each come into the law school one day a week (on different days). That will enable them to use printers/scanners, check mail, and so on. Other than those discrete tasks, they can do all of their other work remotely.

### **Educational Media/Information Technology**

From July 6 to August 1, Jimmy Leon will be in on Mondays, Devendra Mohan on Tuesdays, Jackie Benaroch on Wednesdays, and Tony Soares on Thursdays, with everyone else working remotely on the days that they are not in.

Starting in August, two Law ITS staff members will be on campus each day, and Tony Soares will be on campus every day, with some remote work days on Friday. Especially because Law ITS has two different offices (A 308 and A 302), there will be room to keep everyone spread out.

### **Energy and Climate Center**

All staff plan to work remotely this fall, coming in only to teach or for any necessary in-person meetings, which are not anticipated at this time.

### **Environmental Law Program**

Beginning August 17, Lorraine Rubich, Annie Olson or Inga Caldwell will cover the environmental law suite in staggered shifts from Monday to Thursday, 10:00 am to 2:00 pm in case students need to stop by. When present, Lorraine and Annie would be sitting at their desks in the central (open) hub; Inga would be in her office. They will stagger so that only one staff member will be present at a time.

The two fellows will be assigned to separate (private) offices with closing doors that adjoin the environmental suite. Certain faculty with private offices that adjoin the environmental suite will also likely come and go during the day, but their offices likewise have doors that can close.

### **Finance/Human Resources**

Finance and human resources will most likely continue to work remotely.

### **Graduate Programs**

This office will primarily operate remotely but staff will come in on an as-needed basis.

### **Land Use Law Center**

Jessica Bacher and Tiffany Zezula are planning to work remotely for the remainder of the year. Jennie Nolon will be coming in on Mondays.

### **Library**

For the summer, the plan is to have around three staff members physically in the library Monday through Friday.

For the fall, the plan now is to keep reference services online rather than in person, since it is harder to practice social distancing for that. The library will offer Zoom sessions in order to be able to share the screen, and have a real time conversation. Staff who can very easily work from home will likely only come to campus perhaps two days a week. The staff who work circulation will probably be working on site five days a week since their job requires more presence on site. As such, there will be perhaps 5-6 people there on a given day. The hours of operation are still being determined, and we also need to determine the extent to which -- if at all -- there will be access to the library for people other than current students, faculty, and staff, such as alumni.

### **Moot Court/Advocacy Programs**

Many of the moot court programs are going fully remote. For example, the Grand Moot preliminary rounds will be remote, all tryouts for teams will be remote, and there will be a remote 32-team "all-star" challenge in November. They are still waiting to hear from New York City Bar sponsors of the National Moot Court Competition, and are hoping that teams (once selected) will be able to meet in person in A 201 or A 202. The teams are made up of usually no more than eight people and either one or two coaches. They are also planning to hold a boot camp in the Moot Courtroom, with the opportunity for remote participation.

### **Registrar/Bursar/Financial Aid**

These offices will be open for students on Mondays from 9:00 am to 4:00 pm and on Thursdays from 11:00 am to 6:30 pm. During those times, one representative from the Registrar/Bursar's office (either Josie Wolf or Michelle Serena) will be present, and one representative from the Financial Aid office (Adriana Pace, Nicole Spring, or Desiree Sharperson) will be present. At other times, they will work remotely. They will adjust the hours as needed, and make appointments with students to ensure their questions can be answered.

### **Student Services**

Until August 1, this office will work remotely, accessing the campus as needed. Starting on August 1, Patrick O'Connor will be on site one day a week, and Angie D'Agostino will continue to work remotely, accessing the campus as needed. Kay Longworth Lovett will likely be in at most one day a week.

### **Women's Justice Center**

The WJC is still finalizing its plan.