



# NAVAL POSTGRADUATE SCHOOL RETURN TO CAMPUS PLAN

JUNE 2020

Naval Postgraduate School (NPS) will implement a conservative, phased approach to gradually resume on-campus operations and safely return faculty, staff, and students to the workplace. This effort will be coordinated with Naval Support Activity Monterey (NSAM) and consistent with federal, state and service guidelines:

- **CDC/White House Opening Up America Again guidelines**
- **OMB memo M-20-23**
- ***Aligning Federal Agency Operations with the National Guidelines for Opening Up America Again***
- **NORTHCOM/NAVNORTH orders**
- ***State of California's Pandemic Roadmap***
- **NSAM's Reset Plan**

## GATING CRITERIA

The President and OSD have established "Gating Criteria" for resumption of activities and re-opening of workspaces. A series of "gates" in Monterey County must be met before making modifications to base services and work conditions. In accordance with SECDEF Memo dated May 19, 2020, NSAM will coordinate with Navy and local Presidio of Monterey Public Health Emergency Officers to ensure the gating criteria is met before NSAM transitions to any reduced HPCON level and base services can begin a phased reset. Any decision to begin this phased reset is stipulated on the local area showing a sustained decline in overall COVID infection rates, as well as the ability to test, monitor, isolate and quarantine DoN cases. While the time frame to begin this transition is still to be determined, once NSA Monterey begins transitioning from full spectrum COVID response to our "new normal," we must do so in a safe, controlled, and premeditated manner.

The suggested gating criteria in these guidelines will inform the NPS President regarding the phased return-to-workplace process. NPS leadership will monitor applicable state and local orders, and will consider the spirit and intent of those orders to the maximum extent possible while implementing this plan.

**Plan for Phased Return.** Deans, Chairs, and Directors will develop individual proposals for the number and type of employees who should return to campus in each phase. All employees have been provided with instructions on how to self-identify as needing extra precautions (per CDC guidance) so they can develop a telework solution which is acceptable to both the employee and the supervisor. The Director, Human Resources, will maintain

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## GATING CRITERIA

### Symptoms:

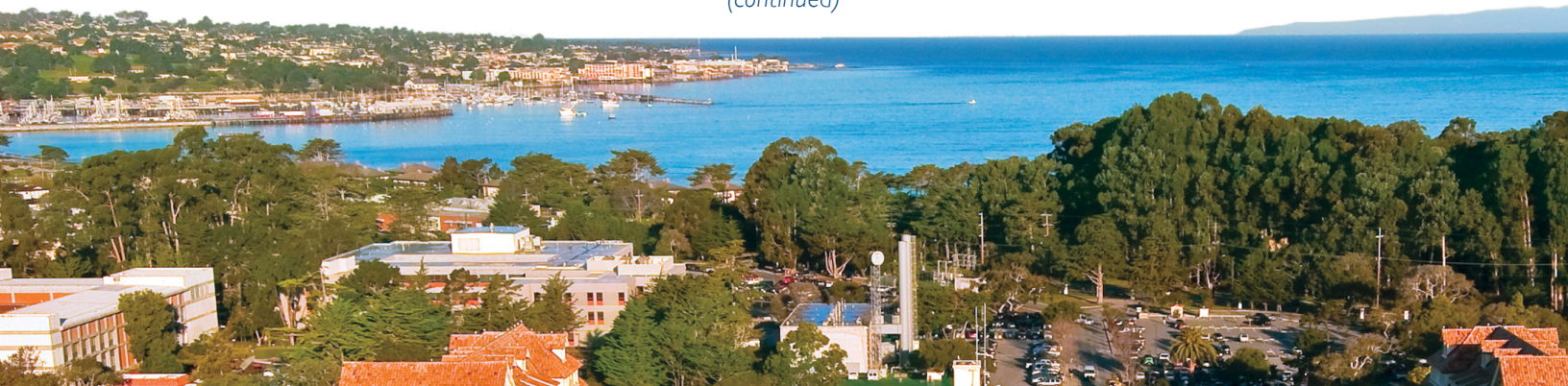
Downward trajectory of influenza-like illnesses and COVID-like illness cases reported over the preceding 14-day period.

### Cases:

Downward trajectory of documented COVID-19 cases or of positive tests as a percent of total tests over the preceding 14-day period.

### Medical Facilities:

Military Medical Treatment Facilities or local hospitals have the capacity to treat all patients without crisis care and have a COVID-19 testing program in place for at-risk healthcare workers and those exhibiting symptoms of COVID-19.





a list of employees who have self-identified as needing extra precautions and assist with individual employee concerns. Deans, Chairs, and Directors will notify employees of the need to return to campus once the proposal is approved by the President. NPS leadership will continue to monitor local conditions, including current state/local stay-at-home orders, school closings, day care closings, and availability of public transportation, and incorporate these factors into the decision to return to campus.

### PHASE DESCRIPTIONS

NPS transition through phases will be based on compliance with federal gating criteria and completion of the preparations listed above. NPS will be prepared for regression to a more restrictive phase if necessary.

#### NPS PHASED APPROACH TO OPERATIONS \*

##### Phase 4A

- Mandatory Telework
- **Core:** Distance Learning
- **Labs/Classified:** By exception
- **Research:** By exception
- **Library:** Closed

##### Phase 4B

- Maximum Telework
- **Core:** Distance Learning
- **Labs/Classified:** Resident
- **Research:** Labs available
- **Library:** Open (modified)

##### Phase 4C

- Encourage Telework
- Non-vulnerable personnel return
- **Core:** Resident / DL hybrid
- **Labs/Classified:** Resident
- **Research:** Labs available
- **Library:** Open (modified)

##### Phase 5 (New Normal)

- Return of vulnerable personnel to NPS
- Comply with New Normal OPM Guidance
- **Core:** New Normal (TBD)
- **Labs/Classified:** New Normal (TBD)
- **Research:** New Normal (TBD)
- **Library:** New Normal (TBD)

\* NPS will regress to a more restrictive Phase if necessary.

#### NSAM RESET PLAN \*

##### Stage 1: Reconstitute NSAM Staff

- Incremental reduction of expanded telework as conditions allow in local area

##### Stage 2: Initial Return to Service

- Full reintegration of NSAM staff within in base facilities based on CDC guidance
- Limited opening/capacity of some base services

##### Stage 3: Full Service Restoration and sustain for 6 months

- Commence full service operations

\* Dependent on meeting "Gating Criteria." The phased reset will progress as long as gating criteria continues to be met. NSAM will regress to a more restrictive Stage, if necessary.

**Note:** Some base services and programs may be in different stages depending on individual program circumstances.

#### Phase 4A (Spring Quarter)

NPS is currently in Phase 4A. During this phase, NPS will maintain a mandatory telework posture, prioritizing distance-learning (DL) education and remote access, while preparing the campus for the eventual return of personnel and resumption of resident education.

• **Education.** Courses will be delivered in a distance-learning format, with exceptions for those which require an on-campus presence (classified content, laboratory work, etc.). All exceptions will be approved by the Provost or Chief of Staff.

• **Research.** On-campus research activities are permitted with specific permission of the Provost or Chief of Staff.

• **Library.** The Dudley Knox Library will provide limited services, including physical material lending and on-demand printing support. The Graduate Writing Center and Thesis Processing Office will offer services remotely.

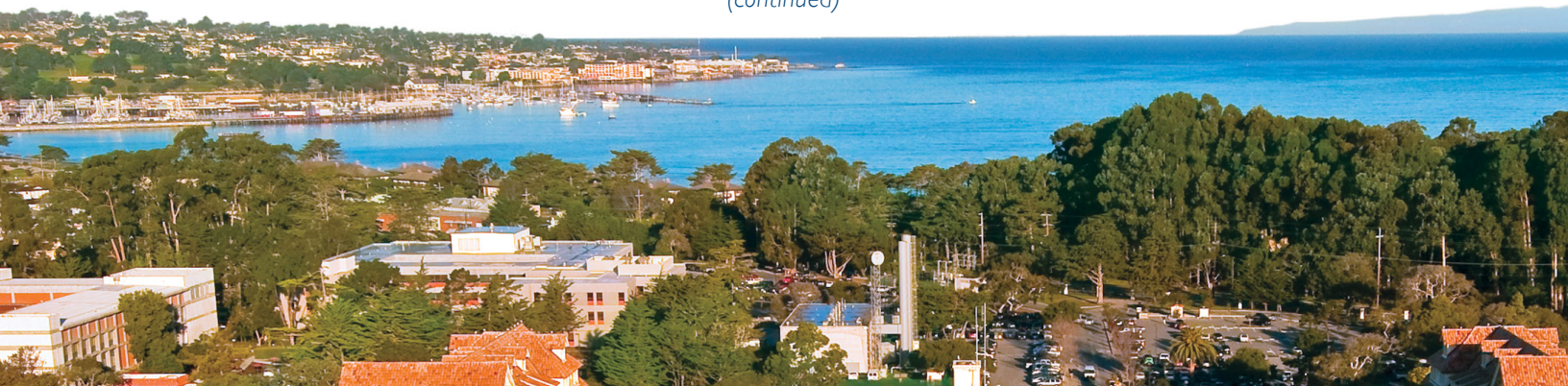
• **Telework.** NPS will remain in a mandatory telework posture until further notice. Exceptions are provided for those mission-critical personnel whose work is best performed onsite, including those who are needed to support limited facility operations.

• **Large Gatherings.** Gatherings of less than ten people are permitted provided social distancing standards are observed.

#### Phase 4B (Summer Quarter)

The NPS summer academic quarter commences on 6 July. During this phase, NPS intends to maintain a maximum telework posture, allowing for more employees to return to campus, while continuing to prioritize distance-learning (DL) education. More on-campus research activities will resume, and the campus will be prepared for the return of personnel and resumption of resident education.

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- **Education.** Most courses will continue to be delivered in a distance-learning format, with an expanded list of those which are authorized to meet on campus (classified content, laboratory work, etc.). All qualifying on-campus courses have been identified and approved by the Provost.
- **Research.** On-campus research activities are maximized; requested research activities have been identified and approved by the Provost. A weekly schedule will be developed and promulgated to the Provost and Chief of Staff for deconfliction and oversight purposes.
- **Library.** The Dudley Knox Library will continue to expand services, potentially providing student access to printers and reopening of some first-floor study spaces. The Graduate Writing Center and Thesis Processing Office will offer on-campus services when possible.
- **Telework.** NPS will transition to a maximum telework posture when local conditions permit. Deans, Chairs, and Directors will identify those employees who return to campus in this phase, specifically additional personnel whose jobs are best performed onsite, including senior leadership and support staff.
- **Large Gatherings.** Gatherings of more than ten and less than fifty people are permitted provided social distancing standards are observed. Gatherings of fifty or more people may be permitted for NPS personnel only with approval of the Chief of Staff.

#### **Phase 4C (Fall Quarter)**

The NPS fall academic quarter commences on 28 September. If gating criteria and support activities permit, NPS intends to enable the majority of the workforce to return to campus, with a return to the pre-COVID-19 telework posture. Education will be delivered in a hybrid format, specifics for which are being developed by a dedicated planning group.

- **Education.** NPS will deliver resident education using a hybrid format. This will provide accommodation for those personnel who are unable to return to campus while also accounting for reduced classroom capacities resulting from social distancing. A dedicated planning group is compiling proposals and best practices in order to determine the best methods and technologies for NPS to employ in this phase.
- **Research.** On-campus research activities return to pre-COVID-19 levels, while still following applicable health/safety protocols.
- **Library.** The Dudley Knox Library, Graduate Writing Center and Thesis Processing Office will gradually reopen and restore services while still following applicable health and safety protocols.
- **Telework.** NPS will return to normal telework posture with provisions for those who need extra precautions.
- **Large Gatherings.** Gatherings of fifty or more people are permitted with approval of the Chief of Staff.

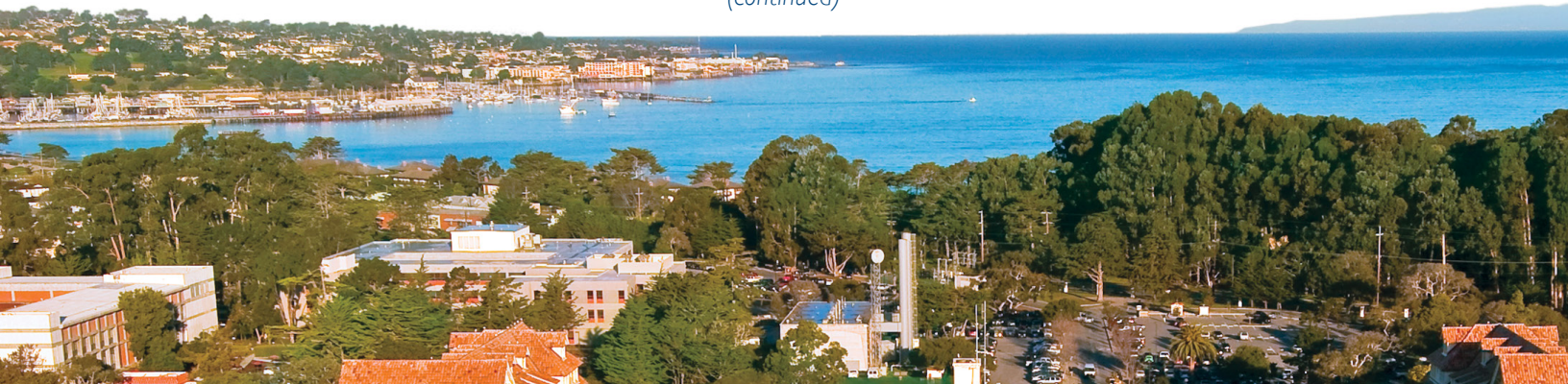
#### **Phase 5 (TBD)**

This phase constitutes the establishment of a "new normal" operating posture. Requests for special accommodations by employees will be evaluated through the reasonable accommodation process on a case-by-case basis. Specifics for this phase will be developed throughout the summer quarter.

### **GENERAL GUIDANCE**

**Guidance for Managers and Returning Employees.** Standard guidance will be promulgated via the [NPS COVID-19 Pandemic Response Guide](#) to facilitate consistent messaging to employees who are returning to the workplace. Topics include, for example, instructions that personnel stay home if they have flu-like symptoms, campus space utilization procedures, and health and safety considerations.

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**Communications.** NPS leadership will maintain transparent communication with the workforce (including local union leadership) and key external stakeholders, as they plan and initiate return to campus activities, via such methods as virtual town hall meetings, newsletters, the [NPS COVID-19 webpage](#) and [Frequently Asked Questions](#) list, and e-mail updates.

**Health and Safety Protocols.** Up-to-date health and safety information will be promulgated via the [NPS COVID-19 Pandemic Guide](#). All employees are required to watch the COVID-19 Safety Procedures Video (developed by the NPS Safety and Occupational Health Manager and posted on the NPS COVID-19 webpage) prior to returning to campus facilities.

**Campus Shared Spaces (Classrooms, Laboratories, Conference Rooms, Copy Rooms, Break Rooms, etc.).** Prior to resumption of activities in a campus shared space, the space must be cleaned and sufficient supplies made available for continuous cleaning. A one-time cleaning/wiping/disinfection of all classroom tables, chairs, and door handles will be accomplished prior to the start of summer quarter. Each space will be assessed to determine the maximum safe occupancy using social distancing standards, all occupants must log in and out of the space to enable contact tracing, and all outgoing occupants will clean the space prior to departing. While inside the space, face covering utilization is encouraged if social distancing can be maintained, and mandatory if it cannot. Use of campus shared spaces will be limited initially to only those which are necessary to accomplish the mission. NPS staff members are working with NAVFAC representatives to ensure that all HVAC systems are operating as designed.

## HEALTH AND SAFETY PROTOCOLS

(Force Health Protection)

### Phase 4A

- 6 ft social distancing
- Face coverings required
- Cleaning required
- Screenings
- Maintain hygiene
- Logs required for lab/classroom usage

### Phase 4B

- 6 ft social distancing
- Face coverings required
- Cleaning required
- Screenings
- Maintain hygiene
- Logs required for lab/classroom usage

### Phase 4C

- 6 ft social distancing
- Face coverings required
- Cleaning required
- Screenings
- Maintain hygiene
- Logs required for lab/classroom usage

### Phase 5 (New Normal)

- As directed (TBD)
- Cleaning required
- Maintain hygiene

### Campus Office Spaces (Private Offices, Staff Workspaces).

Cleanliness of private offices and shared workspaces is the responsibility of the space owner. Limit private offices to a maximum of two people, and ensure that staff workspaces are configured to permit social distancing. Contact tracing logs are not required.

### Campus Common Areas (Hallways, Entrances, Exits, Restrooms, etc.).

Existing contract cleaning services of common areas will resume prior to the start of summer quarter. Additional cleaning supplies will be available at the entrances to all restrooms for individual use. Personnel are reminded to thoroughly wash hands with soap upon both entry and exit of restrooms, and to maintain social distancing when inside. Contact tracing logs are not required, as the typical amount of time spent in a restroom, coupled with social distancing protocols and physical barriers, significantly reduces the likelihood of transmission in this setting.

## PROTOCOL FOR SHARED SPACES

Maximum safe occupancy with social distancing will be determined



All occupants must log in and out to enable contact tracing



Outgoing occupants will clean the space

