Stanford in Washington Protocols for Reopening

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Key Policies
- Stanford is requiring that all students, faculty, and staff show proof of vaccination prior to coming to Stanford in Washington.
- Masks are required to be worn indoors and masks will be made available to anyone who needs one.
- Students, faculty, and staff will complete a weekly COVID test.

Timeline for Reopening
Stanford University’s Fall Quarter 2021
September 16, 2021

Health Screening for Students, Faculty, and Staff
Daily Health Screenings: Students, faculty, and staff will complete a daily health screening that asks the following questions
Weekly Health Screenings: Students, faculty, and staff will complete a weekly COVID test and report their results to Stanford in Washington management. Stanford in Washington will report those results to DC Health.

Health Supplies
We have a fully stocked storage room with soap, paper towels, hand sanitizer, disinfectant, disinfecting wipes, tissues, and personal protective equipment, including face masks and gloves. We have a special wholesale company that continues to deliver these supplies to us without interruption. All cleaning products are approved by the EPA.

If Someone Develops Symptoms
If a student, faculty, or staff member residing in the building develops symptoms they will immediately separate themselves from others and self-isolate in their student dorm room or faculty apartment. Faculty and staff who do not reside in the building will be sent home to self-isolate. The individual will immediately take an antigen home COVID test, supplied by Stanford in Washington.

• If the test yields a positive result, the individual will be asked to compile a list of their close contacts and Stanford in Washington Staff will notify their contacts of an exposure. Stanford in Washington will assist the individual in seeking medical attention and report the positive test result to DC Health.
• If the test yields a negative result, the individual will continue to isolate for an additional 48 hours at which point they will take a second test. If the second test yields a positive result, we will follow the procedures listed above. After the first negative test result, the individual will be asked to reach out to medical personnel as a precautionary measure.

As soon as Stanford in Washington staff are notified of an individual having developed symptoms, all students, faculty, and staff residing in the building will be required to take an antigen home COVID test as an additional precautionary measure.

If Someone Tests Positive
If a student, faculty, or staff member tests positive, the individual will self-isolate in their student dorm room, faculty apartment, or home if they do not reside in the building. Stanford in Washington will assist the individual in seeking medical care and report the positive test result to DC Health. The individual who tested positive will be asked to compile a list of their close contacts and Stanford in Washington Staff will notify their contacts of an exposure. All students, faculty, and staff of the Stanford in Washington program will take an antigen COVID home test immediately and again 3 days later. During these 3 days, communal meals will be suspended and all classes will be held virtually. Students will be asked to stay home from their internships and work remotely.
We will communicate information about any COVID outbreaks at Stanford in Washington to students, faculty, and staff via email, text messages, and phone calls.

Stanford in Washington will report the date of the positive test result and the date of the onset of symptoms to the DC Health office. Stanford in Washington will provide all needed information to the DC Health contact tracing team.

Students who need to self-isolate due to a positive test will reach out to Stanford in Washington program staff and their Undergraduate Advising Director for academic support.

The privacy of students who test positive will be protected.

There will be additional cleaning and disinfection according to CDC guidelines if there is a positive case.

**Health Practices for COVID Prevention**

Students, faculty, and staff will be given a “Best Health Practices Presentation” upon arrival at Stanford in Washington. The presentation will include the following information:

- Face masks are required to be worn indoors
- Proper face mask wearing
- Frequent hand hygiene with soap and water or hand sanitizer
- Practicing physical social distancing
- Avoiding crowds and poorly ventilated inside spaces
- Monitoring health and staying home/in the student dorm or faculty apartment when sick or showing symptoms
- Cleaning and sanitizing high touch surfaces throughout the day

Everyone will be required to wear face masks inside the building. Stanford in Washington will provide masks for anyone who needs one.

Students will be required to wear face masks at all times indoors except when alone in their own dorm room. Face masks will be required for students visiting each other’s rooms. Face masks will be worn in the dining room and only removed when eating and drinking.

Faculty and staff will follow all Stanford University and DC guidelines for mask wearing.

Should the situation arise where a student, faculty, or staff member cannot wear a mask for a medical reason, Stanford in Washington will work to make an accommodation.

We will encourage students, faculty, and staff to choose their activities wisely and to find out what COVID protocols are in place at their destinations.
We will encourage students, faculty, and staff to wear face masks outside of the building and practice physical distancing. Students, faculty, and staff will be required to follow all federal, state, and local guidelines regarding mask wearing and physical distancing.

Stanford in Washington is limited to 25% capacity of students during fall quarter. This limited number will allow for sufficient distancing in the dining room and in the classrooms. Classes are staggered and held in larger rooms to allow for sufficient distancing.

Students are encouraged to use larger rooms for gatherings in order to allow for adequate social distancing. All student gatherings will be limited to 6 students or fewer.

The fitness room and library will be limited to 2 individuals at a time.

Stanford in Washington is following Stanford University guidelines, DC guidelines, and CDC guidelines regarding capacity in the dining room.

A hand hygiene center is located at the entrance to the dining room. Everyone will be required to wash their hands or use hand sanitizer before entering the dining room.

Stanford in Washington custodial staff has been given special training on cleaning, disinfecting, and sanitizing surfaces to follow CDC guidelines, which includes all frequently touched surfaces, dining areas, kitchen preparation areas, public gathering spaces, and restrooms.

Hand sanitizing and hand washing stations have been set up throughout the Stanford in Washington building at every room entrance.

Each student has a private dorm room and bathroom that is not shared with other students.

**Accommodations for High-Risk Individuals & Travelers**  
Stanford in Washington will allow remote work & modified job duties for high-risk individuals.

Stanford University has instituted a COVID employment policy allowing for additional COVID sick leave hours and self-isolation hours that are not counted against regular sick leave and vacation hours.

All students, faculty, and staff should wait for a negative test result before traveling domestically or internationally.

All students, faculty, and staff are required to take a COVID test upon returning from travel.

We are following all federal, state, and local travel restrictions, Stanford University travel policies, and CDC guidelines.
Mental Health
In addition to academic support, students who test positive and are self-isolating will be encouraged to take advantage of telehealth therapy sessions. The therapy resources will be made available to all students of the program in telehealth format and in-person. Stanford University has a zero-tolerance policy for bullying or any stigmatizing behavior.

Vendor, Visitor, and Guest Policy
Stanford in Washington will only permit essential visitors into the building. Vendors, visitors, and guests will be required to fill out an online health screening form to be allowed to enter the building. The form will ask the following questions:

1. Have you felt like you had a fever in the past day?
2. Do you have a new or worsening cough today?
3. Do you have any of the following symptoms today?
   a. Shortness of breath or difficulty breathing
   b. Fatigue
   c. Muscle or body aches
   d. Headache
   e. New loss of taste or smell
   f. Sore throat
   g. Congestion or runny nose
   h. Nausea or vomiting
   i. Diarrhea
4. Have you been tested for COVID-19 due to symptoms or contact and are still awaiting test results?
5. Have you tested positive for COVID-19 in the last 10 days?
6. Have you been exposed to someone with COVID-19 in the last 14 days?

If the vendor, visitor, or guest answers yes to any of those questions, they will not be permitted to enter the building.

Building Considerations
Stanford in Washington has contracted with a building services company to make sure proper ventilation of our H-VAC system is operating properly, that we have a clean water supply, and that everything is in excellent working order. The building services company follows all CDC guidelines to minimize the risk of any diseases associated with ventilation or water issues.
Shutdown Considerations
Should there be a resurgence of COVID-19 that would necessitate a shutdown, Stanford in Washington will consult with our dean at Stanford University, with our building supervisors, and with DC Health officials, and follow DC Health and CDC guidelines. If a decision to shut down is made, all relevant parties would be notified.

Student Academics
Stanford in Washington will offer a limited number of internships during fall quarter, both in-person, hybrid, and remote. Students will implement safe health practices while commuting to their internships and during their internships.

Students will have access to all Stanford University resources online and through video conferencing. Students will have access to the library at the Stanford in Washington building with capacity limited to 2 students at a time.