The Seattle Campus Safe Return Guide

This guide will help familiarize you with the necessary procedures & changes that have been put in place to help protect the Seattle campus community during Covid-19.
The Seattle campus has increased the frequency of cleaning provided by our janitorial services.

- Additional focus will be directed towards high-touch zones such as door handles, counter tops and bathrooms throughout each day.
Cleaning supplies

• We have updated the cleaning and sanitizing products that our janitorial team uses to align with the CDC recommended products and best practices to keep our campus clean and safe.

• In addition to the janitorial supplies, the campus will have designated "cleaning stations" where appropriate supplies will be available for community members to use to clean work areas as needed.
How to wash your hands properly

Washing your hands thoroughly supports our community in staying safe and healthy. Wash hands with soap and water for a minimum of 20 seconds, especially and immediately after the following:

- Entering or exiting a public place
- Blowing your nose, coughing, sneezing, or touching your face
- Using the restroom
- After eating
How to wash your hands properly

- If water and soap are not available, you may use a hand sanitizer containing a minimum of 60% alcohol content.
- When applying hand sanitizer, cover the entire surface of the hands, and rub them together until dry.
- Once your hands are clean, remember to avoid touching your face as much as possible.
Quiz time!

For how long should you wash your hands?

A) 10 seconds
B) 25 seconds
C) 20 seconds
D) 30-minute soak in soapy water
Quiz time!

For how long should you wash your hands?

A) 10 seconds  
B) 25 seconds  
C) 20 seconds  
D) 30-minute soak in hot water
Healthy Distancing

• We need to do our best to maintain a minimum of 6 feet between each person while on campus whenever possible.

• This includes workspaces, common areas, classrooms and entry & exit points.
Healthy Distancing

Some tips for maintaining healthy distancing:

• Skip the handshake.
• Avoid in-person meetings.
• Don't stop to chat in hallways or in lobby areas.
• Respect posted room capacity limits.
• Follow the posted circulation signage.
When to wear a mask on campus

Consistent with the latest federal, state and local guidance related to COVID-19, Northeastern requires employees, students, vendors and visitors to wear face coverings/masks while they are in common spaces, including outdoor spaces on campus, even if healthy distancing can be maintained, common gathering areas, shared workspaces, shared academic spaces, or when interacting face-to-face with others.

• Individuals who have a medical condition that prevents them from using a face covering should contact Shana Feggins in Human Resources Management: s.feggins@northeastern.edu.
How to wear a mask on campus

Cloth masks should fit snugly, but comfortably, against the side of the face, be secured with ties or ear loops, include multiple layers of fabric, and allow for breathing and seeing without restriction or impairment. Instructions on how to properly wear a face covering have been published by the CDC and can be found here.

Wash hands or use hand sanitizer before affixing a face covering. Try to touch the inside and outside of the face covering as little as possible. The face covering should fit snugly and completely over the mouth and nose, but it should not impair breathing or vision. Wash hands after applying the face covering. Once the face covering is in place, do not touch the outside or slip fingers under it (e.g., to scratch nose or to adjust). Wash hands or use hand sanitizer after inadvertently touching the face covering.
Quiz time!

How should you wear a mask?

a) Covering only your mouth
b) Covering only your nose
c) Masks aren’t necessary
d) Snugly covering your mouth and nose
Quiz time!

How should you wear a mask?

a) Covering only your mouth
b) Covering only your nose
c) Masks aren’t necessary
d) Snugly covering your mouth and nose
Changes to the Campus set up

To ensure Healthy Distancing guidelines are followed, the campus has made several adjustments to rooms and furnishings and how they will be utilized.

*Please do not move or rearrange the furniture in the common areas or classrooms.*
Changes to the campus set up

Each classroom has been reset to reflect healthy distancing. In some cases the occupancy is below 50% of previous capacity.

• Be sure to wipe down your classroom table and chair before sitting down for class.

• Capacity limits are posted outside of each room.
Changes to the Campus set up

In collaboration areas, furniture has been modified to create barriers and healthy distancing throughout campus.

• Be sure to wipe down your selected workspace before you sit down to study/work.

• If you need whiteboard markers/eraser, they can be checked out from the front desk.
Where to eat on campus

- Eating on campus is allowed at designated tables in the kitchen areas or private offices with the door closed.
- Wipe down the surface area before eating as well as any counter or microwave you use for preparation.
- Microwave, napkins, and filtered water are available for use, but you will need to pack in your own dishes, cups, and utensils and take them home with you each day.
- Dishwashers and coffee or tea service are not available during this time.
- Please do not engage in conversation with others in the general area or speak on your phone while eating.
- Be sure to wipe down the area and wash your hands after eating.
Where to eat on campus

Look for this sticker to find out where to eat!
Wayfinding Signage

It's easy to find your way!
Graphics have been installed to encourage healthy distancing and good hygiene practices.

- All campus doors are clearly marked to indicate either an entrance or exit.
- High-touch Zones are marked to remind you they must be cleaned before using.
- All rooms have posted capacity limits next to the entrance door.
Wayfinding Signage

- Pull-up banners are positioned outside of each campus main entrance to guide you through entry protocols.
- Reminders to stay to the right in hallways and stairs are posted on walls and floors for your convenience.
Wayfinding Signage

• Healthy distancing markers are placed on the floor at min. 6' intervals where the potential for lines may form – campus entries, front desks and restrooms.

• Hand washing & sanitizing reminders are in bathrooms and other high-touch zones.
Lower Density Planning

- Departments and colleges have been asked to create staggered work schedules or continue to work from home when possible to ensure we remain below 50% staffing occupancy.
  - Each department or college has identified a Point of Contact (POC) who is responsible for maintaining max 50% of their team on-site at any given time. The POC will work with the Associate Director of Operations (ADO) when exceptions are needed to accommodate work functions.
  - For staff working in the 225 "Cube Garden" each cubicle has been identified as Odd days/Even days. Staff can utilize a cube based on the calendar day it is identified with.
Lower Density Planning

- Part-time Faculty & TAs will limit their time on campus to the days & times their classes & sessions are scheduled.
- Students are required to have a reservation through Acuity to study on campus. Or a reserved seat through NUflex to attend class on ground.
- Vendors will be scheduled minimum 24 hours in advance.
- "Hosted" events are currently suspended on campus.
- On ground internal events will be limited and must be approved in advance by the ADO.
- Visitors must be approved by the ADO or Dean in advance.
How everyone helps make a difference

• It is up to everyone in our campus community to do their part to keep our campus clean and healthy.

• The campus is providing spray bottles of cleaner and disinfectant wipes in a variety of locations around campus.
  • It is everyone’s responsibility to clean the area they are in before and after use.

• By monitoring your health, frequently washing hands, wearing a mask, maintaining healthy distancing, and cleaning your area before and after each use, you are keeping yourself and others safe.

• Everyone will be issued personal hand sanitizer and extra disposable masks upon their return. If you need more of either, simply ask the front desk and they will be provided for you.

Remember to protect the pack!
The role of a Community Health Ambassador

• The Seattle Campus is committed to promoting a healthy and safe environment for our community.

• Beginning Aug. 24 there will be a Community Health Ambassador (CHA) on-site to assist staff, faculty and students to remember to wear a mask, maintain healthy distancing and practice good hygiene.

• They will assist the Operations team in ensuring campus cleaning supplies are maintained at all cleaning stations.

• They will be instrumental in sharing information on how to stay healthy and safe in a fun and informative manner.

• Please do adhere to their suggestions and support them in their efforts to "Protect the Pack!"
How to make a reservation to be on campus

All Seattle students will have access to the Acuity reservation site. This site is designed to allow students the freedom to book a study space with maximum flexibility.

• When you check in before entry, you will be asked what type of reservation you have (class, study, work). Please be ready to answer.
• The reservation is for the FULL DAY.
• Reservation space is designated by floor.
• You may arrive at your convenience on the day of your reservation.
• Select any open seat on the floor designated by your reservation. Please remain on the floor you requested. This will help us maintain a healthy number of people on each floor.
• If capacity issues arise you may be asked to show your reservation to help sort out the issue.

• Staff will work with their Point of Contact to confirm availability and determine best time to be on campus to avoid exceeding lower density protocols.
Before your first time back on campus

Here are a few things you should complete before your first time back on campus:

• Complete the Northeastern University Attestation Form.
• Complete the Northeastern Daily Wellness Check.
• Download the Northeastern SafeZone app.
• Confirm you do indeed have your Husky ID & access cards.
• Review the University, Regional Campuses and Seattle-specific FAQs.
• Staff – check with your Department or College Point of Contact (POC) to confirm availability for you to be on campus.
• Students – sign into Acuity for study reservations. Confirm your class participation status through your HUB and NUflex.
• Stock up on face masks or face coverings.
Campus Access Protocols  
*Top 10 checklist for coming to campus*

1) Complete your Daily Wellness Check.
2) Prominently display your Husky ID and access Cards on a lanyard above your waistline.
3) Wear a face mask or face covering.
4) Check into SafeZone.
5) Have a reservation to be on campus.
6) Get your temperature checked.
7) Follow all wayfinding signage.
8) Stay on the floor designated by your reservation.
9) Practice good hygiene – frequently wash your hands.
10) ENJOY your time on campus!
Testing guidance

• The Seattle Community is not required to get a test before arriving on campus.

• The university recommends that all Northeastern students minimize contact with others for 14 days before travel and asks that you get a test 72 hours or less prior to your arrival on campus, if you are able. Please do not travel to campus if you test positive or if you are experiencing any symptoms of COVID-19. Please remember, your first actions to #ProtectthePackNU can start before you travel.

• Locally, testing is available through an individual's primary care provider. The City of Seattle is also offering free COVID-19 testing, for all ages, at three sites across Seattle through a partnership with King County and UW Medicine. Drive-through and walk-up testing is available, but you must first register online.

• For more resources outside of the city of Seattle, please visit King County COVID-19 testing website. To find places to get tested in King County, you can call the King County COVID-19 Call Center at 206-477-3977 for assistance (interpreters available).

• Please stay home if you feel sick.
Where and how to stay informed

Seattle Campus FAQ

News at Northeastern

King County Covid-19 Landing Page

Washington State Department of Health

Centers for Disease Control and Prevention (CDC)
Campus hours for fall 2020

August 19 - September 8
(closed Monday September 7 in observance of Labor Day)

225 Terry Ave N
Monday – Friday: 9:00 am – 5:00 pm

401 Terry Ave N
Open only to staff with a designated space
Monday – Friday 9:00 am - 5:00 pm

Sept. 9 through term

225 Terry Ave N
Monday – Friday: 8:00 am – 10:00 pm
Sat: 9:00 am - 9:00 pm
Sun: 9:00 am - 5:00 pm

401 Terry Ave N
Open to students
Monday –Thursday, 5:00 pm -10:00 pm