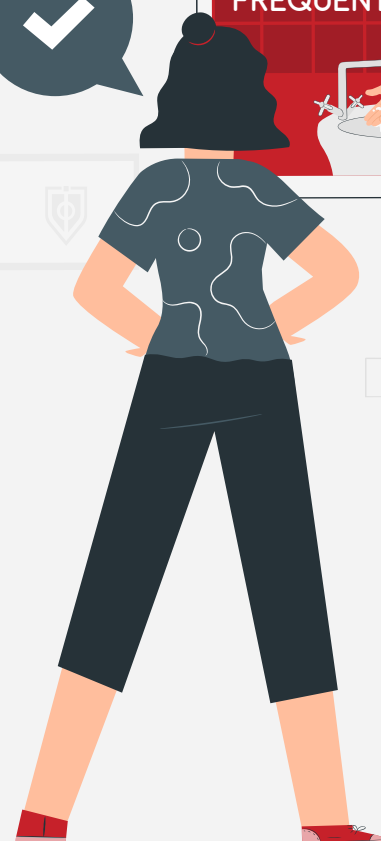
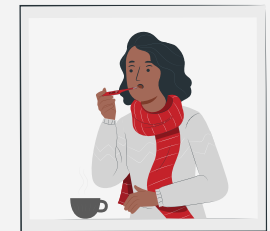
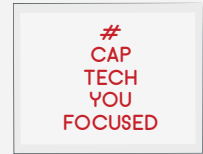
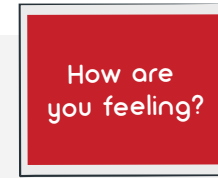


Safely Securing Your Future

#CapTechYouFocused

Framework for the Capitol Technology University community to collaboratively ensure our health and safety while working towards our shared goal of preparing graduates for professional opportunities and success in the evolving global community.



A message from the university—

As our Capitol Technology University community moves forward during the lingering uncertainty of COVID-19, it is critical that we work together to ensure the safety of our students, faculty, and staff.

By following the guidelines of health professionals, leading bodies of higher education, and local and federal governments, Capitol Tech has created new administrative policies and physical changes to the university's layout to protect all members of our campus community. These substantial changes are supported by technological innovations which facilitate smaller class sizes and decreased in-person interaction when possible.

By following the aforementioned practices, described in further detail throughout this document, we will continue to keep ourselves and each other safe.

Together, we will continue to safely secure your future.



Administrative Solutions

How we are taking care of our community



Technology Solutions

New ways we engage and stay connected



Personal Solutions

Individuals' responsibilities to themselves and each other.



Physical Distancing

How we allow for lower-density spaces



Administrative Solutions

How we are taking care of our community:

- Mandatory virtual orientation course on safety protocols for all students, faculty, and staff
- Providing masks to students, faculty, and staff
- Providing Personal Protective Equipment (PPE) kits to all students (mask, hand sanitizer, germ key, ear-saver, lanyard, and thermometer)
- Unused classrooms will be inaccessible unless reserved
- Labs will be available by appointment only in accordance with social distancing policies
- Campus signage indicating sanitation stations, reminders to wear masks, and places marked to keep 6 ft apart
- Enhanced and frequent cleaning
- Sanitation stations available throughout buildings
- High-volume fresh air ventilation
- Liberal leave for illness or isolation for employees and students
- Limiting the number of people in a facility or room

Employees:

- Reduced daily work schedule for on campus staff
- Required absence for those with COVID-19 symptoms or exposure to a confirmed case
- Emergency paid leave within the FFCRA expectations for employees experiencing illness or isolation
- Extended opportunities for telework



Technology Solutions

New ways we engage and stay connected:

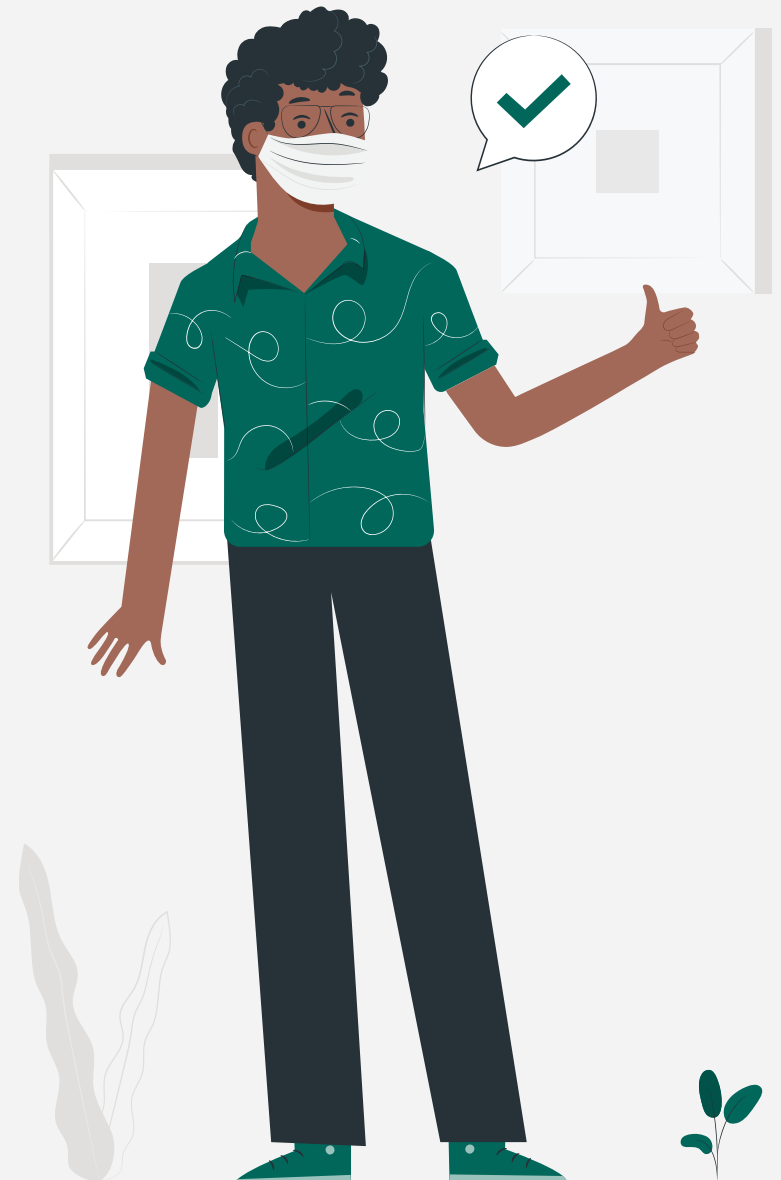
- Replace face-to-face meetings with virtual meetings
- Microphones and speakers for professors in classrooms
- Training on teaching in the hybrid model
- Tablets and stylus pens for professors
- Cameras in classrooms for virtual attendees
- Upcoming events will be held virtually
- Megabyte Cafe online ordering



Personal Solutions

Individuals' responsibilities to themselves and each other:

- Mandatory daily self-certification
- Self-quarantining if symptoms are present
- Use Personal Protection Equipment (PPE)
- Wearing masks is required
- Practice good hygiene
- Self-screening for symptoms
- Employing social distancing
- Clean surfaces with provided supplies
- Display University ID on your person
- Stay informed. Use resources provided.



Physical Distancing

How we allow for lower-density spaces:

- Re-designed layout of Student Center and Library allowing ample individual seating tables
- Extended breaks in class schedule to allow for cleaning in between classes and eliminating crowding at classroom entrances

Classrooms

- 18 students maximum to a course
- Each course will only have 9 students and an instructor in the classroom at any given time
- Class size allows for social distancing of at least 6 feet
- Classes are taught twice a week and will be taught as a hybrid with half the class attending one day a week while the other half attends via Zoom
- The second meeting of the week the students swap attendance styles
- Plexiglass partitions
- High-risk students or students who feel unsafe attending in-person classes can attend virtually

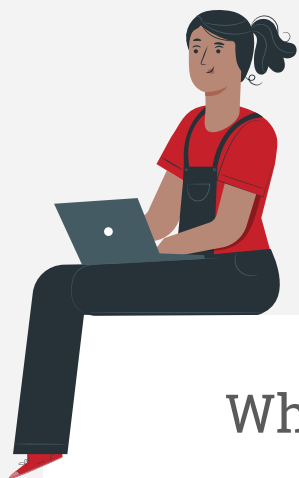
Innovator's Hall

- Singles and doubles only
- Beds arranged 6 ft apart
- Furniture cannot be moved in doubles
- No guests will be permitted
- Communal spaces will be closed

Campus Buildings & Offices

- Workstations arranged 6 ft apart
- Service desks with barrier
- No guests will be permitted





What We Do & Don't Know

What We Do Know

- The virus is not going away
- Physical distancing and wearing masks limit transmission
- Most Capitol Tech on-campus students are at lower risk for severe complications
- Faculty and staff are at a higher risk than students
- How to collaborate through technology
- How to solve complex problems
- We can prepare

What We Don't Know

- Who has underlying conditions/risks
- If there will be a spike in our area or how bad it will be
- When the local, state, and federal government will change restrictions
- What type of immunity anyone has
- When there will be a vaccine



What We Can Do & Can't Do

What We Can Do

- Leverage our technology for collaboration
- Stay informed and remain flexible
- Clear, transparent communication
- Perform campus-based tracing
- Conduct daily self-certifications
- Plan to mitigate the risk
- Learn together
- Safely utilize campus green areas for outdoor activities.



What We Can't Do

- Participate in high-risk behaviors
- Change how contagious it is
- Stop practicing proper hygiene—washing our hands
- Let our guard down
- Ignore the local, state, and federal government restrictions



Overview of Mitigation Strategies

Setting	Mitigation Strategies
INNOVATOR'S HALL	Personal Solutions, Physical Distancing, Administrative Solutions
STUDENT CENTER	Personal Solutions, Physical Distancing, Administrative Solutions, Technology Solutions
LIBRARY	Personal Solutions, Physical Distancing, Administrative Solutions
LABS	Personal Solutions, Physical Distancing, Administrative Solutions, Technology Solutions
CLASSROOMS	Personal Solutions, Physical Distancing, Administrative Solutions, Technology Solutions
OUTDOOR SEATING	Personal Solutions, Physical Distancing

Policies

For further detail and insight into specific policies, please reference the documents linked below.

[Absentee Policy](#)

[Cleaning Policy](#)

[Lab/Computer Room Use Policy](#)

[Quarantine Policy](#)

[Safety Policy](#)

[Submission & Grading Policy](#)

[Travel & Visitation Policy](#)



We are all in this together.

While these practices listed in this document may be new, we are certain that students online and on-campus will enjoy Capitol Technology University's trademark hands-on, practical education and welcoming campus environment.

Academically, students will be able virtually to work individually and in teams, complete projects using state-of-the-art online programs, and reserve lab space to fulfill degree requirements while working in a safe environment with professors.

Various activities will also be available for on-campus and online students to learn and socialize together including on-campus lawn games, movies streamed online for Capitol Tech watch parties, and video game tournaments, among many other newly designed activities that comply with social distancing practices.

Your safety and education is assured with Capitol Tech even amid the uncertainty of COVID-19. As always, together we will “find a way or make one” to reach our goals.

We look forward to a safe and successful fall 2020 semester.



Resources

Prince George's County COVID-19 Testing

<https://www.princegeorgescountymd.gov/3472/COVID-19-Testing>

Centers for Disease Control and Prevention

<https://www.cdc.gov/>

Maryland COVID-19 Response

<https://governor.maryland.gov/coronavirus/>

Prince George's County - Coronavirus

<https://www.princegeorgescountymd.gov/3397/Coronavirus>

Illustrations by Stories by Freepik

<https://stories.freepik.com>

QUESTIONS OR CONCERNS?



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