

# William Penn University Fall 2020 Return to Campus Plan

## *Prepare, Monitor, Adjust*

July 28, 2020

William Penn University is excited to re-open the campus to students for the Fall 2020 semester. Classes will begin as scheduled on Monday, August 24 and proceed with our original academic calendar. While risk can't be removed from every situation related to COVID-19, issues have been discussed and evaluated, and mitigation strategies have been implemented for the coming academic year. Our approach is three-fold: Prepare, Monitor, and Adjust.

This document serves as an outline of plans in place, as warranted at this current time with the information we have, but also allows us to be nimble in response to needs that could arise as we walk further through the COVID-19 pandemic. If we've learned anything over the last 4 months, it's that we must be able to take information we have available to us to help make decisions, but also be able to adjust as the situation changes.

### **1. PREPARE**

Preparations for the fall semester have been ongoing since the conclusion of our remote Spring 2020 semester. Communication about these preparations have been sent to registered students throughout the summer months. Students can find further details about the information below in their WP email along with posted updates on the University's website.

The traditional campus students will experience the following to start the Fall 2020 semester. The items below are listed as a summary of the plans that will be put in place to start the semester.

#### Academics

All classrooms will be outfitted with new technology to allow for any changes from our desired face-to-face (f2f) classroom experience throughout the academic year. Cameras with location presets are in the process of installation and we expect this to be completed by the start of the academic year. This will allow for professors to utilize Zoom at any time necessary (for example, if a student is in self-quarantine). This will allow students in this situation to still have a synchronous classroom experience and be able to interact with the professor and classmates. All faculty members will be provided with their own microphone and have received training on the new technology.

Face coverings are always expected to be worn in the classrooms.

Class registration limits have been lowered to allow for reduced room occupancy to start the semester. We will also be utilizing larger classroom spaces more frequently to allow for additional physical distancing efforts. Students will be notified of any variation from the regular f2f delivery model by the individual faculty member teaching the course.

We believe we have put the necessary mitigation efforts in place to offer a safe educational environment. In rare occasions, we understand there could be circumstances where students would not be able to be on the Oskaloosa campus. Students may request to learn remotely for the fall by contacting the Dean's Office at [bostonc@wmpenn.edu](mailto:bostonc@wmpenn.edu). The Dean's Office will provide a form for the student to complete and supply supporting documentation for the request. These requests need to be

submitted no later than August 12, 2020. These requests will be reviewed by academic leadership and the Vice President of Academic Affairs. Decisions will be given directly to the student via their WP email.

### *Athletics and Participation Activities*

The athletic department will have a plan in place for each fall sport that follows NAIA and Heart of American Conference guidelines prior to the arrival of teams on campus. These plans will include mitigation strategies for locker room spaces, practice areas, equipment, travel protocols, etc. These plans will be provided to the athletes that it pertains to during camp, with any changes communicated as needed.

Athletes will be required to use the Presage Security app to log temperature, pulse rates and respiration rates daily. Students with a screening metric that deviates from their individual baseline will receive additional screenings from the Sports Medicine team before they can practice or compete that day. Student-athletes that fail to perform and submit these daily screenings via the app will also be held out of practice and competition until they perform the screening.

Each athlete will be tested using rapid result testing capabilities WP has acquired on campus upon their arrival to campus. The testing machine and tests will be performed by trained staff of Mahaska Health Partnership (MHP) or trained athletic trainers in the Sports Medicine Department. All athletes will then be tested again according to the NAIA guidelines prior to the first competition.

Our conference has collaborated with schools in our conference to form the Heart Promise that ensures each school will complete the same health screening measures before any student travels to another institution for competition. Temperatures will be taken prior to competition and, if needed, an isolation room will be available at every school for visiting athletes to stay in should they develop symptoms while traveling to an opposing school.

A comprehensive 'Return to Play' plan will be made available on the William Penn University Athletic website, <http://www.statesmenathletics.com/covid19-documents>, and the William Penn University website, <https://www.wmpenn.edu/coronavirus>.

### *Residence Life*

Students will have staggered move-in times for the fall semester and must schedule with Residence Life their 2-hour window for move-in. Students may only have 2 guests helping them move in and the guests can only be in the residence halls during the 2-hour scheduled move-in timeframe for that student. Face coverings need to be worn in common spaces (hallways, elevators, etc). Face coverings will be provided at move-in for those that come without one.

Students have been asked to submit photos ahead of time to the Residence Life office so Student IDs can be made in advance. Again, this is an effort to avoid students waiting in lines and have a more contactless move-in experience.

All residence hall rooms will have a PPE kit for each student. The PPE kit will include a branded WP cloth face covering, a disposable mask, hand sanitizer and a thermometer.

Information sheets will be included in each welcome packet that contains basic self-care information about how to reduce the spread of COVID-19. These sheets will also be displayed throughout the residence halls and bathrooms.

High traffic locations and surfaces, especially communal bathrooms, will be cleaned at least twice daily. Student lounges and study rooms within the residence halls will be closed. Students are expected to wear face coverings if they are outside of their assigned residence hall room.

Visitors to the residence halls will be limited to current William Penn students. Changes from this will be communicated to students throughout the year.

Student transportation services to the airport, bus stations, and train stations will be available, with some modifications from previous semesters. Student and driver temperatures will be taken prior to entry in the vehicle. Passengers and drivers will be required to wear a face covering while in the vehicle.

The residence halls will remain open throughout the academic year. As such, refunds will not be issued if a student moves out of the residence hall prior to the end of each semester.

### Dining Services

Modifications in cafeteria flow have also been made to allow for a set entrance and different exit point that will dramatically reduce congestion and allow for greater physical distances between students. We will also be operating the cafeteria at the 50% capacity level, which is in line with the restaurant guidance provided by the Iowa Department of Public Health (IDPH). The Scheuermann Room in the Student Union will serve as an overflow eating area if capacity is met in the Cafeteria. Adjustments to capacity will be adjusted in concert with IDPH recommendations throughout the year.

Food will be served by dining services staff members to the student's plate. Drinks will also be served by staff members. Buffet-style will not be available. Salads and sandwiches will be given in pre-packaged containers. Students will receive pre-wrapped disposable silverware and condiments will be handed out by staff. All dining services employees will wear masks when serving students. Additional signage will be posted throughout the Cafeteria delineating one-way traffic patterns and 6-foot standing designators for line areas. Students will need to wear face coverings in the Cafeteria, except for when eating.

The Cafeteria will stay open longer than in previous years to allow for students to spread out their dining times. Operational hours Monday-Friday will be: Breakfast 7:30-10:00 am; Lunch 10:30 am-2:00 pm; Dinner 3:00-7:00 pm. The Cafeteria will be closed 10:00-10:30 am and 2:00-3:00 pm daily for enhanced cleaning procedures. Weekend hours for the Cafeteria will be: Brunch 11:30 am-1:00 pm; Dinner 5:00-6:30 pm. Enhanced cleaning procedures will be performed after each meal on the weekends.

The Bite+ app by Sodexo is available to all students to schedule a meal pickup from the Game Room that can be taken to student's residence hall room if the student prefers to not eat in the Cafeteria. Students also have the option to take food from the Cafeteria out in to-go containers.

Similarly, the PAC Café area will also have a reduced capacity level and face coverings need to be worn inside the PAC Café as a student makes their selections. Self-serve hot meals will not be available.

The Cafeteria will remain open throughout the academic year. As such, refunds will not be issued if a student moves out of the residence hall and stops using the meal plan before the end of the semester.

### Facility Operations

Common areas in campus buildings, entry doors and public restrooms will be cleaned twice per day. Classrooms will be cleaned nightly. Supplies will be available in every classroom for faculty and students to clean surfaces at the beginning of every class session, if desired. Hand sanitizer stations have been added in our buildings over the summer months in preparation for the fall with more scheduled to be installed throughout the semester.

Lids have also been removed from trash cans to eliminate that commonly touched surface. Plexiglass dividers have been added throughout office spaces. The drinking spouts on all water fountains will be covered to eliminate use. Fountains with bottle fillers will still be available for use.

Cleaning supplies are readily available within the residence halls and all office and classroom buildings.

Signage regarding physical distancing and healthy behaviors will be posted around campus to help educate the WP community.

Conferencing opportunities for outside organizations will be limited during the academic year. Requests will be reviewed on an individual basis with the potential impact to the health and safety of the campus community in mind. Any approved requests will be subject to screening protocols.

The PAC recreational areas will not be open to the public for the fall semester. Updates for the spring will be given closer to that time.

### Student Responsibilities

In addition to the efforts by faculty and staff of William Penn University, students also have a responsibility in keeping our campus as safe as possible. Students need to consider the following before they arrive to campus and further develop these hygiene habits once the semester begins:

1. Minimize contacts with others outside your household for 14 days prior to arriving to campus. This will help limit your exposure risk to COVID-19 and the chance of unknowingly bringing the virus to campus.
2. Use the Presage app screening tool. All students and employees are required to use this app to help monitor their individual health status. The app will require the student to take a daily picture of their temperature screen on a thermometer. The student will also take a 15-second video of themselves so the app can measure respirations and pulse to establish the student's baseline for these vitals. By establishing a baseline, the app can then track any deviations from an individual's baseline and help trigger additional screening questions before the student enters the campus community. More information will be sent to the student's WP email account when the app is available for download and usage.
3. Wash your hands regularly and use hand sanitizer when soap and water are not available.
4. Practice 6-foot physical distancing, and if that's not possible wear face coverings. Start wearing a face covering now if you aren't already in public areas to help you become accustomed to it. There will be areas and situations on campus that require face coverings, including classrooms.
5. Cover your coughs using the crook of your elbow.
6. Avoid sharing food and drinks with others.
7. Be responsible for understanding your own health! If you need medical care or suspect you may have been exposed to the virus, contact the William Penn Health Clinic at 641-676-7361 or William Penn University Sports Medicine Department at 641-673-1293. Symptoms that you

should watch for include fever, dry cough, shortness of breath, lost of taste/smell, fatigue and chills.

8. If you are sick, stay in your residence hall or off-campus living environment. If living in campus housing, contact Residence Life at 641-673-1083 to make alternative meal arrangements. Contact the Dean's Office at 641-673-1010 for alternative learning options as you become well again. Also contact your individual professors so you may join class sessions via Zoom during the time that you are ill.

## **2. MONITOR**

Once students start arriving on campus, the monitoring aspect of the plan will begin. University officials, in conjunction with Mahaska County Public Health (MCPH) and Mahaska Health Partnership (MHP) will communicate with any suspected cases of COVID-19 and take the appropriate steps outlined for those students that reside on campus. MCPH will perform contact tracing.

### *Isolation Plan for Students with a Positive COVID-19 test*

Each residence hall will have isolation rooms set aside for residential students who test positive for COVID-19. Students that are housed in Market can stay in their individual rooms since every room in that residence hall is private.

Students who test positive can be isolated together and share bathrooms. Isolation kits will be prepared in advance. Kits will include: individual thermometers, face coverings, sanitizing wipes, tissues, soap, hand sanitizer and toiletries, if needed. Daily virtual check-ins will be made with any student in isolation to help them assess their illness progression.

Meals from the cafeteria will be delivered to individual rooms.

Laundry will be available for students in isolation at pre-arranged time where only students in isolation will have access to the machines. Machines will be wiped down after every use and students will be required to wear face coverings while doing their laundry.

### *Self-Quarantine Plan for Students Exposed (but not displaying symptoms or testing positive)*

Students that have been exposed to a person with a positive COVID-19 test will be required to self-quarantine for 14 days. Students can self-quarantine in their current room. MCPH will contact students and employees that are deemed to be a contact of a positive COVID-19 case and will provide further guidance.

In communal bathrooms, there will be a designated stall and sink for students in quarantine to use. Students in self-quarantine will need to wear a face covering from their room to the bathroom facility. Daily virtual check-ins will be made with any student in self-quarantine to determine if symptoms are developing.

Meals from the cafeteria will be delivered to individual rooms.

Laundry will be available for students in self-quarantine at pre-arranged time where only students in isolation will have access to the machines. Machines will be wiped down after every use and students will be required to wear face coverings while doing their laundry.

Definitions

Exposure: Having face to face contact without a mask within 6 feet for 15+ minutes or someone with suspected or a confirmed case of COVID-19 from 48 hours before their symptoms began or through when their isolation is discontinued.

Confirmed or Suspected: Has tested positive or is in isolation per guidance of a medical provider.

Self-Monitoring: Monitor your symptoms and contact your medical provider should symptoms develop (check temperature at least 2x per day, monitor for fever, dry cough, shortness of breath, loss of taste/smell, fatigue or chills).

<b>“A” Primary Exposure</b>	<b>“B” Secondary Exposure</b>	<b>“C” Tertiary Exposure</b>	<b>“D” Community Exposure</b>
You are suspected or have been confirmed of having COVID-19	You have worked with, lived with or been exposed to Person “A”, someone with a confirmed to suspected case of COVID-19	You have been in contact with Person “B” who has been exposed to Person “A” who is being tested for suspicion of COVID-19.	All of us.
Notify Dean of Students Heidi Scholes and provide medical documentation	Notify Dean of Students Heidi Scholes	Notify Dean of Students Heidi Scholes	N/A
Residence Life will assist you in moving to another room on campus for isolation; if living off campus, do not come to campus.	Self-quarantine in your residence hall if living on campus; if living off campus, do not come to campus.	Continue to live in assigned residence hall room.	Continue to live in assigned residence hall room.
Return only when cleared by Medical Provider	Return following 14 days after last exposure to Person “A”.	May be on campus, adherence to CDC protocols required.	May be on campus, recommended following CDC protocols.
Self-isolate and follow medical provider directives.	Self-quarantine, seek medical advice.	Self-monitor for symptoms for at least 14 days from last exposure to Person “B”. Should symptoms develop, contact a medical provider.	Always self-monitor before coming on-site. Anyone feeling ill should remain in residence hall or off campus.
Communicate with professors to Zoom into class if you are able and medically allowed to.	Communicate with professors to Zoom into class.	Go to class and activities as normal.	Go to class and activities as normal.

### Information related to COVID-19 Positive Tests

Information about any specific student that is being tested or has a positive test will not be provided to the media, including information about residence hall assignment, grade level, gender, or age to help protect the student's privacy and health status. We encourage students that are contacted by members of Mahaska County Public Health for their contact tracing efforts to respond quickly to that agency so we can continue to be proactive to mitigate the spread in our campus community.

Information about any individual in our campus community that has a positive case will be reported by the MCPH to IDPH.

In addition to the health of individual students, we will also monitor trends of virus activity on our campus and in Mahaska County. Officials from William Penn, Mahaska County Public Health and Mahaska County Emergency Management will meet weekly throughout the semester, and more often if needed, to discuss any new COVID-19 information or guidance that has become available and virus trends in our community.

Monitoring this information will help guide the next area – Adjust.

### **3. ADJUST**

Guidance from the Centers for Disease Control (CDC) focuses on levels of virus activity for institutions of higher education to monitor. These items guide our Adjustment prong of the approach in the following ways.

1. Collaborate - We will collaborate and utilize the expertise of our community partners, Mahaska Health Partnership and Mahaska County Public Health to put the health and safety of our campus community first. MCPH will help us determine shifts between adjustment levels.
2. Inform - We will provide updates to our campus community via WP email throughout the semester.
3. Adjust - The current level of adjustment in response to COVID-19 will be posted around campus so students and employees are aware of the necessary precautions they need to model while on campus and out in the Oskaloosa community.

The following actions will be taken with the appropriate levels of adjustment:

#### Level 1

*Academic* – Classes held face to face (F2F) in Oskaloosa with face coverings mandatory.

*Athletic* – Practices held with health screenings in place; games held in compliance with NAIA and Heart Promise protocols.

*Residence Life* – All common areas (lounges, study rooms) will be closed. Students should practice good hygiene and consider wearing a face covering if socializing in another students' living space. Only WP students can be visitors in the residence halls with a maximum of 2 visitors.

*Dining Services* – Cafeteria will be operating at a 50% capacity level. Meal pick-up is available through Sodexo's Bite+ app or meals can be taken out of the Cafeteria in provided to-go containers.

*Facility Operations* – Face coverings required in all common spaces, including hallways, public restrooms, etc.

Level 2

*Academic* – Classes held face to face (F2F) in Oskaloosa with face coverings mandatory. Physical distancing is recommended.

*Athletic* – Individual teams will work with the athletic department to implement a plan and notify team members.

*Residence Life* – All common areas (lounges, study rooms) remain closed. Visitors are not allowed in residence halls.

*Dining Services* – Physical distancing will be required in the cafeteria and PAC Café. Meal pick-up is available through Sodexo's Bite+ app or meals can be taken out of the Cafeteria in provided to-go containers.

*Facility Operations* – Face coverings required in all buildings except for personal residence hall room.

Level 3

*Academic* – Rotating schedule of F2F and Zoom class sessions. Face coverings mandatory in classrooms.

*Athletic* – Individual teams will work with the athletic department to implement a plan and notify team members.

*Residence Life* – All common areas (lounges, study rooms) remain closed. Visitors are not allowed in residence halls.

*Dining Services* – Physical distancing will be required in the cafeteria and PAC Café. Meal pick-up is available through Sodexo's Bite+ app or meals can be taken out of the Cafeteria in provided to-go containers. Eating meals in residence hall room is strongly recommended.

*Facility Operations* – Face coverings required in all buildings except for personal residence hall room.

Level 4

*Academic* – All courses temporarily moved to Zoom.

*Athletic* – Individual teams will work with the athletic department to implement a plan and notify team members.

*Residence Life* – All common areas (lounges, study rooms) remain closed. Visitors are not allowed in residence halls.

*Dining Services* – Meals can be taken to-go from the Cafeteria or picked up using the Bite+ app. No seating will be allowed in Cafeteria.

*Facility Operations* – Face coverings required in all buildings except for personal residence hall room.