

Wilson College

# COVID-19 Health and Safety Plan

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## I. About Wilson College

Founded in 1869 as one of the first women's colleges in the U.S., Wilson College is located in Chambersburg, Pa. Now a fully co-educational institution, Wilson offers women and men a collaborative, liberal arts education through a supportive community of faculty, staff, alumnae, and alumni who are committed to developing the mind and character of all students, preparing them to meet the challenges of today's global society. The College provides a unique learning environment where students earn college degrees and valuable life experiences while participating in character-building first-year seminars, spring break service programs, interdisciplinary study, service-learning programs, undergraduate research, study-abroad, and internship opportunities.

Wilson confers a baccalaureate degree in 30 majors, the associate degree in 4, and certificates in one program area. Nine Master's degree programs and a post-baccalaureate teacher intern program are also available. Programs are offered via a traditional, in-person modality as well as online. Total number of students across all programs is currently 1300+, with the undergraduate, traditional population approximately 78% female and 22% male. Students hail from 22 states and 15 countries.

## II. Plan Summary

The purpose of this document, the *COVID-19 Campus Health and Safety Plan*, is to provide an overview of Wilson College's evolving response to the COVID-19 pandemic, outlining modifications to in-person College operations to ensure the health and safety of all campus constituents. It should be noted that this report is a "living document" and it will be updated as the COVID-19 pandemic progresses and poses new and unprecedented challenges for the institution. The most up to date version will be made available on the College's external website – [www.wilson.edu/coronavirus-information](http://www.wilson.edu/coronavirus-information).

The process to assemble this document began in March of 2020 with the first iteration of the plan focused on the fall 2020 semester. After planning for an in-person campus experience, on July 31, 2020, Wilson College President Wesley R. Fugate, Ph.D. announced a decision to move the fall 2020 semester to a robust online instruction format. While this decision was an incredibly difficult one to make, the increasing number of positive COVID-19 cases across the country and the marked impact the virus was having on college-aged young people, college leadership felt it was the right decision to make. In addition, the increased spread of the virus nationwide, and the resurgence severely limiting the availability of tests as well as the time between taking a test and receiving the result influenced this decision.

A second iteration of the plan was put into place to reflect modifications to college operations for the spring 2021 term. Wilson College began instruction on February 1, 2021 utilizing a hybrid model, meaning both in-person instruction as well as online courses with the College's Zoom to Campus option.

The third iteration of the plan reflected modifications to college operations for the fall 2021 term. Wilson College opened for an in-person, residential learning environment with instruction beginning August 30, 2021. Only those courses already offered in an online model were offered virtually. No Zoom to Campus modality was made available institution-wide.

The fourth iteration guided college operations for the spring 2022 term. Classes were offered in-person and in a residential learning environment. Most updates to the plan reflected COVID-19 variants, and changes to isolation and quarantine procedures, as recommended by the U.S. Centers for Disease Control and Prevention.

The fifth iteration of the plan outlined college operations for the fall 2022 term. For all intents and purposes, the majority of the College's in-person operational policies returned to a more "normal or prior to the COVID-19 pandemic" mode. This version also provided some overall guidance with regard to isolation, quarantine, etc.

A sixth, and current iteration of the plan, outlines in-person college operations for the spring 2023 term and the foreseeable future. The institution continues to operate in a "normal or prior to the COVID-19 pandemic" mode.

All policies and procedures outlined in this plan are subject to change, based upon the status of the pandemic. The health and safety of every member of the College community has been and must continue to be the top concern.

Ultimately, the responsibility of the *COVID-19 Campus Health and Safety Plan* resides with Wilson College President Wesley R. Fugate, Ph.D. Dr. Fugate has gathered a variety of higher education professionals from the College as well as local and regional healthcare providers to collectively develop and update this plan. Originally, three taskforces were established to focus on 1) Instruction, 2) Life Safety, and 3) Student Support. The taskforces provided guidance and organization to a steering committee, known as the Campus Re-Opening Steering Committee, who then compiled the overall plan. As the pandemic has progressed, the steering committee's work transitioned from strategic policy and procedure discussions to a more tactical oversight of the College's operations related to the COVID-19 pandemic and its variant viruses, evaluation of those policies and procedures, and general management of surveillance testing and vaccine validation. The steering committee is now known as the Pandemic Response Safety Committee. *See Appendix A for a membership list.*

From a tactical standpoint, Cassandra Latimer, vice president for marketing, communications, and strategic initiatives, has been appointed the College's Pandemic Safety Officer. In this role, she taps various partners within the College's administrative leadership to appropriately respond to any COVID-19 related concern on campus.

### III. Personal Individual Responsibility

Wilson College follows the lead of the U.S. Centers for Disease Control and Prevention (CDC) in modifying its health and safety guidelines with regard to the coronavirus and its variants.

As with any illness, every member of the College community has a responsibility to use good judgement and to help prevent the spread of COVID-19 and its variants on our campus. All individuals are encouraged to be up-to-date with all vaccines.

According to the U.S. Centers for Disease Control and Prevention & the World Health Organization, COVID-19 Symptoms including for the disease's variants include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

All individuals experiencing symptoms of COVID-19 or who have potentially been exposed to someone with COVID-19 and are not fully vaccinated against COVID-19 are asked to quarantine at home or in a designated quarantine space on campus. These individuals should not return to campus until they have been cleared by a medical professional to do so.

Fully vaccinated individuals who have been exposed to a person with COVID-19 should self-monitor for symptoms. These individuals do not need to quarantine unless they develop symptoms consistent with COVID-19. These individuals should have a COVID-19 test performed on day 5 after exposure to a positive individual.

**Students are expected to notify Katie Kough, assistant dean of students, of their symptoms and/or potential exposure to COVID-19 or one of its variants.** Assistant Dean Kough will notify the appropriate member of the Pandemic Safety Team to begin addressing any on campus concerns. All notifications are to be relayed through [nurse@wilson.edu](mailto:nurse@wilson.edu).

**Employees (faculty and staff) are expected to notify their immediate supervisor and Human Resources of their symptoms and/or potential exposure to COVID-19 or one of its variants.** Human Resources will contact Cassandra Latimer, vice president for marketing, communications, and strategic initiatives/Pandemic Safety Officer who will notify the appropriate member of the Pandemic Safety Team to begin addressing any on campus concerns.

If an employee (faculty or staff) fails to report a COVID-19 related illness or fails to follow the health and safety protocols outlined in this plan, such action could be considered a serious violation of Wilson College safety rules and result in disciplinary or other corrective action.

If a student fails to report a COVID-19 related illness or fails to follow the health and safety protocols outlined in this plan, such action could be considered a serious violation of the Honor Principle and result in a hearing before the Honor Council or other disciplinary action.

#### **IV. Essential Public Health Measures**

##### *1. Mask Policy and Personal Protective Equipment*

Beginning with Summer Term I 2022, the College lifted the indoor mask mandate. Members of the Wilson community may choose to wear a mask at any time, as well as other personal protective equipment such as a face shield, while on campus. Those who choose to wear masks or other protective equipment will be required to provide their own materials.

##### *2. Physical Distancing Policy*

Per the CDC and the American College Health Association, individuals who are not fully vaccinated against COVID-19 should avoid close contact with others displaying COVID-19-like symptoms. For vaccinated individuals, there are currently no physical/social distancing recommendations in effect.

##### *3. Personal Hygiene, Common Space/Classroom Sanitation and Campus Cleaning Guidance*

As recommended by the CDC and the Pennsylvania Department of Health, all individuals should take the following personal hygiene steps to help avoid exposure to the virus.

- Stay up-to-date with all recommended vaccinations.
- Wash your hands often with soap and water, especially after you cough or sneeze.
- Use alcohol-based hand sanitizer often or when soap and water is not available. The College has installed a large quantity of hand sanitizer stations across campus for use.
- Cover your nose and mouth when you cough or sneeze with a tissue. Then, throw away the tissue and wash your hands.
- Avoid touching your eyes, nose, or mouth.
- Avoid close contact with sick people.

In addition to adhering to state and federal recommendations for personal hygiene, Wilson College has partnered with National Management Resources Corporation (National), the College's third-party vendor for physical plant management, housekeeping, and security, to establish appropriate guidance for routine campus cleaning to prevent the spread of COVID-19, including the establishment of hand sanitizing stations, communal space sanitizing kits, and classroom cleaning kits across campus. Specific protocols are also outlined should a confirmed case of COVID-19 be presented. These sanitizing stations will be monitored regularly and restocked by the housekeeping staff, providing faculty, staff, and students easy access to paper towels, sanitizing wipes, disinfectant spray for electronics, and gloves. National leadership staff dedicated to the Wilson College campus have created a guiding document to outline their procedures. *See Appendix C.*

##### *4. Staggered Work Shift/Telework/Return to Work Policy*

As of August 2, 2021, the College returned to in-person, on-campus work for faculty and staff, unless extenuating circumstances have been approved and accommodations made in partnership with Human Resources and the faculty or staff member's divisional vice president. Employees are encouraged to discuss their concerns and personal situation with their immediate supervisor, manager, or Human Resources.

### 5. *In-Person Meeting and Event Policy*

According to the CDC and the Pennsylvania Department of Health, event capacity restrictions and social distancing limitations are not currently applicable, based upon the state of the pandemic and newer scientific research on the transmission of COVID-19 and its variants.

Wilson College faculty, staff, and students are encouraged to hold meetings in person when possible or leverage technology to conduct meetings remotely. If meetings are held in person and in an indoor venue, participants may choose to wear an appropriate mask/face covering; however, are not required to do so.

Student organizations are encouraged to stay active during the semester while adhering to the *Health and Safety Plan*.

### 6. *Visitors Policy*

Individuals from the community at-large are permitted to visit Wilson College.

### 7. *Non-Essential Travel Policy*

Travel related to official College business and student instruction/student life/athletics is permitted. Travel plans must be approved in advance by each division's vice president. In addition, care should be given to avoid College-funded travel to areas known to have a high level of transmission (per the CDC) of COVID-19 or its variants.

While the College cannot restrict personal travel, it does recommend students, as well as faculty and staff, monitor warnings and travel advisories issued by the U.S. Department of State and the CDC.

<https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html>  
<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>  
<http://www.coronavirus.gov/>

### 8. *College Van Usage Policy*

College vans may only be driven by Wilson college students, faculty, and staff members who have been approved through Student Development and Physical Plant. Vans must be reserved through Physical Plant at <https://www.wilson.edu/vehicle-reservation>. While not required, passengers in a college van are encouraged to wear a mask.

### 9. *Signage*

As part of the overall communications strategy for campus, Wilson College has deployed a variety of signage across campus, within residence halls, academic buildings, common areas, and athletics facilities. Those signs include, but are not limited to, the messages, direction, and reminders listed below.

- Importance of getting the COVID-19 vaccine
- Reminders for personal hygiene including frequent hand washing and use of hand sanitizer
- Instructions for sanitizing common spaces and shared equipment, utilizing sanitizing station supplies
- Contact information for campus Pandemic Safety Officer
- Reminders of COVID-19 symptoms and what to do if you get sick



## V. Modifications to Instruction

### 1. *Academic Calendar*

Barring a state mandated campus closure due to a drastic increase in COVID-19 in our region, Wilson College plans to follow our published [Academic Calendar](#) (linked here) this semester.

### 2. *Modification to Course Delivery (Face-to-Face, Hybrid, and Online)*

Based on guidance from the CDC and the Commonwealth of Pennsylvania, Wilson College has returned to pre-pandemic operations as much as possible. With that in mind, we have moved our classrooms back to their usual capacities. This will allow us to provide as much face-to-face instruction as possible.

### 3. *Faculty Frequently Asked Questions*

**What sort of Personal Protection Equipment (PPE) do I need to wear while teaching?** Faculty should follow the College's mask policy which is informed by CDC and state guidance. Based on the status of the pandemic, there may be times when everyone in the Wilson community will be asked to wear a mask anytime they are indoors in a group setting (except during meals). Everyone at Wilson may always wear a mask even if guidance does not require doing so if that individual feels more comfortable. Likewise, if faculty would also like to use protective eyewear or face shields **in addition to the mask**, they may do so.

**What can I do for a guest speaker in my class?** You may invite guest speakers to your classes. Guests are asked to comply with the College's mask policy active at the time of their visit.

**May I take my students on field trips?** Yes. Field trips are permitted. Care should be given to avoid any field trips to locations within an area known to have a high level of transmission (per the CDC) of COVID-19 or its variants.

**How should I conduct Office Hours?** Office hours may be held in person as long as faculty and student are both comfortable. Faculty may hold office hours on campus in locations other than their offices (e.g., on the library plaza, weather permitting) provided they alert students to the new location via email, an announcement in the Canvas course site, etc. Faculty may still hold Office Hours via Zoom, if they prefer.

**How should I collect work?** Collect as many assignments as possible electronically on Canvas. We will continue to utilize Proctorio for any electronic exams to help encourage academic honesty.

**What should I do if I have students that will not be physically in my classroom?** If you are alerted that a student will be out of class for an extended period, you may work with that student as you prefer to help them continue class participation. That may or may not include allowing them to participate online in a synchronous fashion during the class session by using the OWL cameras in the physical classroom.

We have also subscribed to Nearpod to enhance all modalities of instruction. It can be used for live lecture engagement and self-paced asynchronous use. This can also be used to plan for students who are not able to attend class. For example, if you use Nearpod in your face-to-face lecture, the students joining via Zoom can also join the Nearpod session and take part in the interactive components of the class session such as polls and collaborations synchronously along with their classmates who are in the classroom. Faculty are encouraged to discuss possibilities with the Director of Educational Technology.

**Am I required to record my class sessions?** No. Wilson does not require faculty to record class sessions on a daily basis (unless a student has a relevant accommodation through the Academic Success Center).

However, we do encourage faculty to record a class session if they are aware of a student who is too sick to participate in a class session, even via Zoom. That recording can be uploaded to the Canvas course site via Panopto to help facilitate make-up work. Faculty should indicate in their syllabus how students should attend to make-up work if they miss a class session, including whether or not classes are recorded.

**What should I do for student presentations or group work?** You may have students present live or online this semester as is appropriate to your course and the assignment.

**How should I prepare for the possibility that we shift to online again?** As a matter of practicality, faculty are asked to prepare a Canvas frame for each course. This will help if a student or the faculty member themselves is ill, has to quarantine, or needs to miss a class session for other reasons. It will also reduce the amount of organizing faculty will be required to do should the College need to close campus due to inclement weather or unforeseen circumstances such as extended power outages, etc. Faculty are also encouraged to set up their assignments so that students can turn in as much as possible in Canvas, even if the College is operating face-to-face.

**I typically like to walk while I talk, can I do that?** You are free to walk about the classroom.

**Do I need to have assigned seats for my students?** Physical classrooms will be back to pre-pandemic configurations. Assigned seating is not required.

#### 4. *Grading Policy*

In fall 2020, Wilson College returned to the normal grading policy and scale regardless of course modality. That will continue this semester, even if the College is required to pivot to all remote learning.

#### 5. *Attendance policy*

**Students and faculty are reminded of Wilson's standing attendance policies laid out in the College Catalog. These will inform how faculty craft attendance policies for their courses as we continue to move through the pandemic:**

##### Catalog Attendance Policies

Students are responsible for attending classes and all other meetings required for the course, as well as for making whatever arrangements are necessary for missed work. An instructor may establish special attendance policies that are essential because of the nature of the course. In the case of a medical absence or for similarly unavoidable reasons, an instructor will provide assistance, as possible, in making up the work if a student requests it. A member of the faculty may designate in advance certain important class meetings at which attendance is required. Announcement of such a requirement will be made at least one week in advance. Students should not expect to receive permission for exceptions to this regulation.

##### Short-Term Student Absences

Policies relating to short-term student absences (i.e., funerals, illnesses, medical treatments, pregnancies, etc.) will be determined by individual faculty members.

### **Guidance on Extended Absences**

In addition to the information from the Catalog listed above, the College provides the following guidance related to extended absences. If a student has been exposed or tests positive for COVID-19 (or is the parent/caregiver of someone who is quarantining/has COVID-19), or experiences other illness that may be long-term, is dealing with mental health concerns, or is recovering from injury or surgery, they should contact Katie Kough, assistant dean of students. If an extended absence is likely, Assistant Dean Kough will contact the Registrar, who will notify faculty of those extended absences, and, if possible, include an anticipated return date.

The notifications from the Registrar will take the following form:

Message/Notification	What This Means	Student & Faculty Action
The student is unable to attend in-person instruction...	The student has a healthcare concern that prevents attending face-to-face instruction, but they feel well enough to engage in course activities where possible.	The student should communicate with faculty and ask how they might continue to participate. Faculty are asked to work with the student to help them remain up-to-date on coursework, where possible. This may include work on Canvas, via Zoom office hours, Zoom to Campus, etc. That arrangement, however, is at the faculty member's discretion based on what's appropriate for the course and discipline. Faculty should outline their preferred method for handling this in their syllabi.
The student is unable to participate in instruction at all until further notice...	The student may have COVID or other extended illness, be hospitalized, etc., and is not able to engage in any coursework, including via Canvas or Zoom.	When the student is ready to return to classes, they should contact faculty about making up missed work, where possible. See below for more details.

If the severity of the illness does not allow for the student to continue with a class for a period of time, the student should take the following steps:

- A. If the student finds that they cannot function and keep up with the course expectations for a period of 5 calendar days or less, the student should
  - Contact all of their faculty to keep them apprised of the situation (this may include renegotiating due dates, if allowed);
  - Follow any protocol noted on the course syllabus for such an absence;

- Make-up the missed work as soon as possible and by any re-negotiated deadlines the student has arranged with her/his faculty.
- B. If the student finds that they cannot function and keep up with the course expectations for a period of 5-10 calendar days, the student should
- Contact all of their faculty to keep them apprised of the situation (this may include renegotiating due dates, if this is allowed);
  - Follow any protocol noted on the course syllabus for such absences;
  - Communicate with the College Registrar to determine if it may be best to take a leave of absence for the semester;
  - If the period of absence occurs after the last day to withdraw for the term (Full Fall Semester – September 1, Fall I – September 6, and Fall II – October 27), the student may consider requesting an incomplete; the student should consult with her/his course instructor and academic advisor about the possibility of an incomplete;
  - If the student opts to stay in class, the student must make up the missed work as soon as possible and by any re-negotiated deadlines (if allowed) the student has arranged with her/his faculty.
- C. If the student finds that they cannot function and keep up with the course expectations for a period of 10 calendar days or more, the student should
- Contact all of their faculty to keep them apprised of the situation;
  - Communicate with the College Registrar to determine if it may be best to take a medical leave of absence for the semester;
  - If the period of absence occurs after the last day to withdraw for the term (Full Fall Semester – September 1, Fall I – September 6, and Fall II – October 27), the student may consider requesting an incomplete; the student should consult with the College Registrar and the possibility of an incomplete;
  - It may not be possible for a student to stay in classes if the student will be unable to complete coursework for a period extending 10 calendar days because of COVID-related illness

**Medical Leave of Absence:** A medical leave may be granted or required for mental and/or physical conditions that interfere with a student's ability to participate in campus life, including her/his ability to complete or make satisfactory progress toward academic goals or live in a residential setting. Medical leave is granted or required with the assistance of Student Development staff members and requires appropriate medical documentation.

The Dean of Students makes the final decision in supporting or denying the request or requirement for a medical leave in consultation with the appropriate staff member and medical documentation. Medical leave is not intended to shield a student from unsatisfactory progress or any other academic irregularity, nor does medical leave release a student from accountability to the Honor Principle or the regulations of the College.

**Incompletes:** The grade of Incomplete (IN) can be given to a student who is doing passing work in a course but who, for reasons beyond the student's control, is not able to complete a small portion of the work for the course by the deadline for submitting grades. An Incomplete is not given in the case of negligence or procrastination on the part of the student.

An Incomplete must be requested by the student and approved by both the instructor, the Registrar, and the student's academic advisor. Requests for incomplete forms are available in the Registrar's Office. The deadline for requesting an Incomplete grade is the last day of classes.

In cases involving unusual circumstances, such as illness or injury, the Dean of Students may request an Incomplete on the student's behalf. Unless the Committee on Academic Policy and Procedures extends the time limit, an Incomplete automatically becomes an F if the work is not completed within six weeks from the last day of class in the term in which it was incurred.

### **Faculty FAQs on Attendance**

**Is it true that all student illnesses should be recorded as excused absences?** No. Beginning with the Spring 2022 semester, faculty are no longer required to excuse all student absences due to illness.

**Short-Term Absences: What should I put in my syllabi about short-term absences?** Faculty should set a short-term absence policy that is appropriate to their discipline and individual course. The policy should specify the number of excused absences, and it should include any penalties for unexcused absences. *Example: Students may miss two class sessions for any reason without impact to the final grade. This may include short-term physical illness, injury, mental healthcare, or various life events (wedding, funerals, etc.). Additional absences beyond those two will result in a deduction of [XX points or percent] from the final grade. Exceptions to this policy may include absences due to a Wilson College event such as participating in an athletic competition, conference, or field trip.*

Faculty should outline what they want students to do when they miss class. Please answer questions such as: Will the class be recorded and stored for later viewing? Are the necessary materials on Canvas? Please also set up clear procedures for student behavior during missed classes.

**Extended Absences: What should I put in my syllabi about longer-term absences?** Please refer to the table above in the Guidance on Extended Absences.

**If a student will be out of the classroom for an extended period, may I ask the student when they will return to class?** Yes. You may communicate with the student about the presumed length of their absence, though please bear in mind that this information could change. You should not ask the student any details about their illness, or even what kind of illness they have. Further, HIPA prevents faculty from requesting medical documentation from a student. ***Faculty may state in their syllabi that their long-term policy will not go into effect until they have been contacted by the Registrar. See the Guidance on Extended Absence above for more information.***

**What if there is an assignment or exam while the student is absent from class?** Unless otherwise indicated, students should still be able to complete their assignments on time and submit them through Canvas. Exams can be taken using Proctorio. However, if the student's illness is preventing them from

completing their assignments in a timely manner, we ask that all faculty be flexible with deadlines in these instances. Communication between you and your student is very important here.

**What if I think a student is exhibiting excessive absences?** If you believe a student is showing a pattern of excessive use of absences, please convey your concerns to the CARE team by submitting a Retention Alert in Self Service.

### **Student FAQs on Attendance**

**Is it true that all student illnesses are excused absences?** No. Beginning with the Spring 2022 semester, faculty are no longer required to excuse all student absences due to illness. Each faculty member will create an absence policy that is appropriate to their course and will include that policy in the course syllabus.

**What if I am part of a group identified as at-risk for contracting COVID-19 or I am caregiver for someone in one of those groups? Do I have to take classes on campus, or may I study remotely?** Students may select online courses that meet their program requirements in any semester. However, not all courses are offered in the online modality, and failing to take a course in the semester it is offered face-to-face may delay graduation. Students should contact their advisors if they are interested in online courses. International students should also contact the Dean of Students' office for additional guidance.

**What if I start the semester online and my healthcare concern is resolved early in the semester? May I return to campus?** Unfortunately, no. If students register for a semester of all online courses, they will need to complete the entire semester in that modality.

### **What if I begin the semester on campus and I get sick? What is the attendance policy?**

Those students who develop common illnesses like a cold or a stomach bug that might only require missing a class or two should simply inform their faculty members that they are ill and will be out a day or two and inquire about making up missed work as outlined in your course syllabus.

If a student tests positive for COVID-19 or believes they have been exposed to COVID, they are instructed to not attend any face-to-face classes. They should remain in their residence hall room or at home and contact the Assistant Dean of Students. The Dean will provide guidance on next steps. Should it become necessary for a student to be tested for COVID-19 and quarantine for an extended period, the College Nurse will alert the Registrar, who will contact the student's faculty. Faculty will work with students on a one-on-one basis to determine how best to help the student keep up in class, based on the circumstances.

Similarly, should a student experience other mental or physical healthcare concerns that will likely take them out of classes for an extended period of time, they should contact the College Nurse. ***Students should refer to their course syllabus regarding absence policies for each course they are taking.***

**What if I am a parent or caregiver for someone who has been exposed, tested positive, or becomes ill during the semester? How will my absences be handled if I have to stay home to provide care in those situations?** In these situations, students should contact the Assistant Dean of Students, who will contact the Registrar. Depending on the situation, the Registrar will send faculty one of the messages outlined in

the guidance on Extended Absences as noted above. Students should follow the associated protocol in the *Student & Faculty Action* column in the table.

**What if I am a student with accommodations and I am ill for a short time, either with an unrelated illness or with COVID-19?** Accommodations relate closely to a specific disability diagnosis. A short-term, acute diagnosis of COVID-19 does not qualify as a disability in and of itself. Students with accommodations are still bound by general academic guidelines provided by Wilson College. Students with any questions about how a COVID-19 diagnosis or other illness will impact existing accommodations should contact Michael Bloom Ford at the Academic Success Center at <mailto:michael.bloomford@wilson.edu>.

While short-term, acute COVID-19 diagnoses should be addressed through the College's absence policy, students experiencing what is commonly termed "Long Covid" should contact the Academic Success Center with any questions about eligibility for reasonable accommodations.

#### 6. *Physical Classroom PPE, Cleaning, Occupancy Policy FAQs*

##### **For Students and Faculty:**

**Are face coverings required in all courses?** Masks/face coverings are currently not required on the Wilson College campus. All members of the Wilson community are required to comply with campus mask policies, which may change over the semester in response to local infection rates and CDC guidance. When masks are required, any student who refuses to wear proper face coverings in class may be dismissed from class. Additional repercussions may be levied should a student habitually refuse to comply with this policy. If a faculty member's request for a student to comply with the mask policy goes unheeded, please convey concerns to the CARE team by submitting a Retention Alert in Self Service, and a member of Wilson's COVID-19 Pandemic Safety Team will contact the student.

**Are faculty and students responsible for sanitizing class space and equipment?** No. While National's housekeeping team will clean classrooms / labs / studio spaces and other common areas on campus, faculty and students should feel free to use supplies in the sanitation stations in each educational space to wipe down their teaching and learning spaces (including desks and chairs), whenever they may feel it prudent. Any lab or other equipment (e.g., microscopes, yoga mats, computers) should be sanitized with appropriate supplies, which may be stored in a location other than the sanitation station. **Students should consult the faculty member to ensure they are using the proper sanitation supplies on all equipment.**

**May we move furniture in a classroom and put it back at the end of class?** Yes, as long as you return it to the original position before the end of your class session.

**How many people are allowed in a room at a time?** In Fall 2021, room occupancies returned to normal in most cases, unless otherwise indicated in a specific area.

7. *Experiential Coursework (labs, studio courses, fieldwork, Equine Studies, Veterinary Nursing, etc.)* All experiential courses will be taught on campus this semester unless a state mandate requires that the College suspends on-campus activities due to an extended COVID-19 spike.

### 8. Academic Success Center Information

Academic Success Center services will be offered both in-person and online. Please see below for details about modality of delivery.

ASC Service	Delivery
Accessibility Services	<ul style="list-style-type: none"> <li>Both Zoom and in-person meetings available</li> </ul>
Accommodated Testing	<ul style="list-style-type: none"> <li>Students with accommodations can schedule testing in the ASC as per testing policy</li> <li>By appointment only</li> <li>Make-up exams discouraged due to staffing limitations; make-up proctoring for non-accommodated students available under exceptional circumstances only</li> </ul>
Ongoing academic counseling for at-risk students	<ul style="list-style-type: none"> <li>Meetings held in-person or by Zoom, depending on student preference.</li> </ul>
Tutoring	<ul style="list-style-type: none"> <li>Delivered both in-person and remotely at the individual tutor's discretion</li> <li>Embedded Tutoring (math courses only) continued</li> </ul>
Supplemental Instruction	<ul style="list-style-type: none"> <li>Student preference for modality of delivery (online versus in-person) will be solicited during the first week of the fall semester in courses with SI.</li> </ul>
Academic Success Coaching Workshops	<ul style="list-style-type: none"> <li>Selected offerings delivered in-person and remotely</li> <li>Recorded workshops shared with faculty and students in a digital repository on the Portal</li> </ul>
Individualized Academic Success Coaching	<ul style="list-style-type: none"> <li>Meetings held in-person or by Zoom, depending on student preference.</li> </ul>

### 9. Student Technology FAQs

Technology has always played an important role in teaching and learning. The pandemic has made that even more clear. Teachers and students need to have suitable technology available to them in various circumstances. The following Frequently Asked Questions have been created to help address some student concerns related to this topic.

**What kind of course technology will we be using this academic year, and can I use it on a mobile device? Or, do I need a computer?** It is recommended that students have a computer, or that they have access to one. Students will continue to have access to the College's computer labs and stations in



various areas of the campus. Many of the systems students will use do have mobile apps. Canvas, Zoom, Panopto, and Office 365 are all available from mobile devices and tablets. It is very important to know that the exam proctoring system does not work on a mobile device. For proctored exams, students will absolutely need a computer. Students must contact the Director of Educational Technology, as soon as they know that they have proctored exams and do not have access to a computer.

**If I decide to buy a computer, what technology does the College recommend? Should I get a Windows or Mac computer?** Wilson College recommends that students should have a computer with at least 4 GB of RAM. It is typically best for the computer to have been purchased within the last five years. When working from off-campus, students should have internet speeds of at least 25 Mbps. Students should use what they are most comfortable with and, in some cases like graphic design, whatever fits best with their major. However, students should be aware that the computer labs and classrooms are all Windows computers.

**What web browser(s) are preferred?** Google Chrome, Microsoft Edge, and Firefox work best with most of the technology platforms you will use as a student. As of January 12, 2022, the exam proctoring system will only work on Google Chrome and Microsoft Edge, but our vendor is working on adding compatibility with Firefox. See proctoring details below.

**Do I need a webcam and microphone?** There is a significantly high chance students will need to use Zoom, Panopto, and/or take proctored exams. All three of these programs require a webcam and microphone. See details about these programs below. Students with workspaces that are not typically quiet should use a headset rather than a built-in microphone.

**Whom should I contact if I need help with technology?** Tutorials are available at <https://onlinelearning.wilson.edu/courses/21>. Students may also submit a Helpdesk ticket by emailing [helpdesk@wilson.edu](mailto:helpdesk@wilson.edu). The Helpdesk is also available via phone at 717-264-4001.

**What is Canvas?** Canvas is our learning management system. It is where students will find course information such as syllabi, lecture notes, online reading materials, etc. It is also where students will submit work such as discussion boards, research papers, etc. Many professors will also use Canvas for quizzes, tests, and exams. Students log in to Canvas at <https://onlinelearning.wilson.edu>. The mobile app is available in the Google Play and IOS App Store. Search for “Canvas Student.”

**What will be used for proctored exams?** The College is using Proctorio for proctored exams. It is built into Canvas. Professors can now elect to require remote proctoring for online exams.

**What does the proctoring system do?** This system essentially records the student and the computer screen during the exam. It then uses artificial intelligence to “flag” suspicious behavior for the professor to review. A behavior being flagged will NOT be treated as an automatic zero. The professor will need to review the flag to check that the AI was correct before the professor takes any action with the student.

**Who will be able to view the video of my exam?** Wilson College and Proctorio take student privacy very seriously. The only person who will view a student's exam recording will be the professor. If the professor requires technical assistance or if there is an issue that needs to be addressed, the recording may be viewed by other Wilson College employees with a genuine need. Proctorio employees will only view your recorded exam if Wilson College IT requests it to fix a technical error.

**Are there specific technology requirements for proctored exams?** This is the system mentioned above that is only available from a computer. Students cannot use mobile devices or tablets for proctored exams. Please see the system requirements here: <https://proctorio.com/systemrequirements>

Learn more about Proctorio here: <https://onlinelearning.wilson.edu/courses/21/pages/exam-proctoring-proctorio>

**What is Office 365?** Office 365 is the traditional Microsoft Office product suite made available to students at office.com. Students can go to office.com and log in with their Wilson College email address. Students then have access to Office products within their web browser. The Office apps can also be downloaded and installed on the student's computer or mobile devices.

**What is Zoom?** Zoom is used to hold meetings (class meetings or other meetings) online using webcams, microphones, and/or phones.

**What technology is required specifically for Zoom?** Students joining a Zoom meeting from a computer need a webcam, microphone, and speakers. Students joining a Zoom meeting from a mobile device or tablet will need to install the Zoom app.

Learn more at <https://onlinelearning.wilson.edu/courses/21/pages/using-zoom>

View detailed system requirements at <https://support.zoom.us/hc/en-us/articles/201362023System-requirements-for-Windows-macOS-and-Linux>

**What is Panopto?** Panopto is used to record videos for academic purposes. Students have 4 options when creating a video:

1. Upload a video made with a different software
2. Record a video using the Panopto Recorder on a computer
3. Record a video using Panopto Capture within the web-browser
4. Record using the Panopto mobile app

**Where can I learn how to use Panopto?** Learn more at <https://onlinelearning.wilson.edu/courses/21/pages/recording-and-uploading-panoptovideos>

**What technology is required specifically for Panopto?** View detailed system requirements by clicking on the options (Windows, Mac, etc.) at <https://support.panopto.com/s/article/System-Requirements>

### 10. *Library Services*

#### Library Open Hours

The library building will be open and available for this semester on this schedule:

- Monday through Thursday: 7:45am – 11pm
- Friday: 7:45am – 5pm
- Saturday: CLOSED
- Sunday: 3pm – 11pm

The library's current operating hours are always available at <https://library.wilson.edu> or by searching Google for the Wilson College Library. Should the College close for any reason, including inclement weather, the library will also close.

**How do I get help if I need it?** There will be library staff and/or work-study students available during all library open hours to assist you with in-person needs such as finding and checking out books and DVDs, or, putting you in touch with resources you might need for research or teaching.

The library staff is working on-campus to support students in person. Support can also be provided remotely via email or Zoom. If you're not sure who in the library you need to contact, email [jsmlibrary@wilson.edu](mailto:jsmlibrary@wilson.edu) with your question and we will connect you with the right person. Email is almost always the best and fastest way to reach a librarian, whether you have a quick question or need to set up an appointment for more in-depth research help. For contact information or updates, please visit <https://library.wilson.edu>.

**Will I be able to access all of the materials I need?** Yes! Full access to all library materials, both physical and electronic, will be available. Full access to InterLibrary Loan materials, both physical and electronic, will be available. The library will continue to ship physical materials to remote students and remote faculty/staff when a suitable electronic alternative cannot be found. Course reserves will also be available as usual.

**Can I study in the library building?** Yes! The shared study spaces in the library will be open and available. Sanitizing stations (including sanitizing wipes, spray, gloves, and paper towels) will be available throughout the building, on each floor, in central areas and high-traffic locations. The computer labs will be available.

The **Commuter Lounge** on the ground floor will also be open and available, and the lockers there will be available to reserve by talking to a library staff member as usual. The refrigerator, microwaves, toaster oven, and Keurig machine will remain available for use.

## VI. Modifications to Residential Housing and Student Services

Housing protocols on campus have continued to evolve with the pandemic, below are the most current procedures:

- Residential Life Office open normally, Monday – Friday 8:30 a.m. to 5 p.m.
- Residential students are expected to have roommates unless approved for a single room through the housing accommodations process
- Non-residential guest limitation has been suspended. Residential students are permitted guests in accordance with our visitor policies in the student handbook. The College reserves the right to change this guidance at any time, based on the status of the pandemic.
- Following the College’s PPE policy
- All amenities/common spaces open as normal. Capacity limitations have been suspended.
- In-person residence life programming and events resume back to pre-pandemic levels.
- In-person housing tours for prospective students/families by appointment only, coordinated with Enrollment Management

### 1. *Dining Hall Use/Service - See Appendix D*

Sage Dining Services, the College’s third-party food service vendor, will ensure all safety precautions are adhered to at Jensen Dining Hall as well as The Café at Sarah’s Coffeehouse will open in their normal capacity.

### 2. *Indoor Common Areas used for Studying and Gathering*

In partnership with Physical Plant, signage encouraging personal hygiene and sanitation guidelines have been posted. Disinfecting/cleaning stations with hand sanitizer have been established where feasible.

### 3. *Counseling Services Protocols/Wellness Center*

The Counseling Center will continue to provide in-person counseling, telehealth counseling, and medication management services to all eligible residential undergraduate full-time students who are enrolled in a degree program during the semester. Counselors will also continue to provide workshops and “Let’s Talk” chats via Zoom for continued group support.

In order to provide telehealth services for students who want a telemedicine or telehealth counseling appointment instead of an in-person session because of concern about a lack of confidential space or because of technical difficulties, eligible students may be accommodated by setting up in an unoccupied counseling office where they can utilize the Counseling Center’s technology to conduct a telehealth medication or counseling appointment in which they would be free to talk freely via Zoom without having to use a mask since they will be in a room by themselves.

Following ACHA Guidelines, the Counseling Center advises against walk-in visits and that students make appointments (via email or telephone) unless it is specifically a crisis situation.

Following ACHA Guidelines, if a student would have an in-person appointment at the Counseling Center, the student must follow all safe practices set forth by the ACHA as follows:

- a. If exhibiting symptoms of any illness, contact the Counseling Center through email or phone, stay at your residence and communicate through telehealth medicine or through Zoom for your appointment if still able and communicate illness to the nurse and other appropriate staff.

- b. Wear masks and observe respiratory etiquette as well as handwashing and hygiene.
- c. Only students having official business with the nursing and medical staff, Phoenix Against Violence (PAV) services or Counseling services may be permitted in the Wellness areas and extended hallways of the wellness center.

#### 4. *Residential Move-In Day Modifications – See Appendix E*

Move-in days will be staggered across several days. Students will be limited to the number of non-student individuals (2) assisting them. Residential Life will post the most up-to-date move-in schedule on the Wilson Portal and communicate directly with students.

#### 5. *New Student Orientation*

New Student Orientation will be held for students new to campus. These sessions will be held in-person.

#### 6. *FYS Classes*

The First Year Seminar is a key component of the Wilson College student experience. Understanding the importance of these classes to the development of our students and the launch of their undergraduate education, this curriculum will continue with the semester and will be in-person. Care will be given to guarantee all health and safety protocols are followed.

#### 7. *Athletic Competition and Practice*

Wilson College's athletics competition and practice protocols are in compliance and consistent with recommendations from both the National Collegiate Athletic Association and the Colonial States Athletic Conference (CSAC).

For detailed information about Wilson College's Athletics Program, please see the athletics department's latest COVID-19 guidance at <https://www.wilson.edu/coronavirus-information>.

#### 8. *Quarantine/Isolation Locations*

A total of 17 residential primary spaces have been allocated for those students who test positive for COVID-19 or have been exposed to a positive case. Each of these spaces has a private bath and meals will be delivered directly to that student's room during their quarantine or isolation period. Residence Life will activate the third floor of both Rozenkranz Hall and Disert Hall as potential quarantine locations for the current term, if needed. Residence Life has the ability to modify housing assignments to increase the number of quarantine and isolation locations in the event of an outbreak.

#### 9. *Residence Hall Closure at end of Semester and Deep Cleaning*

At the end of the semester, Physical Plant/Housekeeping performs deep cleaning procedures as a precautionary measure. All residence hall rooms, common areas, and academic spaces are cleaned and disinfected prior to the term move-in.

## VII. **Monitoring Plan**

### 1. *Covidassist@wilson.edu*

In accordance with the *Honor Principle*, all individuals on campus play a role in keeping the entire Wilson College family healthy and safe. This includes all Wilson students, faculty, and staff who come to the Chambersburg campus, or who teach or study at any other location where the College offers face-to-face courses.

Before traveling to campus or to class each day, members of the Wilson community should consider, using their best judgement, if they are experiencing any symptoms out of the ordinary that may be COVID-19 related.

**Please note: All individuals experiencing symptoms of COVID-19 or who have potentially been exposed to someone with COVID-19 and are not fully vaccinated against COVID-19 are asked to quarantine at home or in a designated quarantine space on campus. These individuals should not return to campus until they have been cleared by a medical professional to do so. Fully vaccinated individuals who have been exposed to a person with COVID-19 should self-monitor for symptoms. These individuals do not need to quarantine unless they develop symptoms consistent with COVID-19. These individuals should have a COVID-19 test performed on day 5 day after exposure to positive individual.**

According to the U.S. Centers for Disease Control and Prevention & the World Health Organization, COVID-19 Symptoms including for the disease's variants include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**If students, faculty, or staff have any concerns or questions about COVID-19 or its variants, including whether or not they should be tested, they can contact the College Nurse at [nurse@wilson.edu](mailto:nurse@wilson.edu).**

## *2. Illness Policy*

Individuals experiencing symptoms associated with COVID-19 should not enter any portion of campus, including campus buildings. They should seek consultation from a healthcare provider as soon as possible.

**Students are expected to notify Katie Kough, the Assistant Dean of Students, at [kkough@wilson.edu](mailto:kkough@wilson.edu) of their symptoms and/or potential exposure to COVID-19.** The Assistant Dean will notify the appropriate member of the Pandemic Safety Team to take any necessary actions.

**Employees (faculty and staff) are expected to notify Human Resources of their symptoms and/or potential exposure to COVID-19.** The Pandemic Safety Officer will notify the appropriate member of the Pandemic Safety Team to take any necessary actions.

If an employee (faculty or staff) fails to report a COVID-19 related illness or fails to follow the health and safety protocols outlined in this plan, such action could be considered a serious violation of Wilson College safety rules and result in disciplinary or other corrective action.

If a student fails to report a COVID-19 related illness or fails to follow the health and safety protocols outlined in this plan, such action could be considered a serious violation of the Honor Principle and result in a hearing before the Honor Council.

### 3. *Testing Protocol*

Any individual, whether vaccinated or unvaccinated and showing symptoms consistent with COVID-19, should be tested off campus. No testing will occur on campus.

Testing locations include the Chambersburg Hospital, a Keystone Health facility, urgent care centers, and some drug stores. These locations may require an appointment and proof of insurance. There may also be requirements for the type of insurance accepted. In addition, individuals may seek testing through their personal healthcare provider.

If an individual does not have a primary care doctor, Wellspan Health has set up a Coronavirus Information Hotline toll-free at (855) 851-3641. The line is meant to provide general information about the prevention, risk, screening, and instructions on when to seek care related to COVID-19. The line is available Monday – Friday 8:00 a.m. – 5:00 p.m. More information is available online at [www.wellspan.org/coronavirus](http://www.wellspan.org/coronavirus). If an individual is unable to provide personal transportation to a testing facility, members of the college Pandemic Safety Team will work with the individual to provide alternative accommodations.

This protocol may be modified based on recommendations from the CDC, PA Department of Health, the college medical director or other governmental agencies.

### 4. *Non-Essential Amenities*

Until further notice, the following venues are not open to the general campus community unless for an activity under the supervision and direction of an athletic coach

- Henninger Field (baseball)
- Kris's Meadow (softball, soccer, lacrosse)
- Field Hockey Field
- Gannett Memorial Fieldhouse
- Fitness Center
  - o Student-workers and staff will clean and sanitize equipment
  - o The center is only open to the Wilson campus community during recreational hours (faculty, staff, students). No guests are permitted.
  - o Recreational equipment for outdoor venues will be provided on a first-come, first-served basis during Fitness Center hours of operation. Equipment must be checked out and returned to the center.

#### Archery Range

- The range is open during recreational hours.

### Bowling Alley

- The facility is open during recreational hours.
- Users must provide own shoes.

#### 5. *Shared Equipment*

Faculty, staff, and students will be instructed to sanitize all shared equipment, such as microscopes, photocopiers, computers, keyboards, etc., before and after each use. The appropriate sanitation guidance and products will be provided in the same area the equipment is located. Supply levels will be maintained by housekeeping staff.

### **VIII. Response Plan**

Should there be a confirmed case of COVID-19 on campus, the College will ensure appropriate steps for isolation and/or quarantine are taken, should they be necessary to help contain and limit the spread of the virus.

Cassandra Latimer, the college's Pandemic Safety Officer, is the main point of contact regarding the reporting of concerns/questions and or the potential of a COVID-19 diagnosis. Should there be a concern of infection and or a confirmed diagnosis of COVID-19, Ms. Latimer will convene the Pandemic Safety Team comprised of the following individuals

- Cassandra Latimer, Vice President for Marketing, Communications, and Strategic Initiatives; Pandemic Safety Officer
- Crystal Collier-Walker – Director of Human Resources
- Katie Kough – Assistant Dean of Students
- David Marsh – Head Athletic Trainer
- Crystal Lantz – Director of International Scholar Services
- Elissa Heil – Dean of Faculty/Vice President for Academic Affairs
- Brian Ecker – Vice President for Finance and Administration
- Leonard Horton – Director of Physical Plant

#### ***COVID Response Decision Tree***

If a student or employee (faculty or staff) indicate COVID-19 symptoms the individual should remain isolated in their residence hall room and or not report to campus until contacted by a member of the Pandemic Safety Team.

- 1) The individual will be contacted via their mobile phone or email.
- 2) The team member will ask the following:
  - a. If student, are they residential or a commuter?
  - b. If student, are they fully vaccinated, including a booster?
  - c. If student, are they a student-athlete?
  - d. If student, are they employed by the College? If yes, where and in what capacity?
  - e. If student, ask permission to share situation with the CARE team for monitoring and follow-up.



- f. If student, confirm that they have been tested. If not, information will be provided on where to seek testing off campus.
- g. If faculty, are they fully vaccinated, including a booster?
- h. If faculty, have you been tested?
- i. If faculty, are you actively teaching face-to-face classes?
- j. If faculty, when was the last date you were on campus and taught a face-to-face class?
- k. If staff, what department do you work in?
- l. If staff, when was the last date you were on campus?
- m. If staff, are they fully vaccinated, including a booster?
- n. Date you began symptoms/were you tested?

### 3) Quarantine/isolation commences

If individual is a residential student and currently living on campus, Ryan Coll, director of residential life, may relocate the student to a designated campus quarantine/isolation location. If a commuting student, individual will be asked to quarantine/isolate at home and not come to campus until diagnosis is confirmed and they have been released by a medical professional to do so. The Director of Residential Life will determine:

- a. Which members of Student Development will assist with relocation?
- b. Contact Sage Dining Services to arrange food delivery to isolation space.
- c. Contact the Academic Success Center to provide support.
- d. Assistant Dean of Students Katie Kough will notify the Registrar to email appropriate faculty regarding student's class absences.
- e. All untested but symptomatic individuals will be asked to secure testing off campus. Options include the Chambersburg Hospital, a Keystone Health facility, urgent care centers, and some drug stores. These locations may require an appointment and proof of insurance. There may also be requirements for the type of insurance accepted. In addition, individuals may seek testing through their personal healthcare provider.

If an individual does not have a primary care doctor, Wellspan Health has set up a Coronavirus Information Hotline toll-free at (855) 851-3641. The line is meant to provide general information about the prevention, risk, screening, and instructions on when to seek care related to COVID-19. The line is available Monday – Friday 8:00 a.m. – 5:00 p.m. More information is available online at [www.wellspan.org/coronavirus](http://www.wellspan.org/coronavirus). If an individual is unable to provide personal transportation to a testing facility, members of the college Pandemic Safety Team will work with the individual to provide alternative accommodations.

### 4) If test results are positive:

If a residential student is either living or isolating on campus, and the individual is not fully vaccinated, Ryan Coll will relocate student to a designated campus quarantine space. If a commuting student, individual must quarantine at home.

The Director of Residential Life will determine:

- a. Which members of Student Development will assist with relocation?

- b. Contact Sage Dining Services to arrange food delivery to isolation space.
- c. Contact the Academic Success Center to provide support.
- d. Assistant Dean of Students Katie Kough will email the Registrar who will then notify the appropriate faculty regarding a student's class absences.
- e. Cassandra Latimer will contact Leonard Horton in Physical Plant to begin sanitation of the space occupied by the individual who tested positive (residential hall room, staff office, classroom, common space, etc.)

**All individuals with a positive test result should not return to campus until they are cleared by a medical professional to do so. In addition, positive individuals must have completed their isolation period (having been at least 5 days since symptoms first appeared), have gone 24 hours with no fever without the use of fever-reducing medications, and other symptoms are improving.** A member of the Pandemic Safety Team will be checking in with the individuals periodically throughout their quarantine period to plan their return to campus.

Once test results are confirmed and the process to care for the student has begun, the Pandemic Safety Team will notify College President Wesley R. Fugate.

- 5) Quarantine for unvaccinated individuals who came into CLOSE CONTACT with a confirmed positive individual. Close contacts to a confirmed positive individual will be instructed to isolate and self-monitor for at least 5 days for symptoms consistent with COVID-19. If symptoms develop, follow the instructions below under #7 for isolation.
- 6) Individuals who are fully vaccinated and who came into CLOSE CONTACT with a confirmed positive individual. These individuals do not need to isolate. However, they should monitor for symptoms and wear a mask when around others for 10 days. A COVID-19 test should be performed on day 5 after exposure. Should symptoms develop, follow steps #5 and #7.

The U.S. Centers for Disease Control and Prevention currently recommends a quarantine period of at least 5 days, with monitoring for COVID-19 symptoms for an additional 5 days. Individuals should wear a mask when around others indoors for a total of 10 days, should not travel, should not eat with others, and should not go somewhere where masks are unable to be worn. If a residential student is unable to follow the CDC's guidance for days 6 – 10, they will be instructed to stay in quarantine for the purposes of sleeping and eating. However, they can physically attend class and participate in other campus activities, within reason, while wearing a mask.

- 7) Individuals who have been infected with COVID-19 should remain in isolation away from individuals who are not infected until it is safe for them to be around others.

#### **What you should do:**

- Monitor your symptoms. If you have trouble breathing, seek emergency medical care immediately.
- Stay in a separate room from other household members, if possible.
- Avoid contact with other members of the household and pets.
- Don't share personal household items, like cups, towels, and utensils.
- Wear a mask when around other people.

According to the CDC, **CLOSE CONTACT** is defined as “someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period of time\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.”

*\* Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes). Data are limited, making it difficult to precisely define “close contact;” however, 15 cumulative minutes of exposure at a distance of 6 feet or less can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity (closer distance likely increases exposure risk), the duration of exposure (longer exposure time likely increases exposure risk), whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding), if the infected person was likely to generate respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors).*

## **IX. Communications Strategy**

Wilson College has and will continue to deploy various methods/tools to educate and inform all constituents in a succinct and timely manner of modifications to college operations and the delivery of instruction. President Fugate and Cassandra Latimer serve as the key points of contact for overall COVID-19 related communications, both internally to the College and externally to the greater community. Both are engaged at all levels of the College’s COVID-19 response plan as well as its implementation and the day-to-day tactics of responding to developments as they arise with faculty, staff, and students.

Methods of communication include emails, social media, website postings, virtual town hall meetings via Zoom, signage, and text messaging. Each communication has and will continue to be customized to meet the needs of parents, current students, prospective students, faculty, staff, trustees, alumni, and the external community.

Both an externally-facing webpage <https://www.wilson.edu/coronavirus-information> and an internally facing webpage <https://my.wilson.edu/pages/covid-19-information> have been established as the main repositories of resources, information and communications.

Key campus communications regarding COVID-19 can be found online at <https://www.wilson.edu/coronavirus-status-archive>.

## **Appendix A – Pandemic Response Safety Committee**

### Pandemic Response Safety Committee Members

Cassandra H. Latimer, Vice President for Marketing, Communications and Strategic Initiatives,  
committee co-chair and Pandemic Safety Officer

Jennifer Lindsey, College Nurse

Brian Ecker, Vice President for Finance and Administration

Elissa Heil, Vice President for Academic Affairs/Dean of Faculty

Katie Kough, Assistant Dean of Students

Ryan Coll, Director of Residential Life

Leonard Horton, Director of Physical Plant

Joshua Legg, Associate Dean of Academic Affairs

David “Mike” Marsh, Head Athletic Trainer

Melissa Imes, Office of the President Chief of Staff

### Medical Community Representative

Dr. Laura Crim

Cumberland Valley Emergency Associates

## **Appendix B – The Honor Principle**

Students, faculty, and staff at Wilson College are asked to live under an Honor Principle and within a system of shared, community-based governance.

The Honor Principle states that:

As a member of the Wilson College community, I will act with integrity in all personal, scholarly, and professional endeavors. I will respect the dignity and diversity of all persons and the rights and property of others. I will demonstrate concern for the wellbeing and needs of others by supporting an environment that enhances growth and development.

**Appendix C – National Resource Management Corporation (National) COVID-19 Exposure Mitigation Protocols**



National Management Resources  
Corporation  
COVID-19 Exposure Mitigation Protocols

## A Note from National

As schools and universities consider resuming classes in the fall, National would like to take the opportunity to share our plans for continuing to work safely during the COVID-19 pandemic.

National employees kept our client campuses safe and clean during the early days of the pandemic, and we will continue to work hard to ensure your campus is ready to safely reopen in the fall.

We have instituted the following steps to ensure the safety of the campus community:

- Employees have been instructed to stay home if they or someone in their household exhibits COVID-19 symptoms.
- CDC guidelines for cleaning and disinfection are followed.

The attached document addresses two concerns: it provides a summary of National's plans to work safely during the pandemic, and it offers suggested measures schools can take to prepare to re-open. These measures were drawn from conversations with clients, CDC recommendations, and guidance published by the American Industrial Hygiene Association. These suggestions are by no means exhaustive, but summarize the information currently available. They will be revised as new information becomes available.

Many of these suggestions far exceed the scope of National's contract. Should you be interested in pursuing these items, we would be happy to provide an estimate for these supplies and services.

Warm Regards,

A handwritten signature in black ink that reads "Andrew Wilson". The signature is written in a cursive, flowing style.

Andrew Wilson  
President

## COVID-19 Exposure Mitigation Protocols Version 1.0

National Management Resources Corporation's Exposure Mitigation Protocols provide procedures for mitigating potential exposures to COVID-19 for National employees and clients by identifying, evaluating, and controlling pathogen transmission factors in the workplace. The Protocols are based on currently available public health information and will be revised as new information becomes available. Recognizing that variations exist between National's locations, all contingencies may not be addressed in this document and will need to be evaluated on an individual basis.

The following documents were used as guidance:

The American Industrial Hygiene Association Guidelines for Reopening Office Settings, Gyms and Workout Facilities, and Restaurants.

Simon Property COVID-19 Exposure Mitigation Protocols

### Responsibilities

Corporate Management – Ensures that the content of these Protocols are managed effectively, and that these Protocols are reviewed and evaluated for effectiveness and updated as necessary

Local Management – Ensures that these Protocols are appropriately supported and implemented. Local Management will also ensure these Protocols are readily available for examination and copying, upon request, by each employee and their designated representatives

National Employees – Ensure that these Protocols are understood and followed. Any deviations from these Protocols through work practices or changes/failures in equipment are to be promptly reported to supervisors.

### Definitions

- Pathogen – Organisms (e.g. bacteria, viruses, parasites, and fungi) that cause disease in human beings (CDC)
- Exposure – Contact with a substance by swallowing, breathing, or touching the skin or eyes (CDC)
- COVID-19/SARS-CoV-2 – COVID-19 is the condition caused by the SARS-CoV-2 virus
- COVID-19 Symptoms – Fever (body temperature greater than 100.4°F), dry cough, shortness of breath or difficulty breathing, and other flu-like symptoms (e.g., chills, repeated shaking with chills, muscle pain, headache, sore throat) (CDC)
- Hand Sanitizer – Hand hygiene fluid with greater than 60% alcohol (CDC)

### References

[www.cdc.gov](http://www.cdc.gov)

[www.usepa.gov](http://www.usepa.gov)

<https://www.aiha.org>

## Potential Sources of Disease Transmission

According to the Centers for Disease Control and Prevention (CDC), transmission of COVID-19 most often occurs as a result of close and prolonged person-to-person contact. Close, prolonged contact is typically defined as interacting with another person for at least 10 minutes at a distance of less than 6 feet.

## Measures to Reduce Employee Exposure Work Attendance

- Self-Screening – National employees will be informed that they should not report to work if they, or someone in their household, are experiencing symptoms of COVID-19 or have experienced symptoms in the 72 hours prior to start of shift. Any symptoms should be communicated to their respective supervisor (when local conditions necessitate)
- Training – Our employees will be trained in COVID-19 safety guidelines and these Protocols. We will encourage our clients to implement training

## Measures to Protect National Staff, Wilson College, and the Public

National has implemented the following measures to prevent exposure of our staff, Wilson College staff, faculty, students and the public to the coronavirus.

### Hygiene

- Electronic equipment should not be shared unless disinfected between users
- Signage will be posted reminding employees of CDC hygiene and safety guidelines
- Personal Protection Equipment (PPE) Use – National will adhere to the client's standards regarding the use of facial coverings. When required by the client or as mandated by state and local jurisdictions, National employees will wear facial coverings in accordance with CDC recommendations. Facial coverings may be required while performing work duties in indoor occupied places or interacting with other persons on campus.
- Personal Hygiene – Our employees will be allowed and encouraged to take frequent breaks for handwashing or disinfecting of hands with a sanitizer. Hand washing must be performed with soap and water for at least 20 seconds, as recommended by the CDC

### Wilson College Interactions

- National requests that close-quarter spaces (e.g., offices and dorm rooms) be vacated by the occupant(s) in the event work orders are required in these areas during normally occupied periods
- Employees should wash hands or utilize hand sanitizer after each client interaction
- COVID-19 Case Notification – In the event one of our employees tests positive for COVID19, we will notify the appropriate public health care authorities, and take the necessary steps to deep clean and sanitize the affected workspace

### Enhanced Sanitizing and Disinfecting of National Offices

The following areas will be disinfected regularly during the day and upon indication of additional need

- Breakrooms
- Restrooms



- Counters
- Workstations

### Employee-Only Frequently Touched Surfaces

Touch points, including the following, will be disinfected frequently and upon indication of additional need:

- Computer Touchscreens/Keyboards
- Shared Communications Equipment Including: Phones, Radios, etc.
- Light Switches
- Doorknobs/Door Handles
- Copy Machines/Multi-Function Machines
- Counters
- Drawer Handles, Etc.
- Self-Service Customer Transactions

### Campus Wide Sanitizing and Disinfecting Procedures

- Soap and water will be made available in restrooms.
- Enhanced sanitizing and disinfection of high touchpoint areas (e.g., tables, doorknobs, light switches).
- All sanitizing and disinfecting will be performed with CDC recommended cleaning products
- Package Handling – employees should follow the latest guidelines on the handling and processing of inbound/outbound packages

### CDC Recommended Disinfectants

- Disinfectant and disinfectant materials, as recommended by the CDC, and related supplies will be made available to all National employees assigned to sanitation tasks
- Disinfectants will be selected from the EPA list of chemicals designated as effective against SARS-CoV-2 virus and used in accordance with or exceeding CDC sanitation recommendations
- Enhanced Sanitizing and Disinfecting.

### Recommended Measures to Protect Wilson College/Public

The following recommendations were developed to help Wilson College establish best practices for configuring their physical plants, increasing hand hygiene, and ensuring sanitation to prevent transmission of COVID-19 within the campus community. These recommendations do not address testing or methods of conducting contact tracing for the campus community.

## Classrooms/Conference Rooms

- Classrooms/Conference rooms that are used should be disinfected on a daily basis at minimum.
- Disinfectant wipes or spray should be left in each classroom/conference room and persons should be encouraged to wipe down all surfaces and equipment (e.g., mouse, keyboard, phone) touched during classes/meetings.
- If meetings are to occur in person, they should be conducted in a quick manner. Lingering and socializing before and after classes/meetings should be discouraged.

## Lobby and Common Areas

- Common areas (e.g., lobby, security check-in) should be cleaned and disinfected on a daily basis at minimum.
- Provide cleaning supplies for persons to utilize before/after they use common spaces and contact surfaces.
- Encourage persons not to linger or socialize in common areas.

## Kitchen

- Kitchen areas should be cleaned and disinfected on a daily basis at minimum.
- Kitchen equipment should also be cleaned on a routine basis:
  - Coffee machines, refrigerator handles, and the ice machine handles should be disinfected at least three times per day.
- The outside of dishwashers should be cleaned at the beginning and end of each shift.
- All silverware and dinnerware should be cleaned in the dishwasher. This helps ensure thorough cleaning and disinfection.
- Silverware should be stored in a way so that adjacent silverware is not easily touched when a worker is retrieving a piece.
- Ice machines that require a handheld scoop should not be used, as it is difficult to control potential contamination in this case.
- Water/beverage faucets that require workers to operate them with their hands should also be disinfected three times per day.
- If silverware and dishes cannot be kept clean and covered, disposable options are recommended.

## Restrooms

- Doors to multi-stall restrooms should be able to be opened and closed without touching handles if at all possible.
- Place a trash can by the door if the door cannot be opened without touching the handle.
- For single restrooms, provide signage and materials (paper towels and trash cans) for individuals to use without touching the handles, and consider providing a key so disinfection measures can be better controlled.
- Place signs asking employees to wash hands before and after using the restroom.

- Provide paper towels in restrooms and disconnect or tape-off hand air dryers.
- Double efforts to keep bathrooms clean and properly disinfected.

### Athletic/Fitness Areas

- Consider offering planned circuit type workouts that allow for wiping/disinfection of equipment during recovery between exercises.
- Face masks should be worn
- Water fountains should be closed, and patrons encouraged to bring their own water. (when local conditions necessitate)
- Provide materials for public to wipe/disinfect equipment before and after exercise at each location/station/piece of equipment.
- If feasible consider providing “ready to clean” tags that members can access and place on equipment after use. Trained staff can then ensure equipment is disinfected in a timely manner.
- Establish a disinfection routine for staff at regular intervals.
- Ensure disinfection protocols follow product instructions for application and contact time.
- Contact surfaces should be disinfected frequently.
- Promote these practices to members – make this visible.
- Shoes should be worn in locker rooms/showers.
- Double efforts to keep bathrooms/showers/locker rooms clean and properly disinfected frequently.
- Establish “before and after” workout and locker room hand washing or sanitizing for all users and staff.
- Provide hand washing stations at the front of the facility or alternatively, hand sanitizer if not feasible.

### Dining Areas

Jensen Dining Hall/Kitchen and other Wilson dining areas (e.g. Café) are serviced by Sage Dining.

### Residence Hall Spaces

- Common areas should be disinfected on a daily basis at minimum.
- Disinfectant wipes or spray should be left in each common space and persons should be encouraged to wipe down all surfaces and equipment (e.g., mouse, keyboard, phone) touched during.
- If meetings are to occur in person, they should be conducted in a quick manner. Lingering and socializing before and after classes/meetings should be discouraged.
- Provide hand washing stations at the front of the facility or alternatively, hand sanitizer if not feasible.

## Laundry Facilities

- Maintain access and adequate supplies to laundry facilities to help prevent spread of COVID-19.
- Provide disposable gloves, soap for washing hands, and household cleaners and EPA registered disinfectants " for residents and staff to clean and disinfect buttons, knobs, and handles of laundry machines, laundry baskets, and shared laundry items.
- Post the following guidelines for doing laundry such as washing instructions and handling of dirty laundry.
  - Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
  - Wear disposable gloves when handling dirty laundry from a person who is sick.
    - Dirty laundry from a person who is sick can be washed with other people's items.
  - Do not shake dirty laundry.
    - Clean and disinfect clothes hampers according to guidance above for surfaces.
    - Remove gloves, and wash hands right away.

## Ventilation

Ensure there is an adequate flow of fresh air to workspaces and optimize the ventilation system settings. Some ways to do this are:

- Maximize fresh air through your ventilation system.
- Maintain relative humidity at 40-60%.
- Ensure restroom is under negative pressure.
- Ensure that the proper filtration is being used for not only normal office use but also what is recommended to control SARS-CoV-2 transmission.
- Clean and disinfect all HVAC intakes and returns daily.
- If fans such as pedestal fans or hard mounted fans are used, take steps to minimize air from fans blowing from one person directly to another.

## Wilson College Guidelines

Wilson College will be encouraged to:

- Self-Screening – Perform a daily self-health check. Faculty and staff members with flu-like symptoms (e.g., cough, body aches) advised to stay home. Students who experience these symptoms should contact a designated person on campus for further instructions.
- Personal Protection Equipment (PPE) Use
  - Clients encouraged to wear facial coverings as recommended by the CDC
  - Free masks and sanitizing wipe packets made available
- Personal Hygiene
  - Refrain from touching their nose, mouth, and eyes
  - Wash their hands on a frequent basis with soap and warm water for at least 20 seconds
  - Use sanitizer stations in the common areas to keep their hands clean

## Communication and Signage

- At all public entrances, post notices asking persons to refrain from entering the property if they, or anyone they have been in contact with, are experiencing symptoms of COVID-19 or have experienced symptoms in the 72 hours prior
- Measures (signage or staff) deployed to encourage the use of hand sanitizer
- Regular announcements made reminding community of their part to keep everyone safe.

## Quarantine and Isolation Space

- Provide quarantine spaces to house students who have been in direct contact with someone who has a confirmed case
- Provide isolation spaces to house students with confirmed cases.
- Establish methods to deliver meals and supplies to students in quarantine and isolation spaces.
- National will observe an 84-hour holding period before allowing employees to enter and clean isolation spaces once vacated.

## Additional Services

National is prepared to provide supplement services to address our client's additional cleaning and disinfection needs. We will be happy to provide a quote for additional services.

## Updates

We will continually review and evaluate our exposure mitigation protocols and update as necessary.

## Clorox 360 Treatment Protocol (added 1/19/2021)

Objective is to disinfect/sanitize campus areas using the Clorox 360 machine on a regular basis.

### Purpose of the Clorox 360 treatment is to:

Kill 99.9% of bacteria in 5 seconds

44 organism claims: Kills cold<sup>s</sup> and flu viruses, MRSA and norovirus in 2 minutes or less One-step disinfecting

Eliminates odors

Sanitizes soft surfaces

Inhibits the growth of mold and mildew for up to 7 days

1. Housekeeping staff will be fitted for N95 masks and properly trained on operating the Clorox 360 machine.
2. All areas deemed suitable for Clorox 360 application will be completed on a 6-month rotation. Some areas will be treated more frequently.
3. Housekeeping Supervisor will maintain completed records for each application.
4. Contaminated areas will receive a Clorox 360 application only after the area has been thoroughly cleaned and disinfected by the housekeeping staff donning the proper PPE.

5. Residence hall rooms will receive an application after the room is vacated and before another resident moves in. Residence hall rooms will not receive treatment while the room is still occupied.
6. Areas treated with the Clorox 360 disinfectant may have residue present after treatment.
7. Any areas needing treatment where food or eating is present, will receive a treatment using a sanitizer instead of a disinfectant.
8. Once an area has been treated, immediate access is permitted.

## **Appendix D – Food Service and Dining Procedures**

### Procedures for Dining Hall Service

- The dining hall will be cashless. Payments accepted are meal plan, Phoenix cash, credit cards, faculty/staff and commuter block plans.
- Dining hall staff will continue to disinfect seating area on a regular interval while facility is open and operational.

### Procedures for Dining Hall Guests

- Guests encouraged to review menus either through the SAGE app or online to plan their mealtimes to create efficiency and prevent bottlenecks within the serving area.
- Guests will be provided with hand sanitizer in strategic areas of the dining hall. It is highly recommended that guests use sanitizer for the time they will interact with service items. i.e. soda machine, ice cream cabinet, milk.
- Meal service will go back to self-service. There will be gloves available for guests that prefer to use them to serve themselves.

### Dining Hall Hours of Operation

- Dining hall hours will be M-F Breakfast 7 a.m. – 10 a.m.; Lunch 11:30 a.m. – 2 p.m.; and Dinner 5:15 – 8 p.m. Sat-Sun Brunch 11:30 a.m. – 2 p.m. and Dinner 5:15 – 8 p.m. Please see menu for offerings.

### Cafe

- The café (located at Sarah's Coffeehouse) offers full beverage service with grab and go and made to order food items.
- Hours of operation at M-Sun 8 a.m. – 10 p.m.

### Appendix E – Modifications to Student Move-In Day Procedures

Move-In Day will be back to pre-pandemic status, these move-in days will be over the course of several days. Students will be limited to the number of non-student individuals (2) assisting them. Residential Life will post the most up-to-date move-in schedule on the Wilson Portal and communicate such directly with students.

**No permission for early arrival will be granted - you must plan to arrive during your allocated time as listed below.** If you belong to several of the student groups, you should check-in during the group time that occurs first. If you have questions regarding which group you should check-in with, please contact the Director or Residence Life.

Students will be emailed their housing assignment, roommate information, and Roompack log-in information on a rolling basis after making a tuition deposit. Roompack is a website Residence Life uses for online form completion. This will be where you will be filling out various required forms. One of these forms is a Room Condition Report, you must complete this form within 24 hours of move-in. Failure to do so will result in the inability to appeal damage charges at hall closing.

There will be signs and staff directing cars as you arrive to campus. Please note that if you have an outstanding balance as of the move-in date and have not completed arrangements for payment, or if you have a medical hold (for incomplete paperwork), you will not be allowed to check-in or pick up a key for your room.

### Appendix F – Additional Resources and Helpful Information

Wilson College's *Health and Safety Plan* was drafted based on available information from local, state, and federal authorities and the COVID-19 related policies and protocols outlined herein are subject to change as additional information becomes available.

Below are additional references that were used in developing this document and may be helpful.

- A. Quick visual indication of the collective knowledge incorporated into the Wilson College *Health and Safety Plan*.
  1. [Centers for Disease Control and Prevention](#) (CDC)
  2. [PA Department of Health](#)
  3. Wilson College, *see Appendix A, pg. 35*
  4. [Wellspan Health](#)
  5. Dr. David Hoffman, DO, MBA  
Vice President and Regional Medical Director, Wellspan Health
- B. Links to CDC advisories
  1. How to Wear Cloth Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/preventgetting-sick/how-to-wear-cloth-face-coverings.html>
  2. How to Wash a Cloth Face Covering: <https://www.cdc.gov/coronavirus/2019-ncov/preventgetting-sick/how-to-wash-cloth-face-coverings.html>