

Wilson College

COVID-19 Health and Safety Plan

Spring 2021

Campus Re-Opening Steering Committee
2-3-2021

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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 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 35 areas, the associate degree in 4, and certificates in 2 program areas. Eleven Master's degree programs and a post-baccalaureate teacher intern program are also available. Total number of students across all programs is currently 1500+, with the population approximately 75% female and 25% male. Students hail from 22 states and 13 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 response to the COVID-19 pandemic, outlining modifications to 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.

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. Ultimately, the health and safety of every member of the College community has been and must continue to be the top concern.

This iteration of the plan has been updated to reflect modifications to College operations for the spring 2021 term. Unless direction from local, state or federal authorities change, Wilson College intends to open for an in-person, residential learning environment with instruction beginning February 1, 2021. The term will be offered in a hybrid model, meaning both in-person instruction as well as online courses with the College's Zoom to Campus option.

Ultimately, the responsibility of the *COVID-19 Campus Health and Safety Plan* resides with Wilson College President Wesley R. Fugate, Ph.D. Dr. Fugate gathered a variety of higher education professionals from the College as well as local and regional healthcare providers to collectively develop this plan. Three taskforces were established to focus on 1) Instruction, 2) Life Safety, and 3) Student Support. The taskforces provided guidance and organization by a steering committee. See *Appendix A for membership lists*.

From a tactical standpoint, David Topper, director of human resources, has been appointed the College's Pandemic Safety Officer. Dr. Topper serves as the first point of contact for all responses pertaining to individual concerns/displays of symptoms/confirmed cases, etc. In this role, the director will tap various partners within the College's administrative leadership to appropriately respond to each situation.

III. Statement of Community Responsibility and Acknowledgement of Safety Procedures

Wilson College has established a community responsibility statement, based on the college's Honor Principle, stating expectations for individuals, regardless of constituency, related to the health and safety of the entire campus. Like the Honor Principle, this statement is at the heart of the approach established to help prevent the spread of COVID-19 on campus as well as the process used to mitigate confirmed cases amongst the community.

The statement and its key points will be reinforced throughout the semester through signage as well as communications from administration. *See Appendix B.*

Employees (faculty and staff) and students are expected to notify David Topper, the campus Pandemic Safety Officer, of their symptoms and/or potential exposure to COVID-19. David Topper will notify the appropriate member of the Pandemic Safety Team to begin containment, mitigation, and contact tracing protocols. All notifications are to be relayed through covidassist@wilson.edu or the LiveSafe mobile app.

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

Per the Pennsylvania Department of Health and by a July 1 order of the Governor of Pennsylvania, face coverings are to be worn whenever individuals leave their home. Specifically, masks must now be worn when you are

- In any indoor location where members of the general public are typically admitted, and
- Engaged in work, whether at the workplace or performing work off-site, when interacting in-person with any member of the public, working in any space visited by members of the public, working in any space where food is prepared or packaged for sale or distribution to others, working or walking through common areas, or in any room or enclosed area where other people, except for members of your own household or residence, are present when unable to physically distance.

All faculty, staff, and students are asked to comply with this new order and wear a mask/face covering while on campus, regardless of physical location, including outdoors. Masks should be worn properly, covering your nose and mouth. Reusable, fabric masks should be properly laundered after each daily use.

In addition, the College is requesting that faculty, staff and students NOT wear N95 masks on campus, unless for faculty/staff their job responsibilities necessitate the use, but rather choose another type of face covering such as a disposable paper mask or a washable cloth mask. Federal and State officials have urged citizens to keep N95 masks for healthcare workers. Additionally, the federal Occupational Safety and Health Administration (OSHA) considers N95 masks to be surgical respirators. Because they are

deemed as respirators, OSHA has additional reporting and procedural requirements that employers must comply with if the N95 masks are used at the workplace. Therefore, if N95 masks are found on campus, the College could be held liable for the additional reporting and procedural requirements, and if found in violation, subject to significant monetary fines.

2. Physical Distancing Policy

Per the Pennsylvania Department of Health, close contact with other people in public spaces should be avoided. It is recommended that all individuals on campus maintain a minimum of six feet between themselves and others, where possible. To help individuals on campus maintain appropriate social distance, signage will be placed throughout campus reminding individuals of the importance of social distance. Additional signage will be placed in multi-person restrooms to block the use of certain facilities to help ensure social distance guidance is observed. In addition, where feasible, entrance and exit signs will be posted at buildings to designate ingress and egress routes.

3. Personal Protective Equipment for Faculty, Students and Staff

All individuals should wear proper personal protective equipment when on campus. Individuals, including residential and non-residential students, are asked to bring at least two (2) of their own face coverings (masks) to campus. If individuals are unable to provide their own face coverings, the College will make them available. In addition, in certain circumstances and activities, individuals may be asked to wear additional personal protective equipment, such as gloves and/or face shields. This equipment will be provided by the College. Examples include but are not limited to: housekeeping staff when performing cleaning/sanitation activities; faculty/students when participating in a laboratory or other experiential learning environment; and, faculty while delivering face-to-face instruction.

In addition, the Student Development division will distribute face coverings and individually packaged temperature strips to students living on campus during the move-in process.

4. Personal Hygiene, Common Space/Classroom Sanitation and Campus Cleaning Guidance

As recommended by the U.S. Centers for Disease Control and the Pennsylvania Department of Health, all individuals should take the following personal hygiene steps to help avoid exposure to the virus.

- 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 as well as additional sanitation steps, including the establishment of hand sanitizing stations, communal space sanitizing kits and classroom cleaning kits across campus. Specific protocols are also outlined for use 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.*

5. *Staggered Work Shift/Telework/Return to Work Policy*

The College continues to encourage work from home/telework for staff, where feasible, for the spring semester. Social distancing protocols have been established and workplace modifications have been made, where necessary, to ensure social distancing can be maintained throughout the workday, as recommended by state and federal guidelines. Cabinet members (administrative vice presidents) have reviewed each department to complete a workplace assessment and suggest steps to adjust work areas as needed. To promote social distancing and the overall health and safety of the entire campus, departments will continue to allow remote work, where possible; staggered or rotating work schedules; modification of workstations to create at least 6 feet of distance between employees; and, until further guidance is given by healthcare authorities, employees should avoid gatherings such as in-person meetings or social lunches, retirement parties, etc.

It is important to note that these recommendations are tentative and are subject to change based on state and local guidance, and the pandemic itself. Should an employee test positive for COVID-19 after offices re-open, plans may be altered to protect our employees.

The College recognizes each individual will need to make a personal decision as to when he or she is comfortable returning to the office based on individual circumstances. Employees are encouraged to discuss their concerns and personal situation with their immediate supervisor, manager, or Human Resources.

David Topper, director of Human Resources, in conjunction with senior leadership has established a policy to respond to faculty and staff requests for flexible work accommodations due to COVID-19. An employee wishing to discuss and/or request a flexible work arrangement due to COVID-19 should contact Dave Topper directly at david.toppper@wilson.edu or 717-262-2543.

6. *In-Person Meeting and Event Policy*

As recommended by the Pennsylvania Department of Health, individuals should make every effort to maintain a minimum of six feet distance between themselves and others as well as wear face coverings. With this guidance in mind, Wilson College faculty, staff and students are encouraged to leverage technology whenever possible and conduct meetings remotely. Every effort should be made to avoid meeting in person when safe social distancing protocols cannot be observed.

Student organizations are encouraged to stay active during the 2021 spring semester while adhering to the *Health and Safety Plan*. For the safety of student members, student organization leaders may only host events if they are held in a virtual format. Student organization meetings should be held in a virtual format whenever possible, and all meetings held in person should be registered through Student Development. For more information, contact the Dean of Students.

7. *Visitors Policy*

Until updated guidance is provided, only faculty, staff, students and approved visitors/vendors are permitted in Wilson College buildings, classrooms, and residence halls. No other guests are permitted. Only residential students are permitted in residential facilities.

8. *Non-Essential Travel Policy – See also Section VII/1. Quarantine at Home, pg. 26*

As of March 16, 2020, only essential travel related to official College business will be permitted. Travel plans must be approved in advance by each division's vice president. In addition, College-funded travel to areas known to be affected by the coronavirus is prohibited.

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 United States Department of State and the Centers for Disease Control and Prevention.

<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/>

9. *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. Vans must be reserved through Lorie Helman, student development coordinator, at lhelman@wilson.edu.

Additionally, during the 2021 spring semester, in accordance with Department of Health guidance, and as part of the College's response to help limit the spread of COVID-19:

- a. College vans may be used for travel, but no overnight stays.
- b. Due to social distancing best practices, only three people may be in a van at any given time.
- c. Student organizations may request the use of vans for travel. However, no overnight travel will be permitted.

10. *Centralized Purchasing of COVID-19 Supplies*

To coordinate the purchase and dissemination of COVID-19 cleaning supplies and personal protective equipment for the campus, Wilson College has established an online ordering process. Faculty and staff have access to this link via the my.wilson.edu portal. Individuals can request the below items through this ordering process. The request is routed to Physical Plant, who purchases items in bulk for the entire campus. Items will be procured then delivered to the requestor when available. This process allows a coordinated effort to maintain supplies on campus, attempt to deal with unknown delivery times from vendors, and track overall expenses related to these supplies. A specific budget line has been established in the College's budget to track these expenses.

- Face shields
- Disposable face masks (only available for specific uses and locations)
- Alcohol-based sanitizing wipes
- Ammonia-based sanitizing spray
- Paper towels
- Hand sanitizer

11. *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 be limited to, the messages, direction, and reminders listed below.

- Designate entrance and exit doors for buildings
- Social distancing guidelines, including remaining six feet apart, limited capacity for common spaces, dining areas and elevators
- Reminders to wear personal protective equipment (PPE)
- 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
- Community Statement of Responsibility
- Contact information for campus Pandemic Safety Officer
- Reminders of COVID-19 symptoms and what to do if you get sick
- Restricting campus access to students, faculty, staff, and approved visitors and vendors.

V. Modifications to Instruction

1. *Spring 2021 Academic Calendar*

Because the safety of our entire campus community is of the utmost importance, the College has amended its spring academic calendar to provide the most instructional flexibility. Instruction for courses that run for the full spring semester will begin February 1, continuing straight through without a Spring Break, and classes will end May 9. Final exams for these courses will take place May 10-14, with Commencement tentatively scheduled on Sunday, May 16.

The Spring 8-week Term Dates are as follows:

Spring Term I courses begin in January 25 and end of March 19

Spring Term II courses begin March 22 and end on May 12

Students, please closely examine your course schedule for your specific course information.

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

In order to comply with government guidelines, Wilson has developed a learning model that includes in-person, hybrid, and remote learning.

Physical classrooms have been configured for social distancing, and partitions are being installed in key academic areas for increased safety. In some instances, courses that normally would have been held in a face-to-face format have been moved online or have been reconfigured for a hybrid experience.

Beginning with the fall 2020 semester, all Wilson faculty have either completed the Online Teaching course designed and taught by the Director of Educational Technology or completed a proficiency certification process.

Three Key Terms to Know Regarding Learning Modalities: Online and Hybrid courses are taught via a Wilson-approved learning management system (in most cases that is Canvas, though specific exceptions do exist in several disciplines). Classes that are fully online or that are Hybrid with an online component are taught in one of two ways:

- **Synchronous** means that students will log on to the course at the scheduled time noted on students' class schedules. This is typically done via Zoom. Be sure the device used has both camera and microphone access so that you can fully participate in your synchronous courses.
- **Asynchronous** means that there is not a specific meeting time the entire class meets as a unit.
- The third related term is **Zoom to Campus**. This means that a student is using Zoom to participate in what is otherwise a face-to-face class, and that the student will be working in that class session in a **synchronous fashion**, at the class's regular meeting time. Because these classes are designed as Face-to-Face classes, the class sessions are not recorded and posted to

Canvas. **Therefore, students who applied for the Zoom to Campus option will have to attend class at the same time as the other students enrolled in the course. Students will not be able to watch a video of the class session on their own time.**

3. *Faculty Frequently Asked Questions*

What sort of Personal Protection Equipment (PPE) do I need to wear while teaching? In most cases, faculty should wear both face shields and face masks while teaching. There may be instances where a face shield needs to be removed in order to engage in an activity in an experiential course. In that case, please keep the face mask on at all times, and remain socially distanced from everyone in the class.

The College provides face shields and paper masks for faculty. Face shields will be distributed the week prior to the start of the spring semester. If you prefer a cloth mask, you are welcome to utilize your own as long as it meets CDC recommendations for full coverage of your nose, mouth, and chin.

If faculty need a replacement face shield or other standard items, please use the following Centralized COVID-19 Disinfecting and Sanitation Supplies Form: <https://www.wilson.edu/centralized-covid-19-disinfecting-and-sanitation-supplies-order-form>

What can I do for a guest speaker in my class? During the spring semester, Wilson is not inviting guest speakers or presenters to come to campus. Activities of this nature should be handled in the online environment. Faculty who would like a guest speaker to participate in a class session should Zoom that guest into the face-to-face classroom or hold the entire event in a Zoom meeting.

May I take my students on field trips? Field trips are not authorized for the spring 2021 semester. Instructors that generally use field trips should consider an online alternative. For example, many museums have virtual tours. Often, these tours can be done as a group using Zoom's share screen functionality. In other cases, the tours may be conducted individually. In either situation, guiding questions and reflection assignments are recommended.

How should I conduct Office Hours? Please conduct Office Hours via Zoom (no Office Hours should be conducted in faculty offices this semester due to social distancing constraints). Where faculty normally have one open Office Hour for each course taught, this semester they are asked to hold one open Office Hour for all courses combined. Then, faculty should make additional Office Hours available by appointment. In each course syllabus, faculty should indicate the set open Office Hour and create/post a standing Zoom link that students may use all semester, along with instructions for how students may request a different appointment time.

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 is Zoom to Campus? Students who are not prepared to return to campus for full face-to-face learning this semester due to COVID-19 concerns were given the option to request permission to Zoom to Campus for their lecture courses. (Any students taking experiential courses still have to come to campus for those classes.) Students were required to contact the Registrar by January 8, 2021 for permission to engage this option for the entirety of the semester. See the Attendance FAQs below for more details.

What should I do if I have students that will not be physically in my classroom? At least 32 rooms will be equipped with a camera and microphone to facilitate interaction between those students who are Zooming to Campus and the faculty and students who are in the physical classroom. Please consult the Director of Informational Technology for dates and times for training sessions. Faculty may practice in their classrooms during the month of January, if they would like to do so.

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 is not requiring that faculty record class sessions on a daily basis. However, we do encourage you to record a class session if you know you have a student who is too sick to participate in a class session, even via Zoom. That recording can be uploaded to your Canvas course site via Panopto in order to help facilitate make-up work. Please indicate in your syllabus how you want students to attend to make-up work if they miss a class session, including whether or not you are recording your classes.

What should I do for student presentations or group work? To maintain social distance, students should remain in their seats for the duration of the class session, and faculty should remain in the demarcated teaching area. Therefore, faculty are asked to have students conduct presentations from their seats or online. This might be done live as we did Student Research Day in spring 2020, or the presentations could be recorded via Panopto. Collaborative group work can be completed using grouping options in Canvas and by using Zoom + Office 365.

How should I prepare for the possibility that we shift to online again? Faculty are asked to prepare a Canvas frame for each course as if they were teaching online. This will help in the event a student has to quarantine but is still able to engage in classwork, or if you have students who requested permission to Zoom to Campus this semester. It will also reduce the amount of organizing faculty will be required to do should the College return to a remote-learning-only scenario, similar to fall 2020. 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. Taking these steps initially will leave only the need to upload lectures to the course frame should we the College shift to remote learning.

I typically like to walk while I talk, can I do that? Unfortunately, to keep within the social distancing rules, you will need to teach from the space marked on the floor without moving around.

Do I need to have assigned seats for my students? Chairs and other furniture in the classroom may not be relocated / rearranged. All faculty are asked to assign seats for the semester to assist with contact tracing efforts, should they be necessary. Once a student is seated, they must remain in their seat for the duration of the class period. Note: Lab and studio environments will have rules particular to those spaces.

4. Grading Policy for Spring 2021

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

5. Attendance policy

Faculty members, in conjunction with the Academic Affairs Reopening Taskforce, have made modifications to the college's student attendance policy. Below are a series of Frequently Asked Questions to help communicate those modifications. **Faculty, please add the following information on your course Canvas site, and reference it in your syllabi:**

COVID Absences for Spring 2021

If a student is required to quarantine for COVID, they should still continue attending their courses via the Zoom to Campus option and completing coursework. 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 in class 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 re-negotiating due dates, if this is allowed);
 - Follow any protocol noted on the course syllabus for such absences;
 - 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 in class 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 re-negotiating 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 March 29, the student may consider requesting an incomplete; the student should consult with her/his 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 the student has arranged with her/his faculty.

- C. If the student finds that they cannot function in class 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 March 29, the student may consider requesting an incomplete; the student should consult with the College Registrar about 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 the director of counseling and/or director of the health center 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 and the student's academic advisor. Request 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.

Student FAQs on Attendance spring 2021

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?

Wilson College already works with students dealing with healthcare concerns (their own or a family member's) that may necessitate studying remotely for a semester. Students in one of those categories needing to make arrangements to study online during the spring 2021 should contact their advisor who can help them find courses that are regularly offered online. The Zoom to Campus option for the full semester required special permission from the Registrar's Office, and applications were due January 8, 2021. Please note not all courses will have an online solution, particularly those courses that are experiential (rather than lecture-based). In some degree programs, missing a course in the sequence one would normally take it may impact graduation dates.

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 or opted for Zoom to Campus, 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? All students will be required to check-in via the LiveSafe app daily to confirm they are not experiencing COVID-19-like

symptoms before coming to the physical classroom. Please refer to Section III, pg. 5 Statement of Community Responsibility and Acknowledgement of Safety Procedures; Sections VII, pg. 27 Daily Health Check; and, Appendix B, pg. 36 for more information on that process.

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 reports any COVID-19-related symptoms via the LiveSafe app, they are instructed to not attend any face-to-face classes. They should remain in their residence hall room or at home. Someone from Wilson's COVID-19 Pandemic Safety Team will contact them. Should it become necessary for a student to be tested for COVID-19 and quarantine for an extended period, the Dean of Students will alert the Registrar and the student's faculty. During that time, the student will be able to participate in their regular in-person classes remotely via Zoom to Campus until they are advised by a medical professional that they may return to face-to-face classes. Faculty will note on their syllabus the procedure students should follow for health-related absences for each course.

All health-related absences will be excused in spring 2021, regardless of the type or duration of illness. However, it is the student's responsibility to check-in with their faculty about guidelines for making up missed work.

Students should refer to their course syllabus regarding non-health care-related absence policies for each course they are taking.

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 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 Cathy Wilt at cathy.wilt@wilson.edu.

Faculty FAQs on Attendance Spring 2021

Is it true that all student illnesses should be recorded as excused absences? Yes. If a student or representative from Wilson's Pandemic Safety Team, see Section VIII, pg. 30, contacts you about absence due to illness, you count them as excused. This does not excuse the student from being responsible for the content of the class or any assignments that are due.

Can I ask the student when they will return to class? Yes. You can 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.

What should I put on my syllabus about missing class due to illness? You should outline what you want students to do when they miss your class. Please answer questions such as: Should students Zoom to Campus if they are able? 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.

Will I know if students did actually Zoom into a class session, or if they viewed a recording I uploaded in Canvas? You will see who is using Zoom to participate in your class as you would with any Zoom

meeting, and you can use Canvas features to determine if students have accessed your recording or other materials on Canvas.

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? Our Zoom to Campus and other efforts are designed to aid students during temporary absences from class. If you believe a student is showing a pattern of excessive use of absences, express your concerns via Starfish.

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

For Students and Faculty:

Are face coverings required in all courses? Yes. All members of the Wilson community are required to wear a face covering at all times except when employees are alone in their private office, or if students, staff, and faculty are in a designated eating area. A 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, they may use the Report a COVID-19 Concern/Question to express concern, and a member of Wilson's COVID-19 Pandemic Safety Team will contact the student.

What sort of face coverings are acceptable in academic spaces on campus? Students, faculty, and staff should wear cloth or paper face masks at all times in academic spaces. Exceptions to that include designated eating areas, and when faculty or staff are alone in their offices. Additional PPE such as face shields may be required in experiential settings such as labs and studio courses. Gaiters, bandanas, and handkerchiefs are prohibited in all learning areas including the Library. Gaiters may be permitted in other spaces on campus.

Understanding Expectations on Safety Protocols: While it is imperative that members of the Wilson community adhere to all guidelines in the Honor Principle, the Statement of Community Responsibility, and the Health and Safety Plan, these four points below will be central in maintaining safe face-to-face learning spaces.

- Masks should be worn properly, covering both nose and mouth while in class;
- Gaiters, handkerchiefs, and bandanas are not acceptable as masks, and face shields, if worn, must be worn with a mask in the class;
- The LiveSafe health check should be completed before coming to class, and faculty may ask if that has been completed, and
- That students may be dismissed from class for failure to follow these rules.

Faculty may add the bulleted list above to course syllabi. They may also ask students to sign the following variation on paper or via Canvas:

I understand that I will have to wear a mask properly covering both my nose and mouth while in class.

I understand that gaiters, handkerchiefs, and face shields are not acceptable as masks.

I understand that I must complete the LiveSafe health check before coming to class.

I understand that I may be dismissed from class if I fail to follow these rules.

Are faculty and students responsible for sanitizing class space and equipment? Yes. While National's housekeeping team will disinfect classrooms / labs / studio spaces and other common areas on campus at least daily (some spaces may receive additional cleaning during the day), faculty and students should use supplies in the sanitation stations in each educational space to wipe down their teaching and learning spaces (including desks and chairs), at the start of each class session — students should take a disinfecting wipe from the sanitation station as they enter the classroom. 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? No. All communal spaces on campus have been arranged for social distancing. Furniture must remain in its original space at all times.

How many people are allowed in a room at a time? Please see the placards in each room indicating maximum occupancy. These numbers allow for social distancing. Gatherings larger than the number posted are not permitted, and those present will be asked to depart the space.

For Faculty:

What if I need additional cleaning supplies that are not part of my program's usual purchases, or if we have depleted our budget line due to COVID-19 precautions? If you need cleaning supplies that are not common items that are not normally covered in your program budget and are not included in the [Disinfecting and Sanitation Supplies Form](#) above, or if you have depleted your budget for regular disinfection supplies regularly used in your discipline, please contact Ellen Ott, the Administrative Coordinator (eott@wilson.edu), and she will help arrange acquisition of these supplies. (These will be charged to the COVID-19 budget, not your program budget.)

How is ventilation of buildings being handled? Ventilation of buildings will be maintained for optimal health. National's team will carry out routine maintenance and repairs. Air handlers have been added to some spaces to help clean the air (e.g., the Fitness Center).

7. *Experiential Coursework (labs, studio courses, fieldwork, Equine Studies, Veterinary Nursing, etc.)*
All experiential courses will be taught on campus in spring 2021 unless a state mandate requires that the College suspends on-campus activities due to an extended COVID-19 spike.

For Students and Faculty:

What sort of face coverings are acceptable in labs and studio spaces?

Paper or cloth masks should be worn in all labs and in studio courses. Those masks may not be removed from the from any lab or from certain studio spaces. They will be stored in the lab or studio per the direction of the course instructor. If face shields are required for a course, those will be provided for the students and faculty. Gaiters, bandanas, and handkerchiefs are prohibited in all learning areas, including the Library.

Are there special requirements for experiential courses in Equine Studies? Yes. Those requirements are as follows:

Equitation classes

Students, faculty and staff will socially distance and wear masks and gloves. We are also requiring all students to bring their own grooming kit, which we will store for them, to limit communal use of equipment. When handling communal equipment (saddles, pads, bridles, halters, etc.) that must be shared, students will wear gloves. When the students arrive in the arena, they may remove their masks due to the physicality of the class, but will maintain social distancing. Gloves will be worn while riding. At the end of the class when the students return to the barns, masks must be put back on for the in-barn work.

Training classes

These classes are held in the barns and arenas. Faculty, staff and students in these classes will wear masks at all times, stay socially distanced and wear gloves at all times as they will be using communal equipment.

Teaching classes

EQS teaching classes will proceed just like equitation classes. The student teachers and riders are all Wilson students. EFT teaching classes involve student instructors, horse leaders, side walkers, students from the community who have disabilities, and the students' caregivers (parents, guardians, etc.). They will be asked to be as socially distanced as possible but the side walkers, while not face to face, are directly next to the riders. Caregivers will be asked to stay in their vehicles until a couple of minutes prior to their start time, only allow two caregivers will be allowed for each rider, and they must sit in the bleachers (marked for social distancing) and wear masks. All riders will wear gloves, however, some riders have a disability that includes tactile defensiveness and wearing gloves might not be possible. In those cases, communal equipment will be disinfected prior to and following the lesson.

8. Academic Success Center Information

During Spring 2021, ASC staff will focus on online delivery of core services in order to reduce risk for students, faculty, and staff. However, needs will be reassessed on a monthly basis in order to adapt to evolving federal, state, local, and institutional guidance as well as emerging student needs. Any changes to ASC operations will be communicated to all students, faculty, and staff.

ASC Service	Spring 2021 Delivery
Accessibility Services	<ul style="list-style-type: none"> • Zoom intakes and meetings • Frequent check-ins and communication to support students with documented disabilities
Accommodated Testing	<ul style="list-style-type: none"> • Offered remotely via Zoom • By appointment only • Bulk digital proctoring at midterms and finals • Emphasis on continuation of Proctorio usage for faculty in order to reduce demand • Make-up exams discouraged due to acute student needs for support during COVID-19; make-up proctoring for non-accommodated students available under exceptional circumstances only

Case Management of Probationary and At-Risk Students	<ul style="list-style-type: none"> • Delegating ongoing case management of lower-risk probationary students to GAs (with regular supervision) to free time for professional staff to administer proactive outreach and manage caseloads of students referred via early alert • Proactive outreach to course repeaters in math, first-year writing, and developmental reading courses • Proactive outreach to incoming students with low reading and math placement scores • Full-time professional staff (Director and Assistant Director) work with students referred via early alert • Most meetings held via Zoom, with in-person intakes only offered under exceptional circumstances (very high need students, technology or access issues) • Intrusive outreach – two emails and a phone call to initiate contact with unresponsive students. After making first contact, email will be utilized exclusively except in extenuating circumstances.
Tutoring	<ul style="list-style-type: none"> • Delivered remotely for the first month of the spring semester to promote student safety/continuity with other institutional policies • Further development and dissemination of online tutoring orientation/promotional materials for students and faculty to facilitate comfort and utilization • Socially distanced, face-to-face tutoring will be <i>considered</i> for a March 1 start date (decision will take data about student preferences, presence, and volume of regional cases into consideration). Any face-to-face delivery will be provided on a strictly opt-in basis for the tutors based on their comfort level and campus presence. • Director will conduct outreach to faculty in a few selected courses to solicit interest in having course tutor attend remotely in order to provide light support with hi-flex instructional delivery and promote awareness of course-specific support services. <p>Embedded Tutoring (developmental and gateway math courses only)</p> <ul style="list-style-type: none"> • Modified and adapted in collaboration with math faculty based on math courses/mode of delivery (course schedule not yet finalized as of 1-8-21)
Supplemental Instruction	<ul style="list-style-type: none"> • Delivered remotely via Zoom to maintain continuity with syllabus statement about group work and to promote safety of students and student workers
Academic Success Coaching Workshops	<ul style="list-style-type: none"> • Delivered remotely • Some synchronous offerings will be transitioned to a more informal, spontaneous “let’s chat” model • Offered online only during Spring ’21

	<ul style="list-style-type: none"> Recorded workshops shared with faculty and students in a digital repository on Canvas
Individualized Academic Success Coaching	<ul style="list-style-type: none"> Offered online only
Reading Skills Instruction	<ul style="list-style-type: none"> Offered online only by request or referral
Office-wide staffing and spatial considerations	<ul style="list-style-type: none"> Remove waiting room seating Purchase affordable wireless doorbell Front door signage requesting appointment notification and providing schedule and instructions Web updates/proactive communication about scheduling constraints and preferred means of contact *Alternating staff presence in office – Director M-W, Assistant Director TH, Academic Success Coach completely online *On-campus staff presence is subject to change due to evolving campus guidance, scheduling contingencies, and any staff illness or required quarantine.

9. Student Technology FAQs

Understanding the change in learning and teaching modalities will likely require additional technology resources, 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 spring, 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. As long as we are able to be on campus, students will continue to have access to the College's computer labs and stations in various areas of the campus. But, 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 James D'Annibale, director of educational technology, as soon as they know that they have proctored exams and do not have access to a computer. James is available by email at james.dannibale@wilson.edu.

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 and Firefox work best with most of the technology platforms you will use as a student. As of January 8, 2021, the exam proctoring system will only work on Google Chrome 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. 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 right 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/system-requirements>

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/201362023-System-requirements-for-Windows-macOS-and-Linux>

What is Zoom to Campus? Students who are not prepared to return to campus for full face-to-face learning this semester due to COVID-19 concerns were given the option to request permission to Zoom to Campus for their lecture courses. (Any students taking experiential courses still have to come to campus for those classes.) Students were required to contact the Registrar by January 8, 2021 for permission to engage this option for the entirety of the semester. See the Attendance FAQs below for more details.

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-panopto-videos>

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 for Spring 2021

Library Open Hours (from February 1 through May 14)

The library building will be open and available for the Spring 2021 semester on this schedule:

- Monday through Thursday: 7:45am – 11pm
- Friday: 7:45am – 5pm

- Saturday: CLOSED
- Sunday: 3pm – 11pm

The library will also be open for limited hours during the last week of J-term: Monday, January 25 through Friday, January 29 from 9am – 4pm each day.

The library's current operating hours are always available at <https://library.wilson.edu> or by searching Google for the Wilson College Library.

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.

Library staff may have more limited on-campus availability this semester, but staff are always available remotely. If you're not sure who in the library you need to contact, email 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>

Also, don't forget about the library's **Online Reference Desk**, available through Zoom. Hours and instructions can be found on the MyWilson Portal: <https://my.wilson.edu/pages/zoom-reference-desk>. Want help from a live person, in real time, but not able to come to campus? Hop on to the library's Zoom room and get assistance there. The Zoom desk will be available during the library's regular open hours and may also be available during times that the physical library building is closed.

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, but there may be some additional restrictions. Study rooms will initially be limited to one or two people at a time (maximum occupancy will be clearly marked with signs). 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 and have been spaced further apart and spread throughout the building to accommodate the need for social distancing. You may see fewer tables and chairs, also to accommodate social distancing – please do not rearrange the furniture, as it has been deliberately spaced and arranged to meet current health and safety guidelines.

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. In order to alleviate any potential crowding, the Conference Room that is next door to the Commuter Lounge will be reserved as a secondary Commuter Lounge, to serve as an overflow space for commuters and other students who need a place to eat meals and/or study if the Commuter Lounge is too full. All communal food and dishes have been removed from the Commuter Lounge for the spring semester, and we ask that you

provide your own dishware and utensils. The refrigerator, microwaves, toaster oven, and Keurig machine will remain available for use, and cleaning supplies will be provided so that students and staff can sanitize the area and equipment before and after each use.

VI. **Modifications to Residential Housing and Student Services**

Housing procedures aim to minimize physical interaction between residential students, staff, and visitors. Spaces within on-campus housing are reconfigured to accommodate and enforce social distancing protocols where appropriate.

Modifications include

- Residential Life Office open by virtual appointment only
- Roommates allowed where appropriate
- Residential students are only permitted to have other residential students as guests unless pre-approved by the Director of Residence Life or the Dean of Students
 - Residential students can host no more than two other students in their residence hall room and cannot exceed more than the number of students assigned to that space plus 2. (i.e. If 3 students are assigned to South 22, the maximum occupancy is 5.) These students must always comply with all mask and social distance requirements AND be residential students at Wilson College.
- Some communal bathroom modifications have occurred to reduce occupancy and adhere to social distancing requirements
- Depending on current PA mandates, all maintenance work orders fulfilled
- PPE and social distancing policies are active
- All amenities/common spaces open with limited capacity and de-densified with some furniture removed
- Limited in-person residence life programming with attendance limitations
- In-person housing tours for perspective 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. The café in the John Stewart Memorial Library will open for the 2021 semester with limited offerings. Service in the dining hall will be offered to individuals with meal plans only. All food and beverage items will be offered via "grab and go" service on disposable paper goods or be pre-packaged.

Individuals will be required to wear face coverings while inside the dining hall and have an assigned meal time, limited to 30 minutes. Seating capacity will be limited to assist with social distancing. A hand sanitizing station will be provided at the entrance. Signage and social distancing markers will help guide individuals and maintain safety precautions. All transactions will be cashless.

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

In partnership with Physical Plant, residential life staff has removed or rearranged furniture in indoor common spaces to promote social distancing and capacity limitations. All non-essential items that may promote frequent touching has been removed. Signage encouraging personal hygiene, sanitation

guidelines, and room capacities has been posted. Disinfecting/cleaning stations with hand sanitizer has been established where feasible. Physical Plant has enhanced its regularly scheduled cleaning efforts.

3. *Counseling Services Protocols/Wellness Center*

In order to provide “access to care, protect staff, and conserve scarce PPE for students seeking counseling services or medication management,” the Counseling Center will adhere to the following guidelines under the premise that “the health and well-being of student health and counseling staff, particularly those with direct patient contact must be preserved and protected,” especially with those parties who are at a higher risk.

If all classes are remote, the Counseling Center will continue to provide telehealth counseling services to any eligible Pennsylvania resident via telephone or through Zoom appointments. For non-Pennsylvania residents, case management via Zoom or telephone, and workshops and “Let’s Talk” chats via Zoom could be provided for all non-residents of PA. Telehealth medicine, which could be established via Zoom by our psych provider, Lisa-Marie Wright, would depend on PA residency as well as eligibility to attend counseling services based on full-time and undergraduate status. This is taking into consideration the comfortability of our psych provider as well as approval by the College itself to provide telemedicine. Students living out of state would not be eligible.

If some classes are in person and some students are on campus, the Counseling Center will continue to provide telehealth counseling services to any eligible residential student and any Pennsylvania resident remotely and case management, workshops and “Let’s Talk” chats via Zoom for all non-residents of PA. In-person sessions for Pennsylvania residents could potentially be provided, based on exceptional circumstances of students who are considered highly acute clients who meet certain criteria such as crisis counseling, those individuals unable to access telehealth services, or other circumstances whereby the mental health professional believes an in-person visit carries significant benefit.

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

When the Counseling Center moves to in-person counseling sessions, students wishing to continue with strictly telehealth counseling may do so, or chose to meet in person with the proper protocols in place.

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 could be accommodated by setting up the client 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*

To further promote social distancing and safe practices, Move-In Day will be staggered across several days and times. Students will have a limited amount of time to move-in to their residence hall and will be limited to the number of non-student individuals (2) assisting them. Residential Life will be communicating directly with students to schedule this process.

In addition, during move-in, elevator capacity will be limited to 2 persons at a time. Students will be encouraged to limit the number of large items they bring from home. Students will be required to supply their own face coverings. Sanitizing wipes will be provided for move-in equipment.

5. *New Student Orientation*

New Student Orientation will be held for students new to campus. These sessions will be held in-person; however, modifications are planned to care for social distancing and other safety requirements.

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 spring 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 will modify its athletics competition and practice protocols to be 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 Health and Safety Plan at

https://wilsonphoenix.com/documents/2021/1/21/Wilson_College_Athletics_Health_and_Safety_Plan.pdf

8. *Quarantine/Isolation Locations*

Students choosing to live on campus for the Spring term will be required to test for COVID-19 prior to moving into their residential assignment. The College has partnered with Wellspan Health to administer a rapid antigen test to all members of the campus community. These tests are a nasopharyngeal swab, approved by the federal government as an acceptable detector of the coronavirus. Upon testing, students will wait for results, typically available in about 10 minutes. Students must report to Lenfest Commons Lobby during their move-in time slot. They will then be tested by Wellspan staff in the Wilson Wellspan Convenient Care Clinic (located on the first floor of Lenfest Commons, down the hallway behind the Security Desk).

The rapid antigen test is administered at no cost to the student. No test results from other vendors will be accepted.

If a student's test result is negative, they will be instructed to pick up their room keys from Residential Life and complete the move-in process. If the test result is positive, the student will be given the option of returning home to quarantine for the required 10 days or of quarantining on campus. If you the student chooses to quarantine on campus, Residential Life will coordinate details and logistics.

A total of 52 residential spaces has been allocated for those students who test positive. These spaces are located on the 3rd floor of Rosenkrans Hall, 3rd floor of Disert Hall, and 2nd floor of Davison Hall. Students who test positive will have meals delivered to a central location in their residence hall so they can pick them up without exposing non-positive students.

Additionally, 15 isolation spaces have been reserved for students that may have been exposed to a positive case. Each of these spaces has a private bath and meals will be delivered directly to that students' room during their isolation period. These students will be given the rapid antigen test and once displaying a negative result can return to their original room assignment.

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

At the end of the fall semester, Physical Plant/Housekeeping performed deep cleaning procedures as a precautionary measure. All residence hall rooms and common areas were cleaned and disinfected prior to the January term move-in. Likewise, any residence hall rooms vacated at the end of the January term as well as common areas have been cleaned and disinfected prior to spring term move-in.

VII. Monitoring Plan

1. Quarantine at Home

According to the PA Department of Health (as of 7/24/2020). Individuals who have traveled, or plan to travel, to an area where there are high amounts of COVID-19 cases, are recommended to stay at home for 14 days upon return to Pennsylvania.

Additional information about travel and quarantine is provided by the State of Pennsylvania at [travel recommendations frequently asked questions](#).

2. Daily Health Check

In accordance with the *Honor Principle* and the *Community Statement of Responsibility*, (see Appendix B) 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 Main Campus, or who teach or study at any other location where the College offers face-to-face courses.

Wilson has established a partnership with LiveSafe.com to provide a free mobile app to all faculty, students and staff. Individuals will be asked to download this app and use it on a daily basis, before coming to campus, to assess their current health status. In addition, the app provides users with the ability to review Wilson College's Statement of Community Responsibility, report a COVID-19 related concern, access COVID-19 resources, and access Global 911. Users will be reminded periodically through push notifications from the app about the need to complete the app daily as well as the importance of the community statement.

Instructions to download the app can be found on Wilson.edu/coronavirus-information. All faculty, staff, students and visitors are required to complete the LiveSafe app daily, prior to traveling to campus for any reason, and or if living on campus, leaving one's residential hall room, etc.

This is an added health monitoring step to assist the College with providing the necessary resources to someone who has a COVID-19 diagnosis or has been exposed to someone with a COVID-19 diagnosis before their arrival on campus. This step is implemented to further limit the number of COVID-19 exposures brought to campus at the start and throughout the academic year.

According to the U.S. Centers for Disease Control and Prevention & the World Health Organization, COVID-19 Symptoms 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*

Are you experiencing any of the COVID-19 related symptoms noted above? Yes or no

Are you living with or caring for an individual who is a suspected or confirmed case of COVID-19? Yes or no

Have you been in contact with anyone known or suspected to have COVID-19 in the last 14 days? Yes or no

Have you tested positive for COVID-19? Yes or no

I certify all the information provided is shared to the best of my ability.

Results are provided to David Topper, the campus pandemic safety officer. Should an individual declare they are experiencing one of the symptoms associated with COVID-19 or have a COVID-19 diagnosis or have potentially been exposed to someone with COVID-19, they will be advised to not travel to campus. In addition, that individual will be contacted by a member of the Pandemic Safety Team to begin the necessary containment and/or mitigation protocols.

Please note: All individuals experiencing symptoms of COVID-19 or who have potentially been exposed to someone with COVID-19 are asked to isolate at home or in a designated isolation space on campus. These individuals should not return to campus until they have been cleared by a medical professional to do so or are symptom free for 72 hours.

3. *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. **Employees (faculty and staff) as well as students are expected to notify Dave Topper, the campus Pandemic Safety Officer, of their symptoms and/or potential exposure to COVID-19.** David Topper will notify the appropriate member of the Pandemic Safety Team to begin containment, mitigation and contact tracing protocols. All notifications are to be relayed through covidassist@wilson.edu or the LiveSafe mobile app.

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.

4. Daily Temperature Checks for Veterinary Medical Technician Laboratory Classes and Nursing SIM Laboratory Classes

In experiential laboratory classes where physical distancing is not possible and there is sustained close interaction between students and faculty (Veterinary Nursing labs and Nursing SIM labs), faculty will perform daily temperatures checks before the start of class as an added health monitoring step. (This practice was implemented for Veterinary Nursing labs held during the Summer 2 session.)

All students are expected to complete the daily health assessment online or via the LiveSafe app (when available) prior to arriving on campus.

Students must wear a face covering before entering any building.

Students should wait outside of their assigned lab, lab animal facility, the Veterinary Education Center, or other learning spaces while maintaining a six-foot distance from others.

The lab instructor will provide students college-issued PPE, appropriate for the lab environment.

Once the PPE is in place, the instructor, wearing appropriate PPE, will perform a non-contact temperature screening. The College will provide the thermometers for this purpose and ensure instructors know how to use them properly.

If a student has a temperature equal to or higher than 100.4 degrees F, they will wait separate from other students outside of the classroom for 5 minutes and then have their temperature taken again. If the temperature is still elevated after the second reading, the student will be dismissed from class and directed to go home or to his or her residence hall room. Once there, the student should complete the health screening assessment at the www.wilson.edu website or the app (when available) and wait to be contacted by a member of the Pandemic Safety Team with further instructions.

Please note: All individuals experiencing symptoms of COVID-19 or who have potentially been exposed to someone with COVID-19 are asked to isolate at home or in a designated isolation space on campus. These individuals should not return to campus/class until they have been cleared by a medical professional to do so or are symptom free for 72 hours.

5. Testing Protocol

Wilson College believes on-campus testing for COVID-19 is a large part of an overall, successful monitoring plan to quell the spread of the virus. In an effort to find a testing vendor and administration partner, the College evaluated 14 test vendors. Types of tests reviewed included the Nasal PCR, Saliva PCR, Rapid Antigen, and Rapid Antibody. After investigations were complete, the College decided to select the Concentric test by Ginko. This is a rapid antigen test, producing results within 10 to 15 minutes.

The rapid antigen test requires a physician's order and must be administered by a medical provider. Because Wilson College already has a relationship with Wellspan Health, a local healthcare provider system in the region, the College approached Wellspan for assistance with its COVID response. Wellspan agreed and is supplying the necessary clinicians to schedule and administer tests on campus. Students, faculty and staff can obtain a test at the Wellspan Convenient Care clinic, located just off of the Lenfest Commons lobby.

In addition to the daily self-monitoring performed using the LiveSafe app, all students, faculty and staff who expect to be on campus during the spring semester are required to participate in the following testing protocol unless there is an underlying medical issue preventing an individual from doing so.

- a. Pre-class Testing: Weekly testing for Experiential/Lab students and faculty began December 7, 2020.
- b. Entry Testing: Residential students began January 3, 2021 and continues through Spring 2021 move-in. (occurs before a student picks up their residence hall keys.)
- c. Baseline Testing: All employees, except for employees working 100% remotely for the entire Spring 2021 semester, beginning January 6, 2021 and continuing through February 1, 2021.
- d. Follow-up Testing: Four days after entry testing for residential students and baseline testing for employees.
- e. Surveillance Testing: A random sample of 10% of employees, residential students, and commuter students, biweekly during the Spring 2021 semester beginning February 8, 2021 and continuing through the end of the semester.

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

Nursing Students

Nursing students are required to test on a weekly basis. Students have the option of completing their testing requirement either on-campus through WellSpan or at their healthcare workplace.

If a nursing student is not weekly tested at his/her healthcare workplace, the student will need to be tested on campus. College administration will contact WellSpan on behalf of the students to schedule testing. For those students who have a commute to campus greater than one hour, accommodations will be made to allow the student to test before their first on-campus class.

MennoHaven is requiring all nursing students performing clinical hours at their facilities to be tested twice weekly. This requirement remains in place until the number of new COVID cases drops below 10% for Franklin County. If a student works at a healthcare institution, MennoHaven will accept a weekly PCR test result. Results should be sent to Dr. Julie Beck for coordination and remittance to MennoHaven. Otherwise, students will need to be tested at MennoHaven. If a student is tested at MennoHaven, they do not need to be tested on-campus by WellSpan.

If tested at a healthcare workplace, nursing students will be required to show proof of their negative test results to the designated nursing department administrator. The nursing department will track all positive cases and report to Dr. David Topper, the College's Pandemic Safety Officer. Upon receiving notification of a positive result, Dr. Topper will begin contact tracing protocols. All nursing students with

a positive test result will be required to quarantine. At completion of the required quarantine, students will be allowed to attend class. However, they will remain positive for 90 days and will not be required to test until those 90 days have passed.

Because of the frequency of testing, nursing students are exempt from the College's surveillance testing process.

6. Contact Tracing and Engagement of Local Health Officials

Should there be a confirmed case of COVID-19 on campus, the Wilson College medical partner (Wellspan) will notify the Pennsylvania Department of Health Franklin County State Health Center located at 518 Cleveland Avenue, Chambersburg, PA 17201, 717-263-4143. The College has identified five individuals to complete the Bloomberg School of Public Health at Johns Hopkins training class on contact tracing. Once a positive case is identified, members of the Wilson College contact tracing team will contact the positive individual and begin the research process.

7. 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

Gym*

- Student-workers and staff will clean and sanitize equipment
- No team reservations available at this time
- Maximum occupancy for recreational activities is 20
- Maximum occupancy for intercollegiate athletics is 48

Fitness Center*

- The center is only open to students enrolled at the College for the spring semester
- Capacity is limited to 18 individuals, including fitness center staff
- Reservations for use are required
- 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.

*As a precautionary measure, the College has added temporary fresh air exchange units and air scrubbers with HEPA filters to both the Field House to include the gym, training rooms and common areas, as well as the Fitness Center. These units exceed the CDC's recommendations for fresh air exchange for facilities with this use and level of occupancy.

Archery Range

- The range is closed.
- Reservations will be considered on a case by case basis.

Bowling Alley

- The facility is open during recreational hours and is limited to 4 people at a time.

- Users must provide own shoes.

8. *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.

9. *Elevators*

To help reduce the spread of germs, the majority of elevators on campus will be limited to 2 passengers at any one time. A small number will be limited to 1 passenger at a time. Passengers will be required to wear face coverings while on the elevators. Signage to this effect will be posted outside and inside each car.

VIII. Response Plan

Should there be a confirmed case of COVID-19 on campus, Wellspan will notify the Pennsylvania Department of Health Franklin County State Health Center located at 518 Cleveland Avenue, Chambersburg, PA 17201, 717-263-4143. The College will partner with local health officials to perform the necessary contact tracing procedures, ensure appropriate steps for isolation and/or quarantine are taken, should they be necessary, in order to help contain and limit the spread of the virus.

Wilson College has identified five individuals to complete the Bloomberg School of Public Health at Johns Hopkins training class on contact tracing. If needed, additional college staff will be trained to perform this duty.

David Topper, director of Human Resources and 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. Dr. Topper will receive data on a daily basis from LiveSafe, which will tabulate daily health self-assessments completed by all faculty, students and staff before joining the campus community. Should there be a concern of infection and or a confirmed diagnosis of COVID-19, Dr. Topper will convene the Pandemic Safety Team comprised of the following individuals

- Dave Topper – Director of Human Resources; Pandemic Safety Officer
- Crystal Collier-Walker – HR Generalist
- Katie Kough – Assistant Dean of Students; Contact Tracing Administrator
- Jeremy Shepherd – Senior Associate Athletics Director for Athletics Communications; Contact Tracing Administrator
- Crystal Lantz – Director of International Scholar Services; Contact Tracing Administrator
- Emily Barbieri - Head Women's Lacrosse Coach/Coord. of Recreation Programming, Athletics; Contact Tracing Administrator
- Katie Pennewill - Head Coach Men's & Women's Volleyball / Athletics Operations, Athletics; Contact Tracing Administrator
- Mary Beth Williams – Dean of Students/Vice President for Student Development
- Elissa Heil – Dean of Faculty/Vice President for Academic Affairs
- Brian Ecker – Vice President for Finance and Administration
- Jason Warrenfeltz – Director of Physical Plant.

COVID Response Decision Tree

If a student or employee (faculty or staff) indicate COVID-19 symptoms

- 1) The individual will be contacted via their mobile phone or email by a Contact Tracing Administrator.
- 2) The administrator will ask the following:
 - a. If student, are they residential or a commuter?
 - b. If student, are they a student-athlete?
 - c. If student, are they employed by the College? If yes, where and in what capacity?
 - d. If student, ask permission to share situation with the CARE team for monitoring and follow-up.
 - e. If student, confirm that they have been tested. If not, Dr. Topper will contact Wellspan to schedule a test for residential students. Non-residential students and employees see testing options listed in section 3) e.
 - f. What are the names and contact information (if known) of any member of the Wilson College community (other students, faculty, staff) with whom they have come into contact during the past 48 hours, paying particular attention to “close contact” as defined by the CDC (see definition below).
 - g. If faculty, have you been tested?
 - h. If faculty, are you actively teaching face-to-face classes?
 - i. If faculty, when was the last date you were on campus and taught a face-to-face class?
 - j. If staff, what department do you work in?
 - k. If staff, when was the last date you were on campus?
 - l. Date you began symptoms/were you tested?
 - m. For both faculty and staff, please provide the names and contact information (if known) of any member of the Wilson College community (other students, faculty, staff) with whom they have come into contact during the past 48 hours, paying particular attention to “close contact” as defined by the CDC (see definition below).

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 isolation location. If a commuting student, individual will be asked to quarantine/isolate at home and not come to campus until diagnosis is confirmed. The Director of Residential Life will determine:

- a. Which members of Student Development will assist with relocation?
- b. Contact Dan Maertz with Sage Dining Services to arrange food delivery to isolation space.
- c. Contact Cathy Wilt with the Academic Success Center to provide support.
- d. Dean of Students Mary Beth Williams 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. 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 and either living or isolating on campus, 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 Dan Maertz with Sage Dining Services to arrange food delivery to isolation space.
- c. Contact Cathy Wilt with the Academic Success Center to provide support.
- d. Dean of Students Mary Beth Williams will email the Registrar who will then notify the appropriate faculty regarding a student's class absences.
- e. David Topper will contact Jason Warrenfeltz 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, have completed their quarantine period, and are symptom free for 72 hours.

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 and Cassandra Latimer, vice president for Marketing and Communications.

5) Quarantine for individuals who came into CLOSE CONTACT with a confirmed positive individual

The U.S. Centers for Disease Control and Prevention currently recommends a quarantine period of 14 days. However, the following options to shorten quarantine are acceptable alternatives

- Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring.
- The quarantine can end after Day 7 if the individual coming into close contact tests negative and if no symptoms were reported during the daily monitoring. Testing may be conducted within 48 hours before the time of planned quarantine discontinuation (that is, not sooner than the end of Day 5) but quarantine cannot be discontinued earlier than after Day 7.

In both instances, continued symptom monitoring and mask wearing must continue through Day 14.

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). Because the general public has not received training on proper selection and use of respiratory PPE, such as an N95, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE. At this time, differential determination of close contact for those using fabric face coverings is not recommended.*

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, David Topper, and Cassandra Latimer, vice president for marketing and communications, serve as the key points of contact for overall COVID-19 related communications, both internally to the College and externally to the greater community. President Fugate and Cassandra Latimer 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. In addition, both the president and Cassandra Latimer are in close contact with the pandemic safety team as well as senior leadership of the institution.

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 – Campus Reopening Steering Committee and Taskforce Memberships

Steering Committee

Cassandra H. Latimer, Vice President for Marketing and Communications, committee co-chair
 David Topper, Director of Human Resources, Pandemic Safety Officer, committee co-chair
 Brian Ecker, Vice President for Finance and Administration
 Elissa Heil, Vice President for Academic Affairs/Dean of Faculty
 Mary Beth Williams, Vice President for Student Development/Dean of Students
 Ryan Coll, Director of Residential Life
 Jason Warrenfeltz, Director of Physical Plant
 Joshua Legg, Associate Dean of Academic Affairs
 Melissa Imes, Chief of Staff

Medical Community Representative

Dr. David Hoffman, DO, MBA
 Vice President and Regional Medical Director, Wellspan Health

Life Safety Taskforce

Brian Ecker, chair
 Jason Warrenfeltz, co-chair
 Laura Martzluf, College Nurse, retired
 Karen Zakin, Director of Childcare Center
 Lori Heinbaugh, Housekeeping Supervisor
 Crystal Collier-Walker, Human Resources Generalist
 Dan Maertz, General Manager, Sage (dining and conferences)
 Christina Panko Graff, Brooks Science Center lab manager
 Melissa Imes, Chief of Staff

Instruction Taskforce

Elissa Heil, chair
 Joshua Legg, co-chair

Policy Sub-Committee:

- Jill Hummer, Associate Professor of Political Science
- Theresa Hoover, Asst. Dir. of Graduate Education Pgms/Assoc. Prof. of Education

Training Sub-Committee:

- James D'Annibale, Director of Educational Technology
- Theresa Hoover

Schedule and Space Sub-Committee:

- Michael Cornelius, Professor of English and Director of the M.A. Humanities Program
- Jean Hoover, Registrar

Academic Support Sub-Committee:

- Sarah Feldberg, Director of the Academic Support Center
- Joshua Legg

Technology Sub-Committee:

- James D'Annibale
- David Miller, Technical Support Analyst

Experiential Learning Sub-Committee:

- Tina Roles, Assistant Professor of Veterinary Medical Technology
- Elissa Heil
- Dana Harriger, Professor of Biology
- Ann O'Shallie, Professor of Equestrian Studies and Facilitated Therapeutics
- Julie Beck, Chief Nursing Officer/Associate Professor of Nursing
- Philip Lindsey, Professor of Fine Arts
- James D'Annibale

Student Support Taskforce

Mary Beth Williams, chair

Ryan Coll, co-chair

Dan Maertz

Lori Heinbaugh

Laura Martzluf

Robin-Witmer-Kline, College Counselor

Katie Kough, Assistant Dean of Students

Cathy Wilt, Accessibility Coordinator

Sarah Feldberg, Director, Academic Success Center

Tina Hill, Director of Intercollegiate Athletics

Appendix B – Honor Principle and Statement of Community Responsibility and Acknowledgement of Safety Procedures

The Honor Principle

Wilson College is a strong, healthy, caring community. In order to promote community values, this code and the Honor Principle set expectations for members of the community. Individuals must respect others and behave with the interest of the whole community in mind. It is assumed and understood that joining is evidence of a subscription to ideals consistent with our shared mission. As a member of this community each individual is obligated to...

Demonstrate Personal Integrity ... a commitment to this ideal is consistent with honesty in academic situations and in interactions with others.

Respect the Dignity of all Persons ... a commitment to this ideal is consistent with behaviors which do not compromise or demean the dignity of individuals or groups, such as humiliation, intimidation, ridicule, harassment, and discrimination.

Respect the Rights and Property of Others ... a commitment to this ideal is consistent with respectful behavior which does not violate the rights of others, such as self-expression and privacy.

Respect Diversity in People, Ideas, and Opinions ... a commitment to this ideal pledges affirmative support for equal rights and opportunities for all members of the community regardless of age, gender, sexual preference, religion, disability, ethnic heritage, socioeconomic status, political, social, or other affiliations or disaffiliations.

Demonstrate Concern for Others, Their Feelings and Their Needs for Conditions which Support Their Work and Development ... a commitment to this ideal is a pledge to be compassionate and considerate, to avoid behaviors which are insensitive, inhospitable, or inciteful, or which unjustly or arbitrarily inhibit another's ability to feel safe or welcome in pursuit of appropriate social or academic goals.

Statement of Community Responsibility And Acknowledgment of Safety Procedures

The Wilson College Honor Principle calls on members of the campus community to “respect others and behave with the interest of the whole community in mind.” In light of the current COVID-19 pandemic, Wilson College has implemented this statement, setting expectations for personal and collective behavior by adhering to the following guidelines thus creating the safest environment possible for everyone in its offices, classrooms, public spaces and residence halls.

These guidelines were developed based on the latest published data at the federal, state, and local level with regard to precautionary measures in a higher education setting. They have been reviewed by WellSpan Health, a local healthcare system provider, also serving as Wilson College’s medical director for all things COVID-19 related. The success of these measures, intended to help curb the spread of COVID-19 on our campus, depends entirely on the commitment of all members of the Wilson College community to follow the guidelines outlined below.

- 1. Social distancing:** Per the Pennsylvania Department of Health, close contact with other people in public spaces should be avoided. Maintain a minimum of six feet between yourself and others where possible.
- 2. Masks and PPE (Personal Protective Equipment):** Wilson College requires a mask to be worn at all times on campus, regardless of location including outdoors. Masks should cover your nose and mouth. Furthermore, the Department of Health states masks should be worn in all public spaces, including restrooms.
- 3. Testing:** All members of the Wilson community are required to participate in the College’s COVID-19 testing procedures. Community members must respond to all requests for testing and follow all protocol issued regarding such testing by WellSpan, our testing partner, and/or our Pandemic Safety Officer and members of the College’s Contact Tracing Team.
- 4. Basic hygiene practices:** Wash your hands frequently. The College will provide hand sanitizer in high contact locations.
- 5. Group gatherings:** Until further notice, Wilson College will adhere to group gathering guidelines established by the Department of Health, which are subject to change, and remote work expectation, where possible. In addition, meetings will continue to occur through technology with no face-to-face interactions. Students and faculty are encouraged to leverage technology as much as possible for their needs and not host in-person gatherings.
- 6. Guests and Visitors:** Until updated guidance is provided, only faculty, staff, students, and approved visitors/vendors are permitted in Wilson College buildings, classrooms, and residence halls. No other guests are permitted. Only residential students are permitted in residential facilities.
- 7. Illness:** Anyone experiencing symptoms associated with COVID-19 should seek consultation from a healthcare provider as soon as possible. By arriving on campus each day/reporting to class in-person you affirm that you have no symptoms of COVID-19,

such as fever or chills, cough, shortness of breath or difficulty breathing, or new loss of taste or smell.

8. **Attendance:** Anyone experiencing symptoms associated with COVID-19 should not enter any campus building. Students living on campus should refer to the Office of Residence Life's established protocol. Faculty should contact the Dean of Faculty. Staff should notify their immediate supervisor.
9. **Accommodations:** Students requesting academic or personal accommodations for any of the guidelines in this document should contact the Accessibility Services Coordinator. Faculty/staff requesting personal accommodations for any of the guidelines in this document should contact Human Resources.

Please conduct yourself in a manner that shows consideration and respect for the health and safety of those around you, to minimize health risks, and prevent the potential spread of the disease within the community. This guidance may change as new public health information becomes available. Failure to comply with this guidance or with the directive of a Wilson College official may result in disciplinary action.

1/13/2021

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

2020

National Management Resources
Corporation
COVID-19 Exposure Mitigation
Protocols
May 29, 2020

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.
- Employees are screened daily before beginning work. Anyone who exhibits COVID-19 symptoms or has a household member exhibiting symptoms is sent home.
- While at work, employees are instructed to practice social distancing limiting the potential spread of the disease.
- 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,



Andrew Wilson
President

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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

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. Social distancing recommendations are the first line of defense in preventing the spread of the disease.

Although touchpoints have not been reported as a known source of transmission, the virus has been found to live on surfaces. Therefore, CDC has classified frequent touchpoints as potential exposure points.

CDC Defined Frequent Touchpoints

- tables
- doorknobs
- light switches
- countertops
- handles
- desks
- phones
- keyboards
- toilets
- faucets
- sinks

Additional Touchpoints

- exercise equipment
- athletic equipment
- vehicles/golf carts
- self-service food/beverage dispensers
- entertainment equipment (e.g., video games, remote controls, etc.)

Employee Exposure Points

- workspace Surfaces
- tools
- equipment
- break Areas
- employee-Only Area Touchpoints
- clock-in station

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
- Pre-Work Screening – Upon reporting to work, employees' body temperatures will be measured with a thermometer and assessed. Employees with body temperatures greater than 100.4°F or who have flu-like symptoms (e.g., cough, body aches) will not perform on-site work duties and will be directed to return to their homes. Any symptoms should be communicated to their respective supervisor
- 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.

Social Distancing/Hygiene

- No more than one person should occupy the same vehicle or golf cart
- Electronic equipment should not be shared unless disinfected between users
- Desks and workstations will be separated by 6 feet or more or separated by a barrier
- Employees will be required to adhere to state and local guidelines for social distancing which are generally 6 feet of distance between individuals
- 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
- COVID-19 Case Notification – In the event a member of the campus community tests positive for COVID-19, Wilson College should immediately notify the CDC and local public health officials and take necessary steps recommended by the CDC. National will thoroughly sanitize and disinfect areas occupied by the infected person after an 84-hour waiting period.

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.

Occupancy

Occupancy should be managed such that occupants maintain the recommended social distance of 6 feet.

Social Distancing

- Dividers placed in entry ways requiring incoming traffic to walk on only one side of entry, and outgoing on the other side to encourage separation of at least 6 feet
- On-property security staff actively remind and encourage compliance with the social distancing standards
- Social distancing markers will be placed in queue areas (e.g., dining areas, restrooms)
- Elevator occupancy limited to encourage proper spacing (max. of 4 per cab --- for a large elevator)
- Public seating and eating areas reduced and/or reconfigured to allow for minimum separation of 6 feet between persons
- Dining seating areas opened up section by section as occupancy requires, while still maintaining the required spacing. This will allow cleaning crews to concentrate their efforts and increase frequency of cleaning.
- No reusable customer service items available (e.g., trays, utensils, cups)
- Order areas and delivery areas separated to encourage social distancing
- Wilson College/Public in queue lines or on stairs directed to maintain a distance of 6 feet from other individuals by means of signage and/or other markings at 6-foot intervals
- In restrooms, every other sink and urinal taped off to encourage proper spacing, and signage will be posted encouraging proper hygiene
- The following interior touch points will be temporarily placed out of service:
 - Drinking Fountains
 - Vending machines
 - Outdoor fitness equipment
- Signage and floor decals placed to encourage social distancing throughout the property
- Limited Large On-Property Events – Large events and activities that draw big crowds postponed

General Office Spaces

Prior to re-occupancy, perform a detailed review of the configuration of workspaces:

- Consider eliminating reception seating areas and requesting that guest's phone ahead or install a plastic partition at the reception area.
- Review floorplans and remove or reconfigure seats, furniture and workstations as needed to preserve recommended physical distancing in accordance with guidelines.
- Reconfigure workstations so that employees do not face each other or establish partitions if facing each other cannot be avoided.
- Temporarily replace amenities that are handled with high contact frequency, such as water coolers, coffee makers, and bulk snacks and replace them with alternatives.
- Reduce tasks requiring large amounts of people to be in one area. Design work to reduce or eliminate trade stacking in the same area.
- Employees should be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
- If in-person meetings are essential, consider limiting meetings to 10 people or less depending on local, state, and federal guidelines.

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.
- Consider limiting in-person classes/meetings to 10 people or less if virtual meetings are not feasible.
- 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.
- Regulate the use of common areas with clear signage (including maximum occupancy) and physical distancing measures in accordance with public health rules and guidelines.
- 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 indicating that toilet lids (if present) should be closed before flushing.
- 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

- Take into consideration physical distance guidelines for equipment layout and activities.
- Consider distancing equipment at least 6 feet apart with greater distancing for treadmills and other aerobic fitness equipment where high exertion is common.
- Aerobic fitness equipment can be arranged in a “X” pattern to provide greater distancing.
- Physical barriers can also be helpful to create distancing or segregate exercise areas.
- Consider developing online sign-up systems (i.e., first come first serve) with set-duration (one hour) workout periods.
- Consider creating specific hours for “reservation – only” admittance to limit access for older members.

- Train gym personnel on distancing guidelines and ways to communicate them to members.
- Use social media and other communication (signage/email/text lists) to educate public on the distancing guidelines and procedures.
- Utilize self-check-in or place barrier/partition between front desk staff and public.
- Mark distances using tape/markers/paint/signage of distancing for members.
- Video, photos, and markings are ideal to demonstrate distancing measures.
- Consider offering planned circuit type workouts that facilitate distancing and allow for wiping/disinfection of equipment during recovery between exercises.
- Group exercise classes should only be offered if distancing requirements can be maintained and there is no person-to-person physical contact.
- Basketball courts and other areas where sports with physical contact occurs should be closed.
- Saunas and steam baths should be closed or limited to one person or family unit at a time.
- Staff should monitor physical distancing requirements in large whirlpools or swimming pools in outdoor or well-ventilated spaces, and based on the size of the pool, limit the number of users.
- Personal trainers and staff assisting public with exercise should consider distancing.
- Face masks should be worn if distancing is not possible.
- Water fountains should be closed, and patrons encouraged to bring their own water.
- 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.
- Only allow shower and locker room use if there are partitions or else place signage to maintain proper physical distancing. If partitions or proper distancing are not possible, these facilities should remain closed
- 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.

Dormitory Spaces

- Common areas should be disinfected on a daily basis at minimum.
- Review floorplans and remove or reconfigure seats, furniture and workstations as needed to preserve recommended physical distancing in accordance with guidelines.
- Regulate the use of common areas with clear signage (including maximum occupancy) and physical distancing measures in accordance with public health rules and guidelines.
- 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.
- Consider limiting in-person meetings to 10 people or less if virtual meetings are not feasible.
- 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.
- Activities and sports (e.g., ping pong, basketball, chess) that require close contact are not recommended.
- 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.
- Restrict the number of people allowed in laundry rooms at one time to ensure everyone can stay at least 6 feet (2 meters) apart.
- 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 a temperature greater than 100.4°F or who has 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
- Posting notices reminding campus community to adhere to state and local guidelines for social distancing which are generally 6 feet of distance between individuals, including at the following locations:
 - Entrances
 - Stairways and Elevator Landings
 - Billboards
 - Study/Break/Recreation areas
- Directional floor decals and arrows used to promote better traffic flow

- Directional entrance door signage used to separate persons entering and exiting buildings
- 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.
- Students who, after 14 days, do not exhibit symptoms may be removed from quarantine spaces and the spaces may be immediately cleaned.
- 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^s 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

- This spring the dining hall will be cashless. Payments accepted are meal plan, Phoenix cash, credit cards, faculty/staff and commuter block plans.
- All meals in the dining hall will be served as “Take-out” in appropriate containers
- SAGE Management will monitor room capacity during peak times of service.
- Serving area capacity will be limited to **50 people** at one time.
- Visual markings will be placed on the floor to show guests where to go.
- Clear paths will be established with social distancing markers at stations.
- Identifying markers will be placed to signify correct traffic flow through the serving area
- Beverages: No touch beverage dispensers, bottled drinks and carton milk will be available.
- In the limited dine-in seating area, one table will be reserved for commuting students purchasing meals in the dining hall. All other tables will be set aside for residential students with meal plans. No outside food is permitted. Faculty and staff may purchase and pick up food in the dining hall during specifically identified times but may not eat in the dining hall.
- Limited seating area will be subject to a 30-minute time limit with a marked entrance and marked exits for leaving the dining hall or reentry to the serving area. Residential students eat-in and/or pick up food to-go in the dining hall at times assigned by Residential Life.
- No after-hours activities during this modified service.

Procedures for Dining Hall Guests

- Guests encouraged to review menus either through the SAGE app or online to plan their meal times to create efficiency and prevent bottlenecks within the serving area.
- Guests are required to wear face masks while in the dining hall unless seated and eating.
- Guests are not allowed to bring in personal belongings, such as backpacks, laptops, iPad etc. into serving area. This is to eliminate external contamination. We request that students leave belongings either in the shelving or on the tables provided at the entrance of the dining hall.
- 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.
- Clear entrance and exits will be marked for the dining hall. Entry through an exit is not permitted
- Guests are expected to follow the social distancing markers beginning at the door to the serving area.

Dining Hall Hours of Operation

- Dining hall hours for pick up during J-Term will be M-F Breakfast 8am-9am; Lunch 12pm-1pm; Dinner 5pm-6pm; Sat-Sun Brunch 12pm-1pm; and Dinner 5pm-6pm
- Dining hall hours for pick up for the spring term will be M-F Breakfast 7am-9am; Lunch 11pm-2pm; Dinner 4:30pm-7pm; Sat-Sun Brunch 11pm-1pm; Dinner 4:30pm-7pm. This will allow for block scheduling students for meal pick up.

Cafe

- The café (located lower level library) will open when classes start on Feb 1st. Although hours may need to be adjusted based on campus population, the intention is to start with M-F 8AM-2PM.
- Menu will consist of all beverage offerings as well as some baked goods and packaged items. (No lunch style food options)
- Food from café may be consumed in the Lenfest Learning Commons beside the Café.

Places to eat on campus outside of the dining hall

- Commuting students who bring food to campus may eat outside, in Sarah's Coffeehouse in Lenfest Commons, in the Lenfest Learning Commons in the library, and/or commuting student lounges on the first floor of the library and the second floor of the science center.

Appendix E – Modifications to Student Move-In Day Procedures

To promote social distancing and safe practices, Move-In Day this year will be staggered across several days and times. Students will have a limited amount of time to move-in to their residence hall and will be limited to two non-student individuals assisting them. It is recommended that students limit the number of large items they bring to campus and to try to bring only essential items. Elevators will be limited in capacity and masks are required to be worn at all times. We have installed hand sanitizing stations and will provide other sanitizing materials for the safety of our community.

Students choosing to live on campus for the Spring term will be required to be tested prior to moving into their residential assignment. The College has partnered with Wellspan Health to administer what is considered a “rapid antigen test.” These tests are a nasopharyngeal swab, approved by the U.S. Centers for Disease Control and Prevention (CDC) as an acceptable detector of the coronavirus. Upon testing, students will wait for results, typically available in about 10 minutes. Students must report to Lenfest Commons Lobby during their move in time slot. They will then be tested by Wellspan staff in the Wilson Wellspan Convenient Care Clinic (located on the first floor of Lenfest Commons, down the hallway behind the Security Desk).

The rapid antigen test is no cost to the student and no tests from other vendors will be accepted.

If your test result is negative, you will be instructed to pick up your room keys from Residence Life and complete the move-in process. If your test is positive, you will be given the option of returning home to quarantine for the required 10 days or of quarantining on campus. If you chose to quarantine on campus, Residence Life will coordinate details and logistics.

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 listed below, you should check-in during the group time that occurs first. New first year students, transfers and returning students should sign-up for a move-in appointment time via the links below. If you have questions regarding which group you should check-in with, please contact the Director or Residence Life.

Students will be emailed Roompack log-in information January 22nd. 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.

[New First-Year & Transfer Student Move-in Sign-Up](#)

[Returning Student Move-in Sign-Up](#)

Spring 2021 Residence Hall Move-In Schedule

Student Type	Check-In Date	Check-In Time	Check-In Location
J-term students and students enrolled in EQS 225 or VMT 318	Sunday, January 3rd	10:00am-12:00pm	Lenfest Commons Lobby
Resident Assistants	Tuesday, January 19th	9:00am-4:00pm	Lenfest Commons Lobby
New International Students	Tuesday, January 26th	By appointment	Lenfest Commons Lobby
Single Parent Scholar Residents	Tuesday, January 26th	By appointment	Lenfest Commons 116
New First Year & Transfer (by appointment)	Wednesday, January 27th	9:00am-11:00am	Lenfest Commons Lobby
New First Year & Transfer (by appointment)	Wednesday, January 27th	11:00am-1:00pm	Lenfest Commons Lobby
New First Year & Transfer (by appointment)	Wednesday, January 27th	1:00pm-3:00pm	Lenfest Commons Lobby
New First Year & Transfer (by appointment)	Thursday, January 28th	9:00am-11:00am	Lenfest Commons Lobby
New First Year & Transfer (by appointment)	Thursday, January 28th	11:00am-1:00pm	Lenfest Commons Lobby
New First Year & Transfer (by appointment)	Thursday, January 28th	1:00pm-3:00pm	Lenfest Commons Lobby
Returning Residents (by appointment)	Saturday, January 30th	9:00am-11:00am	Lenfest Commons Lobby
Returning Residents (by appointment)	Saturday, January 30th	11:00am-1:00pm	Lenfest Commons Lobby
Returning Residents (by appointment)	Saturday, January 30th	1:00pm-3:00pm	Lenfest Commons Lobby
Returning Residents (by appointment)	Sunday, January 31st	9:00am-11:00am	Lenfest Commons Lobby
Returning Residents (by appointment)	Sunday, January 31st	11:00am-1:00pm	Lenfest Commons Lobby
Returning Residents (by appointment)	Sunday, January 31st	1:00pm-3:00pm	Lenfest Commons Lobby

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. Wilson College students, faculty and staff will be required to acknowledge the COVID-19 related policies and protocols, as well as their shared responsibility to keep the campus safe through compliance with requirements for testing, contact tracing, social/physical distancing, wearing masks and other PPE, and guest restrictions.

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/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
 - 2. How to Wash a Cloth Face Covering: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>