

Wilson College

# COVID-19 Health and Safety Plan

Fall 2020

Campus Re-Opening Steering Committee  
8-21-2020

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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

Originally, this document, the *COVID-19 Campus Health and Safety Plan*, was intended to provide an overview of Wilson College's approach to re-opening the campus for in-person, residential instruction for the fall 2020 semester. Following Pennsylvania Governor Tom Wolf's announcement on June 3, 2020 that lifted restrictions prohibiting colleges and universities across the Commonwealth from delivering in-person instruction, the College set out to determine a comprehensive methodology to returning students to campus and continuing the much sought after "Wilson experience." The overarching goal of this methodology has been to be as inclusive as possible in the decision-making process, provide for the continuation of instruction, care for the support services and special needs of our students during the pandemic, and protect the health and well-being of all college constituents.

However, 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 is 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 decision to move to an online format necessitated an update to the *COVID-19 Health and Safety Plan*. While the majority of the information outlined could stay the same, pivots were required in the approach to academics, residential life and student support services. And while for all intents and purposes, the campus will be "closed" for the fall semester, there will be a small number of students living on campus and faculty and staff will be on campus as needed to perform their job duties to support College operations. All health and safety guidance will be observed by individuals when on campus. These directives are outlined further within this document.

It should be noted that this report is a "living document" and will be updated as the COVID-19 pandemic progresses and poses new and unprecedented challenges for the institution. The most up to date version will be made available on the College's external website – [www.wilson.edu/coronavirus-information](http://www.wilson.edu/coronavirus-information).

Within the document, the reader may see reference to a color-coding system. This system, using red, yellow and green, was adopted by the Commonwealth of Pennsylvania to label differing levels of public pandemic response and restrictions. Those definitions are listed below (as published 7/2/2020 on <https://www.governor.pa.gov/process-to-reopen-pennsylvania/>). To share differing levels of institutional response to the pandemic, Wilson has endeavored to use a similar color-coding system where appropriate. Wilson's use of the color system mimics the color system prescribed by the state. To further clarify, if the state determines Pennsylvania and our Franklin County are "green," Wilson College will abide by those "green" restrictions and enact all "green" guidelines at the institution. This is specifically applicable to residential housing.

### Green Phase

[The green phase eases most restrictions](#) with the continued suspension of the stay at home and business closure orders to allow the economy to strategically reopen while continuing to prioritize public health.

While this phase will facilitate a return to a “new normal,” it will be equally important to continue to monitor public health indicators and adjust orders and restrictions as necessary to ensure the spread of disease remains at a minimum.

#### Work & Congregate Setting Restrictions

- Telework Must Continue Where Feasible
- Businesses with In-Person Operations Must Follow Updated [Business and Building Safety Requirements](#)
- All Businesses Operating at 50% Occupancy in the Yellow Phase May Increase to 75% Occupancy Except Where Noted for Bars and Restaurants
- Masks Are Required in Businesses
- Child Care May Open Complying with Guidance
- Congregate Care Restrictions in Place
- Prison and Hospital Restrictions Determined by Individual Facilities
- [Schools Subject to CDC](#) and Commonwealth Guidance

#### Social Restrictions

- Indoor Gatherings of More Than 25 Prohibited (exception granted for higher education use of classroom space and dining facilities)
- Outdoor Gatherings of More Than 250 Prohibited
- Masks Are Required in all Public Spaces
- Restaurants and Bars Open at 25% for Indoor Dining
- On-premises Alcohol Consumption Prohibited Unless Part of a Meal; Cocktails-to-go and Carryout Beverages are Allowed
- Personal Care Services (including hair salons and barbershops) Open at 50% Occupancy and by Appointment Only
- Indoor Recreation, Health and Wellness Facilities (such as gyms and spas) Open at 50% Occupancy with Appointments Strongly Encouraged; Fitness Facilities Are Directed to Prioritize Outdoor Fitness Activities
- All Entertainment (such as casinos, theaters, and shopping malls) Open at 50% Occupancy
- Construction Activity May Return to Full Capacity with Continued Implementation of Protocols

### Yellow Phase

As regions or counties move into the yellow phase, some restrictions on work and social interaction will ease while others, such as closures of schools, gyms, and other indoor recreation centers, hair and nail salons, as well as limitations around large gatherings, remain in place. The purpose of this phase is to begin to power back up the economy while keeping a close eye on the public health data to ensure the spread of disease remains contained to the greatest extent possible.

#### Work & Congregate Setting Restrictions

- Telework Must Continue Where Feasible
- Businesses with In-Person Operations Must [Follow Business and Building Safety Orders](#)
- Masks Are Required in Businesses
- Child Care May Open Complying with Guidance
- Congregate Care and Prison Restrictions in Place
- Schools may provide in-person instruction only in accordance with [Department of Education guidance](#).

#### Social Restrictions

- Stay at Home Order Lifted for Aggressive Mitigation
- Large Gatherings of More Than 25 Prohibited
- Masks Are Required in all Public Spaces
- In-Person Retail Allowable, Curbside and Delivery Preferable
- Indoor Recreation, Health and Wellness Facilities and Personal Care Services (such as gyms, spas, hair salons, nail salons and other entities that provide massage therapy), and all Entertainment (such as casinos, theaters) Remain Closed
- Restaurants and Bars May Open Outdoor Dining, in Addition to Carry-Out and Delivery (effective 6/5/2020)

**Red Phase**

The red phase has the sole purpose of minimizing the spread of COVID-19 through strict social distancing, non-life sustaining business, school closures, and building safety protocols.

**Work & Congregate Setting Restrictions**

- Life Sustaining Businesses Only
- Masks Are Required in Businesses
- Congregate Care and Prison Restrictions in Place
- Schools (for in-person instruction) and Most Child Care Facilities Closed

**Social Restrictions**

- Stay at Home Orders in Place
- Large Gatherings Prohibited
- Masks Are Required in all Public Spaces
- Restaurants and Bars Limited to Carry-Out and Delivery Only
- Only Travel for Life-Sustaining Purposes Encouraged

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. Mr. Topper will serve as the first point of contact for all responses pertaining to individual concerns/displays of symptoms/confirmed cases, once students begin to return to campus. In this role, the director will tap various partners within the College's administrative leadership to appropriately respond to each situation. *See Response Plan, pg. 16.*



### 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.

Each individual, whether student, faculty, staff, or vendor, will be asked to attest to the Statement of Community Responsibility and Acknowledgement of Safety Procedures before returning to campus for the fall semester. 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) 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](mailto: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.

### 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;
- Outdoors and unable to consistently maintain six feet of distance between yourself and others who are not members of your household;
- 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. 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. Sufficient PPE 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, as well as to faculty and staff who may be on campus during the first two weeks of the fall semester in Lenfest Commons. New students will be advised of the distribution during orientation. Emails will notify faculty, staff and returning students of appropriate dates and times.

### *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 is targeting on or about August 17 as a re-open date for offices and departments on campus. This allows adequate time for protocols/policies to be developed as well as sanitation and personal protective equipment supplies to be assembled. This timing will also coincide with preparations for the phased student move-in days.

When offices re-open on campus, social distancing protocols will be put in place and workplace modifications may be made to ensure social distancing can be maintained throughout the workday, as recommended by state and federal guidelines. Cabinet members (administrative vice presidents) will work with the departments 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 should 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](mailto:david.toppper@wilson.edu) or 717-262-2543.

#### *6. In-Person Meeting 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.

#### *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. 27*

As of March 16, 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. *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 as of August 17. Individuals can request the following 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 fiscal year 2021 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

#### 10. *Signage*

As part of the overall communications strategy for campus, Wilson College will deploy a variety of signage across campus, within residence halls, academic buildings, common areas and athletics facilities. Those signs will include, but not be limited to, 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. *Fall Academic Calendar*

Because the safety of our entire campus community is of the utmost importance, the College has amended its fall academic calendar to provide the most instructional flexibility.

Virtual instruction for the fall semester will begin August 24 and continue until November 20. There will be no fall break. In order to reach the mandated 15 weeks of instruction, regardless of instruction modality, faculty will add online learning hours equivalent to two weeks of instruction to each class. Finals will be completed remotely November 30 – December 4. All final projects will also be due during this same timeframe.

Published dates for both January term (January 4 – 31, 2021) and Spring term (January 25 – May 4, 2021 with finals May 10 – 13, 2021) are not expected to change. These dates may be reconsidered later in the fall as we adapt to changes in the pandemic. The College is working on a flex schedule for certain courses to extend or begin on December 7.

### 2. *Faculty Training in Online Teaching*

All faculty teaching in fall 2020 are required to either complete the Online Teaching course designed and taught by the Director of Educational Technology, or complete a proficiency certification process. This process involves completing a course assessment form and submitting it to the Director of Educational Technology for review. A July webinar series for faculty will also feature topics regarding online and hybrid teaching. Finally, the Director of Educational Technology will continue to meet with faculty individually and in small groups on an as-needed basis.

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

Fall 2020 courses will be delivered via Wilson College's approved online learning platforms (e.g., Canvas, MyMathLab).

### 4. *Faculty Frequently Asked Questions*

**What can I do for a guest speaker?** 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 a synchronous course or record a dialogue with the guest and post that to an asynchronous course.

**Can I take my students on field trips?** Field trips are not authorized for the fall 2020 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.

**What should I do for student presentations or group work?** Faculty may have students conduct presentations online. This might be done live as we did Student Research Day in the spring, 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.

**It is possible to come to campus this fall and use a classroom/lab/studio space to teach live or to record my lectures?** Yes, as long as Franklin County is in Yellow or Green phases, faculty may come to campus and use any regular instructional space(s) they need. This may include teaching live for courses

that are synchronous, or for recording lectures you will present in asynchronous courses. Anyone coming to work on campus for any length of time must use the LiveSafe app and follow all protocols described in the Monitoring Plan section of this document.

**How do I access instructional spaces?** Please indicate times you plan to be in instructional spaces or in your office on the weekly building access sign-up sheets distributed by Academic Affairs.

**Do I have to wear a mask while teaching?** No. Since no one else will be in the classroom with you, you may shut the door and take off your mask while teaching or recording your lectures. Masks must be worn in all public spaces at all times though.

**Do I need to clean the teaching space when I am done?** Yes. Please wipe down any items you may have used during your time in the instructional space.

**What if my course uses discipline-specific apps or software?** If your students will need to use technology not listed in the Student Technology FAQs below, please indicate that in the Additional Resources section of your syllabus. Please reach out to James D'Annibale, Director of Educational Technology if you have questions.

#### 5. *Grading Policy for Fall 2020*

In Fall 2020, grading for all Wilson College courses will return to our normal policy and scale.

#### 6. *Attendance policy*

Faculty members, in conjunction with the Instruction Taskforce, have made modifications to the college's student attendance policy.

Wilson College offers online courses that may be taught in a **synchronous** format (where all students in the course meet with the faculty member during regularly scheduled class sessions via Zoom or similar platform depending on the course) or in an **asynchronous** format (without the full class meeting together at a designated time, though small group collaborations or meetings with the faculty member may be required occasionally).

Students must regularly sign into the course platform (e.g., Canvas, MyMathLab) and engage in course activities. For synchronous courses, that means being present and actively participating in Zoom or other real-time class sessions, and completing all assigned work on time. In asynchronous courses, students must engage in all course activities at least once a week (or more frequently if specified by the faculty member) and complete all assignments on time. If a student has not logged in and engaged in course activities by the end of Week 1 (in this case, Sunday, August 30<sup>th</sup>), the Office of the Registrar will administratively drop the student from the course. (Please see additional information about [Administrative Drops](#) here.)

Wilson College expects the following:

- **Synchronous Online Class Meetings**
  - Instructors should be able to see students' live presence in Zoom or other meeting platforms (photos and avatars are not permitted). Students must activate live video and audio functions and use appropriate lighting.
  - Students should mute audio when not speaking to reduce background noise.
  - Students should observe normal classroom etiquette and professional conduct:

- Use professional language; do not use profanity/slang.
  - Mute cellphone and other devices; do not text during class; close all windows not related to class.
  - Sit upright and demonstrate active listening/participation; dress appropriately for class.
- **Asynchronous Online Classes**
    - Attendance will be monitored in asynchronous, online classes in two ways:
      - Engagement: Students must fully participate in all course activities on time. Simply logging onto the learning platform does not constitute attendance.
      - Turning in assignments: Students must turn in assignments when they are due. Missed assignments can count as absences and may impact financial aid.

### **Absences**

Wilson College recognizes that even in the online learning environment, students may occasionally miss synchronous class sessions or have a delay in full engagement due to illness or other factors. If a student will miss a class session or be delayed in submitting an assignment, they should alert their faculty member(s) as soon as possible, preferably prior to the absence (in a synchronous course), and ask about make up work. Students who become seriously ill during the semester requiring more than two absences in a row should communicate with the Dean of Students and each of their faculty members. Faculty may add specific details about attendance, engagement, and making up missed work in their course syllabi.

Below are a series of Frequently Asked Questions to help communicate those modifications.

### **Student FAQs on Attendance Fall 2020**

**What if I get sick this semester? What is the attendance policy?** All health-related absences will be excused in fall 2020, 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 develop a more serious illness that will require that I miss class or am not able to participate for an extended period of time?** Students who become seriously ill (e.g., who contract COVID-19, and are not able to engage in class work) requiring that they have more than two absences in a row should communicate with the Dean of Students and each of their faculty members.

**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](mailto:cathy.wilt@wilson.edu).

### **Faculty FAQs on Attendance Fall 2020**

**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. 31, 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?** In addition to the Fall 2020 attendance policy drafted by the institution, you should outline what you want students to do when they miss your class. Set up clear procedures for student behavior during missed classes.

**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 our new proctoring software. 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.

#### *7. Experiential Coursework Modifications (labs)*

Faculty are currently developing a comprehensive approach to experiential coursework. That document will be available and ready for publication prior to the start of the fall semester.

#### *8. Academic Success Center Information*

The Academic Success Center will modify its student support services to serve students remotely.

<b>ASC Services</b>	<b>Plan</b>
<b>Accessibility Services</b>	<ul style="list-style-type: none"> <li>• Zoom intakes because of physical space constraints</li> <li>• Weekly check-ins/communication to support incoming students</li> <li>• Graduate Assistantship proposed to provide support in this area</li> </ul>
<b>Accommodated and Make-Up Testing</b>	<ul style="list-style-type: none"> <li>• Lightly refine policy used during Spring 2020 semester</li> </ul>
<b>Case Management of Probationary and At-Risk Students</b>	<ul style="list-style-type: none"> <li>• Zoom or phone meetings only</li> <li>• Intrusive outreach – 2 emails and a phone call to initiate or re-establish contact with students who are not responsive</li> <li>• Digitize/expand probationary student resources</li> <li>• Proactive outreach/workshops provided to incoming students (will use GPA to identify students at-risk and promote strategically)</li> </ul>



<b>Tutoring</b>	<p>Online Tutoring</p> <ul style="list-style-type: none"> <li>• Additional/improved online tutor training</li> <li>• Further development and dissemination of online tutoring orientation/promotional materials for students and faculty to facilitate comfort and utilization of this modality</li> </ul> <p>Online Embedded Tutoring</p> <ul style="list-style-type: none"> <li>• Tutors help out in synchronous class sessions, model effective study skills, and lead pre-exam review sessions rather than holding weekly sessions outside of class</li> <li>• Possible adaptation/strategic expansion of embedded tutoring program to support students/provide high-touch instruction remotely (Bio 101/102, more math, etcetera)</li> </ul>
<b>Supplemental Instruction</b>	<ul style="list-style-type: none"> <li>• Online-only</li> <li>• Additional/improved online training</li> <li>• Synchronous sessions, but resources are provided to students to complete asynchronously</li> </ul>
<b>Academic Success Coaching</b>	<ul style="list-style-type: none"> <li>• Offered online only</li> </ul>
<b>Academic Success Coaching Workshops</b>	<ul style="list-style-type: none"> <li>• Offered online (blended synchronous and asynchronous), some face-to-face recorded workshops shared with faculty and students in a digital repository on Portal</li> <li>• Workshop materials posted to a repository on the Portal and shared with faculty</li> </ul>

### 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 fall, 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. 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](mailto: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 25 Mbps. Students should use what they are most comfortable with and, in some cases like graphic design, whatever fits best with their major.

**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 July 21, 2020, 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](mailto:helpdesk@wilson.edu). The Helpdesk is also available via phone at 717-264-4001.

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

**What will be used for proctored exams?** The college is using Proctorio for proctored exams. It is built right into Canvas. Proctored exams are new for the Fall 2020 semester. 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://proctorio.com/support>

**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 Panopto?** Panopto is used to record videos for academic purposes. The videos could be of the user, the screen, or both. 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>

**Will I need access to any other apps/software this semester?** If additional technology (not listed in this document) is required for a specific course, that will be indicated in the course syllabus under the Additional Resources section.

## VI. Modifications to Residential Housing and Student Services

Scenario 1 (Green Phase)	Scenario 2 (Yellow Phase)	Scenario 3 (Red Phase)
Housing is fully-operational, adhering to social distancing best practices.	Housing procedures aim to minimize physical interaction between residents, staff, and visitors. Spaces within on-campus housing are reconfigured to accommodate and enforce social distancing where appropriate.	Standard on-campus housing procedures must be significantly adjusted to eliminate physical interaction between residents, staff, and any visitors to on-campus housing. All spaces within on-campus housing must be reconfigured to accommodate and enforce social distancing between occupants.
<ul style="list-style-type: none"> <li>• Full team on-site and office open to residents and prospects by appointment only</li> <li>• Roommates allowed where appropriate</li> <li>• Residential students are only permitted to have other residential students as guests unless approved by the Director of Residence Life</li> <li>• Maintenance work orders fully functioning</li> <li>• All amenities/common spaces open with limited capacity and de-densified with some furniture removed</li> <li>• In-person resident functions and programs with capacity limitations</li> <li>• PPE &amp; social distancing policies active</li> <li>• Housing tours by appointment with admissions</li> </ul>	<ul style="list-style-type: none"> <li>• Office open by virtual appointment only</li> <li>• Roommates allowed where appropriate</li> <li>• Residential students are only permitted to have other residential students as guests unless approved by the Director of Residence Life</li> <li>• Some communal bathroom modifications to reduce occupancy</li> <li>• Amenities/common areas closed except for computer labs for academic work only</li> <li>• Depending on state orders, all maintenance work orders fulfilled</li> <li>• PPE &amp; social distancing policies active</li> <li>• Virtual housing tours only</li> </ul>	<ul style="list-style-type: none"> <li>• Limited staff members on-site</li> <li>• Emergency work orders only</li> <li>• Assigned communal bathroom usage times</li> <li>• All amenities/common area spaces closed</li> <li>• No residential gatherings</li> <li>• Residential students are not permitted to have guests, including other residential students</li> <li>• PPE &amp; social distancing policies active</li> <li>• Virtual housing tours only</li> </ul>

### 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 be closed for the fall 2020 semester. Service 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. Individuals will order meal selections online and be provided a specific time for pickup.

Individuals will be required to wear face coverings while inside the dining hall to pick up food orders. 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 will remove or rearrange furniture in indoor common spaces to promote social distancing and capacity limitations. All non-essential items that may promote frequent touching will be removed. Signage encouraging personal hygiene, sanitation guidelines, and room capacities will be posted. Disinfecting/cleaning stations with hand sanitizer will be established where feasible. Physical Plant will enhance 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. *Student Organization Events/Meetings*

For the fall 2020 semester, no in-person student organization meetings will be permitted.

In addition, important campus traditions that take place after Thanksgiving Break, may need to be reimagined for spring 2021.

#### 5. *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. Staff interaction with students will be limited to only Student Development team members during move-in days to help limit any potential exposure. Should Pennsylvania enact “yellow” restrictions due to the spread of the pandemic during scheduled move-in days, students will check-in at their specific residence hall. The number of students/guests moving into a specific residence hall will be limited to 25.

#### 6. *Summer Orientation and New Student Orientation*

Summer orientation modules are typically delivered in-person, across a one-day face-to-face event. In light of COVID-19, and the inability to bring large gatherings to campus, all summer orientation information is being offered online through pre-recorded Zoom meeting modules. Students will join an initial live “welcome” Zoom meeting, be introduced to the pre-recorded modules and asked to complete the modules by a certain time and attest to their completion via an online form.

New Student Orientation will continue as planned in August. However, all activities will be modified to be delivered virtually.

#### 7. *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 fall 2020; however, all classes will be delivered remotely, utilizing technology.

#### *8. 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).

Based on a July 21, 2020 announcement issued by CSAC, Wilson has suspended all intercollegiate athletic competition for the fall 2020 season. All colleges within the conference have announced the same. A final decision on the possibility of future intercollegiate competition for fall sports, including the possibility of conducting fall intercollegiate competition in Spring 2021, as well as a plan for intercollegiate competition for winter sports, will be made by the end of September.

Wilson, along with the conference, will conduct training and intra-campus practice opportunities online while continuing to be mindful of the rapidly changing conditions created by COVID-19.

#### *9. Quarantine/Isolation Locations*

Originally, Residential Life identified space on campus to accommodate 41 students in isolation, with a confirmed case of COVID-19 on the second floor of Rosenkrans Hall. Additionally, space to isolate 18 students, each with a private bath, for those awaiting a COVID-19 test results, was allocated.

With the decision on July 31 to pivot to an online, fully remote instruction, returning and incoming students were asked to declare their intent to live on campus by August 7 through an online form. Students who wish to live in campus housing this fall because living at home would pose a hardship, is simply not possible, and/or will put them in an environment where remote learning cannot occur will be able to request to live on campus.

As of August 11, 2020, 45 students have requested to live on campus for the fall semester. All 45 students will be accommodated in a single-occupancy room with a private bath. This allows each student to both quarantine and isolate in their own residence hall room, should the need arise.

#### *10. Residence Hall Closure at end of Fall Semester*

Residence halls will be closed after November 24, 2020 for the fall term. During this time, Physical Plant/Housekeeping will perform deep cleaning procedures as a precautionary measure. As in the past, accommodations in residence halls will be available for students experiencing housing insecurities or technology challenges. Student Development staff will coordinate any needed exceptions.

## 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.

If faculty, students, or staff travel to one of the following states, the College requests they quarantine at home for a minimum of 14 days prior to arriving on campus. States currently identified as COVID-19 “hot spots” are:

- Alabama
- Arizona
- Arkansas
- California
- Florida
- Georgia
- Idaho
- Iowa
- Kansas
- Louisiana
- Mississippi
- Missouri
- Nebraska
- Nevada
- North Carolina
- North Dakota
- Oklahoma
- South Carolina
- Tennessee
- Texas
- Utah
- Wisconsin
- Wyoming

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.

The LiveSafe app will be deployed on August 17 via email to the entire campus community. Instructions will be provided on how to download the app either to a desktop computer or a mobile device. 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.

Prior to the LiveSafe app's deployment, students and faculty participating in the Summer 2 session or otherwise, have been asked to complete a daily health assessment found online at: [www.wilson.edu/daily-health-check](http://www.wilson.edu/daily-health-check); [my.wilson.edu/pages/covid-19-information](http://my.wilson.edu/pages/covid-19-information); [www.wilson.edu/coronavirus-information](http://www.wilson.edu/coronavirus-information).

Both the daily online health assessment and ultimately the mobile app will follow a similar format and ask the user the following questions. Additional questions may be added as needed.

*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 will be 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](mailto: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](http://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. Contact Tracing and Engagement of Local Health Officials*

Should there be a confirmed case of COVID-19 on campus, Wilson College officials 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. Understanding that the local health department may have limited resources to assist with contact tracing, Wilson College has identified 3 individuals to complete the Bloomberg School of Public Health at Johns Hopkins training class on contact tracing.

*6. Non-Essential Amenities*

Until further notice, the fitness center and field house are closed. Outdoor varsity athletic venues will also be closed.

*7. 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.

*8. 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, Wilson College officials 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.

Understanding that the local health department may have limited resources to assist with contact tracing, Wilson College has identified 6 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. Mr. 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, Mr. 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
- Caleb Davis – Asst. Athletics Director for Facilities/Men's Soccer Head Coach, 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 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, ask if they have personal transportation to travel off campus and obtain a COVID-19 test, if necessary.
- f. If faculty, are you actively teaching face-to-face classes?
- g. If faculty, when was the last date you were on campus and taught a face-to-face class?
- h. If staff, what department do you work in?
- i. If staff, when was the last date you were on campus?
- j. Date you began symptoms
- k. Do you believe others have been exposed to your symptoms? If so, who?

### 3) Testing commences

If individual is a residential student and currently living on campus, Ryan Coll, director of residential life, will relocate the student to a designated campus isolation location. If a commuting student, individual will be asked to isolate at home and not come to campus until testing is complete and a 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 email faculty regarding student's class absences.

All individuals asked to complete a COVID-19 test will be advised to travel to the Meritus Health drive-thru COVID-19 testing facility at 13620 Crayton Boulevard in Hagerstown, MD. This screening facility is located south of campus, off of Interstate 81 at Maryland exit 9, approximately a 30 minute drive. The facility is open Monday – Friday 8:00 a.m. – 4:30 p.m. COVID-19 screening is available at no cost to the patient, regardless of age, medical insurance, and permanent home address. No appointment is necessary and no referral is needed. Testing is available for individuals displaying symptoms of COVID-19 (symptomatic) as well as those who may not be showing COVID-19 symptoms (asymptomatic). As of July 23, 2020, on average, test results are made available to patients within 2 to 10 days.

Individuals who are symptomatic can also obtain a test at Chambersburg Hospital or a Keystone Health facility. 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.

In addition, if an individual does not have a primary care doctor, Wellspan Health has set up a Coronavirus Information Hotline toll-free at (855) 851-3641. The line is meant to provide general information about the prevention, risk, screening and instructions on when to seek care related to COVID-19. The line is available Monday – Friday 8:00 a.m. – 5:00 p.m. More information is available online at [www.wellspan.org/coronavirus](http://www.wellspan.org/coronavirus).

If an individual is unable to provide personal transportation to the Meritus Health drive-thru COVID-19 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 Residence 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 faculty regarding student's class absences.
- e. David Topper will contact Jason Warrenfeltz in Physical Plant to begin sanitation of the residential student's originally assigned residence hall room.

**All individuals with a positive test result should not return to campus until they are cleared by a medical professional to do so or 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 the local health department, President Fugate and Cassandra Latimer, Vice President for Marketing and Communications.

## **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. Both President Fugate 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.

See *Appendix F* for a summary of key communications by date of distribution.

## Appendix A – Campus Reopening Steering Committee and Taskforce Memberships

### Steering Committee

Camilla Rawleigh, Vice President for Institutional Advancement, committee co-chair  
 Cassandra H. Latimer, Vice President for Marketing and Communications, 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  
 Caleb Davis, Assistant Athletic Director of Facilities

### 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

Lori Frey, Professor of Physical Education

## **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 the following guidelines to create the safest environment possible for everyone in its offices, classrooms, public spaces and residence halls. The success of these measures depends entirely on the commitment of all members of the Wilson College community to follow the guidelines outlined below.

- 1. Social distancing:** Per the 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:** Per the Department of Health, masks should be worn in all public spaces, including bathrooms. Masks should cover your nose and mouth.
- 3. Basic hygiene practices:** Wash your hands frequently. The College will provide hand sanitizer in high contact locations.
- 4. Group gatherings:** Per the Department of Health guidelines, group gatherings should be limited to 10 people or less (in Red phase), 25 people or less (in Yellow phase) and limited to 250 people or less (in Green phase) with appropriate social distancing.
- 5. 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.
- 6. Illness:** Anyone experiencing symptoms associated with Covid-19 should to seek consultation from a healthcare provider as soon as possible. By arriving on campus each day/reporting to class in-person you verify that you do not have a fever, affirm 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.
- 7. 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.
- 8. Accommodations:** Students requesting academic or personal accommodations for any of the guidelines in this document should contact the Accessibility Services Coordinator, Cathy Wilt at [cathy.wilt@wilson.edu](mailto:cathy.wilt@wilson.edu). Faculty/staff requesting personal accommodations for any of the guidelines in this document should contact Human Resources.

By reading and signing this document, you are agreeing to 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.

Printed

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

<https://www.aiha.org>

## Potential Sources of Disease Transmission

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

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

All meals will be served as “Take-out” in appropriate containers

1. Dining hall hours for pick up will be M-F Breakfast 8am-9am Lunch 12pm-1pm  
Dinner 5pm-6pm Sat-Sun  
Brunch 12pm-1pm Dinner 5pm-6pm
2. Visual markings will be placed on the floor to show guests where to go.
3. Dining hall access restricted to students on meal plan
4. Create clear paths with social distancing markers at stations.
5. Identifying markers will be placed to signify correct traffic flow through the serving area
6. Beverages: No touch beverage dispensers, bottled water and carton milk will be available.
7. No after hours activities during this modified service.

**Procedures for Guests**

1. 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.
2. Guests are required to wear face masks at all times while in the dining hall.
3. 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 on the tables provided in the dining hall.
4. 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.
5. Clear entrance and exits will be marked for the dining hall. Entry through an exit is not permitted
6. Guests are expected to follow the social distancing markers beginning at the door to the serving area.
7. If you touch an item, you must take that item.

**Café**

- The Café will be closed for the Fall 2020 semester.

## 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.

All students should go to the appropriate check-in location within the check-in time indicated for their group below to pick up their room key. **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 link below. If you have questions regarding which group you should check-in with, please contact the Director or Residence Life.

Students will be emailed Roompact log-in information August 17. Roompact 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 & Returning Wilson Resident Move-In Appointment Sign-up](#)

### Fall 2020 Residence Hall Move-In Schedule

Student Type	Check-In Date	Check-In Time	Check-In Location
Resident Assistants	Sunday, August 16th	9:00 am – 5:00pm	Lenfest Commons Lobby
Single Parent Scholar Residents	Wednesday, August 14th	9:00 am – 5:00pm	Lenfest Commons 116
New First Year, Transfer & Returning Residents (by appointment)	Saturday, August 22nd	10:00am – 12:00 pm	Lenfest Commons Lobby
New First Year, Transfer & Returning Residents (by appointment)	Saturday, August 22nd	1:00pm-3:00pm	Lenfest Commons Lobby

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New First Year, Transfer & Returning Residents (by appointment)	Sunday, August 23rd	10:00am – 12:00pm	Lenfest Commons Lobby
New First Year, Transfer & Returning Residents (by appointment)	Sunday, August 23rd	1:00pm-3:00pm	Lenfest Commons Lobby

**Appendix F - Response and Communication Timeline**

March 5, 2020 – Campus notified of recommended safety precautions to help avoid exposure to COVID-19 as well as helpful tips when traveling for the upcoming Spring Break (March 16-March 22).

March 10, 2020 – Summer abroad trips were cancelled. The men’s baseball team cancelled a competition against Yeshiva University on March 13, and the spring break service mission trip was modified to stay local and not travel. In addition, dining services installed additional hand sanitizing stations and helpful personal hygiene messages were posted across campus.

March 12, 2020 – Students were asked to take all essential items when leaving campus for spring break, should the campus not physically reopen. All college-funded travel to affected areas were prohibited. Events on campus were restricted to only those with 75 or less attendees. All home athletic contests were restricted to student-athletes participating in the event as well as athletic staff and officials. No spectators were allowed. The women’s softball team’s plans to travel to South Carolina for a non-conference tournament were cancelled.

March 16, 2020 – In accordance with Pa. Governor Tom Wolf’s order, the college campus was restricted to essential personnel only and any students remaining on campus, living in the residential halls.

March 17, 2020 – Wilson College announced the institution would transition to temporary remote instruction and learning for the balance of the spring semester. All college-sponsored travel restricted to essential business purposes only. All athletics related events, including contests and practices, were cancelled for the balance of the semester. In addition, the College established a COVID-19 information page on [www.wilson.edu](http://www.wilson.edu) for a comprehensive repository of response actions as well as frequently asked questions. The John Steward Memorial Library distributed helpful tips to staff who may have begun working from home.

March 19, 2020 – Pa. Governor Tom Wolf ordered all non-life sustaining businesses close by 8 p.m.  
March 19, 2020. Only critical essential staff permitted to remain on campus. All others required to work from home. Spring break was extended until March 30, 2020.

March 23, 2020 – Spring II classes for online graduate programs and TOP resumed as originally planned. All other classes to resume March 30 via remote instruction. No coursework to occur physically on campus. April 10, 2020 determined to be a class day for students and faculty. Academic Affairs began work on a modified academic calendar to address advising, registration and the last day to withdraw from a class. Pa. Governor determined students should not be returning to campus to retrieve personal items.

March 23, 2020 – In-person Commencement activities postponed until October 2020. A virtual conferring of degrees to occur May 17, 2020. Reunion 2020 postponed and combined with Reunion 2020 (June 3-6, 2021).

March 31, 2020 – Pa. Governor Tom Wolf issued a stay-at-home order for multiple counties, including Franklin County (where Wilson is located.) All schools within the state are to remain closed as well as all non-life-sustaining businesses.

April 8, 2020 – The Registrar announced an emergency grading option for the spring semester.



April 17, 2020 – Students were notified by the Dean of Students of a special COVID-19 Student Emergency Fund established by a generous donor to assist students with financial needs during the health crisis. Students were encouraged to submit an application through the Dean of Students office for these funds. All students, faculty and staff on campus required to wear a facemask at all times, except while eating or drinking. A remote instruction modality announced for Summer I session.

May 4, 2020 – Students, faculty and staff provided an update on College operations related to COVID-19. Highlights include the announcement of a Virtual Conferral of Degrees for the Class of 2020 via Facebook Watch Party on May 17; announcement of taskforces formed to work towards a face-to-face reopening plan for the fall 2020 semester; Summer 2 session to be taught online; and all on-campus events cancelled through end of July.

May 15, 2020 – Students, faculty and staff (under separate emails) congratulated for making it through an unprecedented spring semester. Messages also included a reminder of the Virtual Conferral of Degrees event on May 17, the established of the Campus Re-Opening Steering Committee for fall, and an upcoming teletown hall for faculty and staff planned for May 20.

June 9, 2020 – Students, faculty and staff notified of modifications to the 20-21 Academic Calendar. In-person instruction for the fall semester will continue until November 20. There will be no fall break. In order to reach the mandated 15 weeks of instruction, regardless of instruction modality, faculty will add online learning hours equivalent to two weeks of instruction to each class. In addition, in-person finals for lab/experiential classes will be held November 21 – November 24. All other finals will be completed remotely November 30 – December 4. All final projects will also be due during this same timeframe.

Published dates for both January term (January 4 – 31, 2021) and Spring term (January 25 – May 4, 2021 with finals May 10 – 13, 2021) are not expected to change. These dates may be reconsidered later in the fall as we adapt to changes in the pandemic.

Residence halls will be closed after November 24, 2020 for the fall term. As in the past, accommodations in residence halls will be available for students experiencing housing insecurities or technology challenges. Student Development staff will be in touch with students and coordinate any needed exceptions.

June 29, 2020 – Students, faculty, staff and families are provided an update on what dining services, the operation of residence halls, cleaning and sanitation protocols may look and feel like for the fall semester. The idea of a community statement of responsibility is introduced.

July 8, 2020 – Students, faculty and staff are provided a Campus Re-Opening Update for the fall 2020 semester. Information included a status check on the re-opening plan creation; and update on the PA Governor's suggested travel quarantine and the identification of specific states as COVID-19 hot spots, additional guidance from the governor's office on the use and proper wearing of face masks, and a request by the College for faculty, staff and students to NOT wear N95 masks on campus.

July 13, 2020 – Email cascaded to students and faculty planning to attend summer sessions of Veterinary Nursing classes and the importance of completing a daily health assessments before reporting to campus or attending class. In lieu of a free downloadable app for use to complete the daily health assessment, a web-based form was created. Information is kept secure and forwarded to David Topper and Katherine Kough daily.

July 16, 2020 – The College Registrar shares information about Fall 2020 Schedule Adjustments via email.

July 21, 2020 – The Colonial States Athletics Conference, with the support of conference institutional presidents, announces all intercollegiate athletics competitions for fall 2020 are suspended. A final decision on the possibility of future intercollegiate competition for fall sports, including the possibility of conducting fall intercollegiate competition in Spring 2021, as well as a plan for intercollegiate competition for winter sports, will be made by the end of September.

July 31, 2020 – Under separate email to faculty/staff then students/parents/families, President Fugate announced that due to changes in the pandemic, the campus would not open for face-to-face, residential instruction for fall 2020, but rather pursue a solely online format. Once shared via email, information was posted to the my.wilson portal as well as Wilson.edu and social media.

All constituencies encouraged to submit questions regarding the fall semester ahead of time via an online form and directly to Cassandra Latimer.

August 6, 2020 – Teletownhalls mentioned above held at respective times.

August 7, 2020 – Recording of the student and families town hall shared with the respective distribution groups via email.

August 11, 2020 – President Fugate meets with former Trustees of the College via teletownhall at 7 p.m. to discuss the financial impact of Wilson's response to COVID-19 and the decision to be remote for the fall semester.

August 12, 2020 – President Fugate meets with faculty and staff via teletownhall at 4 p.m. and alumnae and alumni at 7 p.m. to discuss Wilson's response to COVID-19 and the decision to be remote for the fall semester. The alumnae and alumni session was recorded. A link was shared via email to those unable to attend August 13.

August 17, 2020 – Students, faculty, staff and board of trustees notified of the LiveSafe app via email and provided instructions on how to download and use. In addition, students, faculty and staff notified of Post Office Hours, info on when dining services will resume in a limited capacity and how to "order" supplies for the COVID-19 sanitation stations via a web form that is routed to Physical Plant.

## **Appendix G: 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.

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- 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>