



Pandemic Response Plan

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The “Olivet College CARES” document has been developed by members of the Olivet College community who make up the Pandemic Response Team to outline our institutional response to and plan for COVID-19. As outlined in the pages to follow, it is important to remember that this is a living document that will continually be revised throughout the year as the world continues to better understand this virus. The pandemic response team asks that people continue to show patience and love for those in the world around us during these difficult times. We would also like to thank the faculty, staff and students of Olivet College who have spent countless hours over the last few months working to make this document possible.

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## INTRODUCTION

The Olivet College CARES Plan, developed by the college's pandemic response team, prioritizes the health and well-being of students and employees and is guided by the advice from medical and health associations and professionals. The plan that follows, details recommendations for the campus community establishing the necessary conditions to resume a residential campus experience in alignment with the public health guidelines developed by local, state and federal sources including the Barry Eaton County Health Department, the State of Michigan, and the Centers for Disease Control and Prevention.

Olivet College, founded on and devoted to student learning, growth and development, values diversity within a community built on trust, participation and a sense of pride. **Olivet College CARES**, and in these unprecedented times, now more than ever, we all have a **collective responsibility** to care for one another. As such, the Olivet College Pandemic Response team is focused on helping our campus community **work together** to create and maintain an educational environment that is diverse and inclusive, and which respects and supports students and employees.

The Olivet College CARES plan is a living document; it will be revised throughout the academic year as understanding of the virus deepens, best practices change, and medical measures become available. Changes made to this document will be announced to the college community, and each member will be expected to remain apprised of these changes as they occur. The response team will continue to coordinate its pandemic response with the Barry Eaton County Health Department, the State of Michigan, and the Centers for Disease Control and Prevention and will update this document as needed to reflect the most recent guidance from these local, state and federal sources.

## The Olivet College CARES Plan

### All Students and Employees

In recognition of our shared commitment to **Individual and Social Responsibility**, we ask everyone to do their part to maintain their own health and to support the health and well-being of all members of our campus community. While recognizing the college cannot guarantee a COVID-19-free campus, we ask everyone to pledge to take responsibility for the following:

1. Their own health.
2. The protection of the health of others.
3. The protection of our community from the spread of COVID-19.

The Olivet College CARES plan is intended to provide detailed guidance on the measure's community members will be expected to observe to minimize the incidence and spread of COVID-19 on campus. To provide assurances as to what can be expected in terms of a shared commitment to health and safety guidelines, all students and employees of Olivet College are asked to acknowledge their agreement with the **Olivet College CARES Pledge** as a condition of their return to campus this academic year. (See Appendix A and B for the student and employee pledge).

The pledge includes, but is not limited to the following expectations:

### **1. Complete Daily Health Screenings**

All students and employees who reside on campus or work on campus are required to do the following each day:

- Complete the daily screening questionnaire using the ClearPass OC CARES app or web-based version.
  - Verification of daily temperature reading is the responsibility of all employees and students.
  - Thermometers will be available for student and employee use, or individuals may use a personal thermometer to complete daily temperature checks.
  - Touchless thermometers will be available in residence halls, campus safety office and Cutler Event Center
  - Employees and commuter students may complete the questionnaire no sooner than 120 minutes (2 hours) prior to your arrival to campus.
- Carry with you the daily screening results (on a cell phone or printed email) indicating your clearance for the day to enter campus buildings.
- Use the screening app or web-based version to report your status **immediately** if you begin to experience symptoms after completing your screening for the day or if you have been exposed to someone who is exhibiting symptoms or has tested positive for COVID-19.

ClearPass OC Cares screening results will verify student and employee admittance to all campus buildings for the day.

- Additional temperature monitoring using screening cameras will also be in use in various campus buildings to augment temperature self-monitoring practices.
- Additional screenings may be requested if an individual begins exhibiting or experiencing symptoms.

Screening questionnaires and thermometers for visitors or those without access to the ClearPass OC Cares screening app will be available at the following campus locations:

- Kirk Center mailroom
- Facilities office
- Campus Safety office
- Residence Halls (for students living on campus - see director for specific site location)

### **2. Wear a Mask or Face Covering and Practice Social Distancing**

All students and employees who reside on campus or work on campus are required to wear a mask or face covering appropriately and to practice social distancing each day:

- When in the presence of others and in settings where other social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms and classrooms).
- When moving through shared spaces and common areas in a building.
- Face shields are permitted in settings in which individuals can maintain six feet of separation.

### **3. Monitor for and Report Symptoms**

All students and employees who reside on campus or work on campus are required to do the following each day:

- Monitor your health for the symptoms of COVID-19.
- Use the ClearPass screening app or web-based version to report your status **immediately** if you have been in contact with someone suspected of a COVID-19 infection or someone who has tested positive for COVID-19, or if you have any of the following symptoms that are new/different/worse from baseline of any chronic illness:
  - Fever of 100.4 or higher or felt feverish.
  - New or worsening cough.
  - Shortness of breath or difficulty breathing.
  - Chills.
  - Headache.
  - Sore throat.
  - Loss of smell or taste.
  - Runny nose or congestion.
  - Muscle aches.
  - Abdominal pain.
  - Fatigue.
  - Nausea.
  - Vomiting.

The ClearPass screening app or web-based version should be used to report your status IMMEDIATELY if you have been in contact with someone suspected of a COVID-19 infection or someone who has tested positive for COVID-19, or if any of the symptoms noted above develop, even if you have previously completed and passed your screening for that day.

#### **If you FAIL the Daily Screening Process**

##### **Students**

- Return to your home or residence hall or stay in your room.
- Do not come to class, work, athletic practice or competitions, or other campus activities.
- Contact your professors and participate in academic activities remotely.
- **A campus representative will contact you to schedule a FREE COVID test on campus as soon as possible.**
- Students are to remain in their room or will be moved to a designated location until testing can be arranged.

##### **Once tested on campus**

If you receive a **NEGATIVE TEST RESULT**, proceed with one of the two options outlined below:

##### **Option 1.)**

- If you would prefer to remain on campus, after your negative test result, return to your home or residence hall, and register for a Sparrow on-demand tele-health doctor appointment, or a virtual appointment with your primary care provider from your room.
- Once cleared by the doctor to return to campus activities, submit a signed confirmation of release from the doctor to [mycovidresult@olivetcollege.edu](mailto:mycovidresult@olivetcollege.edu).
- A campus representative will contact you to verify receipt of the submission and to release you back to campus activities.

**Option 2).**

- If you prefer to leave campus and return home, follow the student quarantine expectations outlined below.
- Once cleared by a doctor to return to campus activities, submit a signed confirmation of release from the doctor to [mycovidresult@olivetcollege.edu](mailto:mycovidresult@olivetcollege.edu).
- A campus representative will contact you to verify receipt of the submission and to release you back to campus activities.

If you receive a **POSITIVE TEST RESULT**, review and follow the student isolation expectations outlined below.

**If you FAIL the Daily Screening Process**

**Employees**

- Return to or stay home.
- Do not enter any campus building and call the Director of Human Resources (Terri Glasgow 269-749-7623) for further guidance.
- Contact your supervisor to report your status.
- **A campus representative will contact you to schedule a FREE COVID test on campus as soon as possible.**

**Once tested on campus**

If you receive a **NEGATIVE TEST RESULT**, proceed with one of the two options outlined below:

**Option 1.)**

- Return to your home and register for a Sparrow on-demand tele-health doctor appointment, or a virtual appointment with your primary care provider from your home.
- Once cleared by the doctor to return to campus activities, submit a signed confirmation of release from the doctor to [mycovidresult@olivetcollege.edu](mailto:mycovidresult@olivetcollege.edu).
  - Call the Director of Human Resources (Terri Glasgow 269-749-7623) to verify receipt of the submission and to release you back to work.
  - Contact your supervisor to report your status.

**Option 2).**

- Stay home for 10-14 day quarantine period and follow the employee quarantine expectations outlined below.

- Once cleared by a doctor to return to campus activities, submit a signed confirmation of release from the doctor to [mycovidresult@olivetcollege.edu](mailto:mycovidresult@olivetcollege.edu).
  - Call the Director of Human Resources (Terri Glasgow 269-749-7623) to verify receipt of the submission and to release you back to work.
  - Contact your supervisor to report your status.

If you receive **a POSITIVE TEST RESULT**, review and follow the employee isolation expectations outlined below.

#### **4. Quarantine and Isolation (as needed)**

All students and employees who reside on campus or work on campus are required to adhere to the established quarantine and isolation expectations outlined below. The expectations were developed in accordance with CDC guidelines and will be updated to reflect new guidance as it becomes available.

Per the CDC:

- Quarantine - keeps someone who was in close contact with someone who has COVID-19 away from others.
- Isolation- keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

#### **Student Quarantine Expectations**

1. If a student has been in close contact with someone suspected of a COVID-19 infection or someone who has tested positive for COVID-19 (based on notification from a health department representative or known personal close contact), the student must stay in their room (not participate in any campus activities) and must immediately call Campus Safety (269-749-7911), and report the exposure using the ClearPass Olivet College Cares screening app.
  - a. The CDC considers close contact as the following:
    - Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
      - \* *Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).*
    - The infected person sneezed, coughed, or somehow got respiratory droplets on you.
    - You provided care at home to someone who is sick with COVID-19.
    - You had direct physical contact with the person (touched, hugged, or kissed them).
    - You shared eating or drinking utensils.
2. Once a student has been in close contact with someone suspected of a COVID-19 infection or with someone who has tested positive for COVID-19, they will be required to gather items for a quarantine period, either at home (off campus) or at a location designated by the college.
3. A quarantine plan that best fits the needs of the student, will be developed by the student and a representative of student engagement team to determine if the student will return home or move to a location approved by the college for the quarantine period.

4. If the student chooses a location designated by the college, the health and comfort needs of a student will be handled by the OC student engagement staff and will include the following:
  - a. A minimum once daily check-in for health status and twice-daily meal delivery to the isolation location.
  - b. The college will assist the student with finding transportation to the quarantine location, to medical appointments, and for the return to campus once released from quarantine, as needed.
5. Students in quarantine will be expected to abide by the policies outlined in the student handbook and follow the handbook rules during the duration of the quarantine period:
  - a. Students are required to stay in their designated room, except for leaving in the event of an emergency or for arranged medical appointments.
  - b. No visitors will be allowed at the quarantine site, other than OC Staff assigned to provide care.
6. All academic activities will be provided through remote delivery for any quarantined student; the student or their representatives should notify faculty of this situation.
7. Students are expected to participate in academic activities remotely if they are healthy enough to do so.
8. During the quarantine period, the students should check their temperature twice daily and watch for symptoms of COVID-19.
9. If possible, the student should stay away from people who are at higher risk for getting sick from COVID-19.
10. As of December 2020, the MDHHS updated its guidance to allow modifications to the quarantine period for Michigan residents in specific situations. While the standard 14-day quarantine period remains, it can be reduced to 10 days if the following two conditions exist:
  - The individual does not develop any symptoms or clinical evidence of COVID-19 infection during daily symptom monitoring for the 10 days after the last exposure.
  - Daily symptom monitoring continues through day 14 after the last exposure.
11. The student must supply medical clearance from the presiding health department prior to a return to campus after reporting exposure to someone suspected of a COVID-19 infection or someone who has tested positive for COVID-19.
12. If the student has not been contacted by the health department, a representative from the college will contact the student about release from quarantine.

#### Student Isolation Expectations

1. If a student exhibits symptoms or tests positive for COVID-19, the student must stay in their room (not participate in any campus activities) and must immediately call Campus Safety (269-749-7911), **and report your symptoms or positive test result using the ClearPass Olivet College Cares screening app.**
2. Once a student exhibits symptoms or tests positive for COVID-19, they will be required to gather items for a 10-day isolation period, either at home (off campus) or at a location designated by the college.

3. An isolation plan that best fits the needs of the student, will be developed by the student and a representative of student engagement team to determine if the student will return home or move to a location approved by the college for the 10-day isolation period.
4. The college will assist the student with finding access to a medical facility for testing at a site external to the campus for any suspected infection of COVID-19. The student may also seek or obtain COVID-19 testing from another location or primary care provider.
  - a. Students will be responsible for any costs incurred with COVID-19 testing and related medical treatment/care.
  - b. Assistance in securing medical coverage for those in need is available through the office of student engagement.
5. If the student chooses a location designated by the college, the health and comfort needs of a student will be handled by the OC student engagement staff and will include the following:
  - a. A minimum once daily check-in for health status and twice-daily meal delivery to the isolation location.
  - b. The college will assist the student with finding transportation to the isolation location, to medical appointments, and for the return to campus once released from isolation, as needed.
6. Students in isolation will be expected to abide by the policies outlined in the student handbook and follow the handbook rules during the duration of the isolation period:
  - a. Students are required to stay in their designated room except for leaving in the event of an emergency, or for arranged medical appointments.
  - b. No visitors will be allowed at the isolation site other than OC Staff assigned to provide care.
7. All academic activities will be provided through remote delivery for any isolated student; the student or their representatives should notify faculty of this situation.
8. Students are expected to participate in academic activities remotely if they are healthy enough to do so.
9. Students in isolation due to symptoms of COVID-19 must remain off campus until all the following conditions have been met: 24 hours fever-free without the use of fever-reducing medication, symptoms improve, and 10 days since symptoms first appeared.
10. The student must supply medical clearance from the presiding health department prior to a return to campus after a COVID-19 infection or exposure.

#### Employee Quarantine Expectations

1. If an employee has been in close contact with someone suspected of a COVID-19 infection or someone who has tested positive for COVID-19 (based on notification from a health department representative or known personal close contact) they must immediately contact the Director of Human Resources, Terri Glasgow ([tglasgow@olivetcollege.edu](mailto:tglasgow@olivetcollege.edu)), and report their exposure using the ClearPass Olivet College Cares screening app.
  - a. The CDC considers close contact as the following:
    - You were within 6 feet of an infected person for at least 15 minutes.
    - The infected person sneezed, coughed, or somehow got respiratory droplets on you.
    - You provided care at home to someone who is sick with COVID-19.

- You had direct physical contact with the person (touched, hugged, or kissed them).
- You shared eating or drinking utensils.

An infected person can spread COVID-19 starting from 48 hours (or 2 days) before the person has any symptoms or tests positive for COVID-19.

2. Once the employee has been in contact with someone suspected of a COVID-19 infection, or with someone who has tested positive for COVID-19, they are required to stay home from work for a 14-day quarantine period.
3. An employee who has been in close contact with someone suspected of a COVID-19 infection or with someone who has tested positive for COVID-19 will be able to quarantine and receive pay during that period as provided by the Families First Coronavirus Act, the college's family medical leave policy or the college's sick leave policy.
  - a. Employees should contact their supervisor regarding remote work arrangements if the employee is physically able to complete their work during the quarantine period. Faculty members should contact Karen Chaney (the Dean of Faculty) to discuss course delivery arrangements.
  - b. Employees working remotely will receive their regular wages without using sick leave.
4. During the quarantine period, the employee should check their temperature twice daily and watch for symptoms of COVID-19.
5. In alignment with the Michigan Legislative Act 238, an employee who has close contact with an individual who tests positive for COVID -19 or with an individual who displays the principal symptoms of COVID-19 shall not report to work until one of the following conditions is met:
  - Fourteen days have passed since the employee last had close contact with the individual.
  - The individual with whom the employee had close contact receives a medical determination they did not have COVID-19 at the time of the close contact with the employee.
6. The employee must supply medical clearance from the presiding health department, prior to a return to campus after reporting exposure to someone suspected of a COVID-19 infection or someone who has tested positive for COVID-19.

#### Employee Isolation Expectations

1. If an employee exhibits symptoms or tests positive for COVID-19, they must stay home or immediately return home, contact the Director of Human Resources, Terri Glasgow ([tglasgow@olivetcollege.edu](mailto:tglasgow@olivetcollege.edu)), and report your symptoms or positive test results using the ClearPass Olivet College CARES screening app.
2. Once an employee exhibits symptoms or tests positive for COVID-19, they are required to stay home from work for a 10-day isolation period.
3. The college will assist the employee with finding access to a medical facility for testing at a site external to the campus for any suspected infection of COVID-19. The employee may also seek or obtain COVID-19 testing from another location or primary care provider. Note: Employees will be responsible for any costs incurred with COVID-19 testing and related medical treatment/care.

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4. An employee who tests positive (or has been exposed to someone who tests positive) will be able to isolate and receive pay during that period as provided by the Families First Coronavirus Act, the college's family medical leave policy or the college's sick leave policy.
  - a. Employees should contact their supervisor regarding remote work arrangements if the employee is physically able to complete their work during the isolation period. Faculty members should contact Karen Chaney (the Dean of Faculty) to discuss course delivery arrangements.
  - b. Employees working remotely will receive their regular wages without using sick leave.
5. An employee in isolation due to symptoms of COVID must remain off campus until all the following conditions have been met: 24 hours fever-free without the use of fever-reducing medication, symptoms improve, and 10 days since symptoms first appeared.
6. The employee must supply medical clearance from the presiding from the health department prior to a return to campus after a COVID-19 infection or exposure.

### **Noncompliance with the Olivet College CARES Pledge**

All students and employees who intend to be on campus during the 2020-2021 academic school year are required to follow the expectations established in the Olivet College CARES Plan and must sign in agreement your commitment to adhere to the OC CARES Pledge. (See Appendix A and B for the student and employee pledge).

Students who cannot or are unwilling to adhere to the established Olivet College CARES Pledge agreement:

- will be required to transition to remote learning and off-campus living (no longer attend face-to-face courses); and
- will be subject to discipline up to and including expulsion and loss of money paid for room and board. Note: No tuition or housing refunds will be provided to students refusing to comply with the terms of the pledge.

The student engagement staff will monitor student adherence to the OC CARES Pledge, including the completion of daily screenings. The reporting of incidents of student non-compliance with the OC CARES Pledge should be directed to the Dean of Student Engagement (Dr. Amy Radford-Popp [ARadfordPopp@olivetcollege.edu](mailto:ARadfordPopp@olivetcollege.edu)).

Employees who cannot or are unwilling to adhere to the established Olivet College CARES Pledge agreement:

- will be required to work remotely (based on supervisor approval); and
- will be subject to discipline up to and including termination of employment.

The human resources department will monitor employee adherence to the OC CARES Pledge, including the completion of daily screenings. The reporting of incidents of employee non-compliance should be directed to the Director of Human Resources (Terri Glasgow [tglasgow@olivetcollege.edu](mailto:tglasgow@olivetcollege.edu)).

### **In-Person and Remote Work**

The college established guidelines in alignment with the Michigan Occupational Safety and Health Administration (MIOSHA) COVID-19 Emergency Rules, for employee in-person and remote work

activities, including prohibiting in-person work for employees to the extent their work can feasibly be completed remotely.

- Employees working in departments deemed necessary for maintaining the operations of the college are expected to complete their work activities in-person; department supervisors are responsible for developing staffing plans which include strict adherence to all OC CARES Plan guidelines and protocols for employees working in departments deemed essential.
- Employees who can feasibly complete their work activities remotely are expected to do so.

The PRT will continue to coordinate its pandemic response with the Barry Eaton County Health Department, the State of Michigan, and the Centers for Disease Control and Prevention and will update employee work expectations as needed to reflect the most recent guidance from these local, state and federal sources.

It is the policy of the college to provide reasonable accommodation to qualified persons with known disabilities to allow an employee to perform the essential functions of his or her job unless doing so would result in an undue hardship or direct threat to safety.

- Employees who believe they require reasonable accommodation (generally, or in relation to the COVID-19 pandemic) should let their supervisor or the director of human resources know as soon as possible to determine available accommodations.
- Employees who are unable to feasibly complete their work activities remotely, should contact their supervisor or the Human Resources Department to discuss work arrangements.

### **Return to Campus**

Given the contagious nature of COVID-19, the fact that it can be difficult to identify in another, and the inherent risks of exposure both within the greater community and on campus, the college has taken numerous precautionary measures and developed new safety rules to help minimize the incidence and spread of COVID-19 on campus. The college has developed visitation expectations, modified campus spaces, established meeting and event expectations, implemented enhanced cleaning protocols, and expectations for the use of personal protection equipment.

The college acknowledges these measures and precautions may or may not be effective in mitigating the spread of COVID-19. Individuals of the campus community, who participate in campus-based activities, assume the risk of exposure or infection, which could potentially result in personal injury, illness, permanent disability, and/or even death.

### **Visitation and Campus Events**

In response to COVID-19, the college has focused on how to return to campus while limiting the possibility of transmission of communicable disease, such as COVID-19, as much as possible. In efforts to minimize the incidence and spread of COVID-19, during the 2020-2021 academic school year, outside visitors will not be permitted on campus.

### **Students**

- Outside guests (non-campus residents-including family and dependents) **will not** be allowed on campus.

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- Students enrolled in remote delivery courses **will** be allowed to return to campus to participate in campus-sanctioned events.
- Non-campus sanctioned events (for groups of 6 or larger), are prohibited in **all campus buildings** including the dining hall, residence halls, apartments and Greek housing.

### Athletics

Athletic teams will be following the guidelines and recommendations made by the Barry Eaton Country Health Department and the NCAA "Resocialization of Collegiate Sport." Athletic teams and coaching staff will be expected to remain in compliance with the Olivet College CARES plan.

### Employees

- Outside guests (e.g., lecturers) will **not** be allowed on campus.
- Family members and dependents will **not** be allowed on campus.

### Vendors

- Vendor visits must be pre-approved by the Director of Facilities and Physical Plant (Larry Colvin, [lcolvin@olivetcollege.edu](mailto:lcolvin@olivetcollege.edu))
- Vendors will be required to provide confirmation their employer is following state and federal (CDC) guidelines to receive permission to be on campus.
- Vendors approved to be on campus must adhere to established college health and safety standards.
- Vendors will be required to check-in to physical plant upon arrival to complete the OC screening process, must appropriately wear a mask or protective face covering, and practice social distancing while on campus.
- All deliveries to campus (e.g., UPS, FedEx, Staples, etc.), will be distributed through the Kirk Center mailroom.

### Admissions

- Only students who are considering enrollment for the 2020-2021 and 2021-2022 academic school years will be permitted to visit campus with or without their parents.
- No meals will be provided during the campus visit.
- All approved visitors must adhere to established college health and safety standards. Visitors will be required to check-in to admissions upon arrival to complete the OC screening process, must wear a mask or protective face covering and practice social distancing while on campus.
- Only scheduled visitors will be permitted – no walk-in visitors.
- Only prospective student family groups of **five or fewer** will be permitted at one time.
- Only admissions staff members, coaches, or program directors will be permitted to provide campus tours.

### Workspaces, Offices and Classrooms

The college has identified allowable occupancy of campus spaces (e.g., classrooms, library, computer labs, etc.) to control population density and/or to establish maximum attendance. As such, work and public spaces were reconfigured to allow for at least six feet between individuals (within current state

and CDC guidelines). Individuals are expected to maintain classroom and meeting room chair and table set-ups to control population density and/or to establish maximum attendance.

- Individuals are expected to follow the posted building entrance and exit routes to control population density and six feet social distancing expectations.
- Individuals are expected to wear masks or protective face coverings and to practice social distancing in workspaces, offices and classrooms.
- Plexiglass or other types of barriers are installed in workspaces, study spaces, computer labs and in high-traffic areas where people must face each other or are unable to be six feet apart.
- Appropriate signage/educational materials were placed at building entrances high traffic areas, restrooms, cleaning stations, etc.
- Masks or face coverings are available in classrooms and other campus spaces.
- Hand sanitizer stations are available at entrances and high traffic areas.
- Water dispensing stations have been modified and made available in designated locations on campus.

In addition, the college has designated workspace safety coordinators who are responsible for implementing, monitoring and reporting on the control strategies included in the OC CARES Plan. To report any safety concerns in relation to workspaces, offices and classrooms, please contact one of the designated safety coordinators; the Chief Pandemic Response Officer (Ryan Shockey), the Director of Human Resources (Terri Glasgow) the Dean of Student Engagement (Amy Radford-Popp), or the Campus Safety Department.

### **Communal Spaces**

To minimize the spread of COVID-19, the college has identified allowable occupancy of indoor and outdoor communal campus spaces for sanctioned events, with occupancy limits established to control population density and/or to establish maximum attendance.

The Office of Student Engagement is responsible for oversight of the use of communal indoor and outdoor spaces for sanctioned events including but not limited to the expectations outlined below. Students should contact the Office of Student Engagement for more information and to register to host a social gathering/sanctioned event.

Expectations for indoor or outdoor communal spaces for sanctioned events include:

- All social events organized by students, clubs or organizations need to take place in an approved public campus location and must be approved through the Office of Student Engagement following their guidelines.
- Individuals in attendance at the event must agree to adherence to the OC CARES pledge including wearing masks or protective face coverings and practicing social distancing.
- Individuals in attendance will be expected to follow maximum capacity requirements (as designated on room signage).
- Greek homes, themed houses and apartments are restricted from hosting social gatherings/events within the residences.

To keep our campus safe, students who cannot or are unwilling to adhere to the established expectations established for communal spaces (e.g., not pre-registering the event, not having a pre-approved college sponsor in attendance, not wearing masks or practicing social distancing, allowing guests in Greek houses or campus apartments, or hosting and/or participating in a non-sanctioned events), may be asked to do the following:

**First offense:**

- Gather items for a 14-day quarantine period, either at home (off campus) or at a location designated by the college, (if warranted).
- Transition to remote learning and off-campus living (no longer attend face-to-face courses) during the 14-day quarantine period.
- Not participate in any co-curricular or athletic events during the 14-day quarantine period.
- Clearance for a release from quarantine and return to campus is required by the Office of Student Engagement.

**Second offense:**

- Possible discipline up to and including suspension for the remainder of the semester and loss of money paid for room and board.
  - Note: No tuition or housing refunds provided to students who are suspended for non-compliance with the established expectations for communal spaces.

**Safety or Academic Concerns**

To report any safety or academic concerns in relation to COVID-19, students should use the student complain form located in the student tab on the MyOlivet portal. The form is designed to provide students with an on-line method to file a formal complaint or register a concern with Olivet College.

A complaint is a request for the resolution of a problem, conflict, concern or issue that negatively impacts students, the community and/or the college. Student complaints may include (but are not limited to) issues regarding instruction, college policies, procedures, services, offices and personnel.

Prior to completing this form, please review Olivet College's student complaint policies in the student handbook, which may be found on the Student Engagement tab on MyOlivet ([my.olivetcollege.edu](http://my.olivetcollege.edu)). You are asked to complete the informal complaint resolution process listed in the student complaint policies prior to completing this form.

**For concerns or actions that are experienced or observed which present a danger to an individual or the Olivet College community, please contact Campus Safety immediately at 269-749-7911 or dial 911.**

**Laimbeer Fitness Center and Upton Gymnasium**

In efforts to minimize the incidence and spread of COVID-19, during the 2020-2021 academic school year, strict safety measures will be implemented for the for all OC gyms including limited hours of operation, gym occupancy limits, pre-registration and sign-in expectations, reconfigured workout stations/spaces and adherence to all the safety protocols outlined below. These guidelines were developed in alignment with the Michigan Department of Health and Human Services (MDHHS). Failure to adhere to the safety guidelines may result in the revocation of gym and fitness center privileges.

In efforts to minimize the incidence and spread of COVID-19, during the 2020-2021 academic school year, strict safety measures will be implemented for the for all OC gyms including limited hours of operation, gym occupancy limits, pre-registration and sign-in expectations, reconfigured workout stations/spaces and adherence to all the safety protocols outlined below. These guidelines were developed in alignment with the Michigan Department of Health and Human Services (MDHHS). Failure to adhere to the safety guidelines may result in the revocation of gym and fitness center privileges.

- Individuals will be expected to wear masks or protective face coverings and to practice social distancing in fitness center and gymnasium spaces.
  - Masks can be removed while using treadmills, elliptical or bikes in the Laimbeer Fitness Center.
- In alignment with MDHHS guidelines, individuals are expected to maintain fitness center and gymnasium equipment set-ups, to follow the posted safety measure standards and to maintain six feet social distancing expectations.
- Individuals will be expected to follow maximum capacity requirements:
  - Laimbeer Fitness Center: Capacity is 15 people (including student workers/employees)
  - Upton Gym: Capacity is 30 people (including student workers/employees)
- Individuals must pre-register for workout sessions in advance
  - Workout sessions are limited to 60 minutes per day (two 30-minute or one 60-minute session).
- Individuals must present cleared Olivet College CARES ClearPass screening app for the date of the workout session upon entry.
- Individuals must provide name, date and time of entry and exit for each work out session.
- The sharing of water bottles, towels or other equipment is prohibited.
- Cleaning materials (e.g., disinfectant spray, paper products, hand sanitizer, disposable masks, waste receptacle, etc.) are available for the exercise equipment and individuals are expected to clean equipment before and after use.
- The housekeeping staff will disinfect all public areas including the fitness center and gymnasium daily, with a priority for high touch surfaces (e.g., door handles and exercise equipment).
- Student workers will also clean and sanitize equipment during fitness center and gymnasium hours of operation.

### **Dining Hall**

The Chartwells PATH TO REOPEN plan was developed in alignment with the CDC guidelines.

- CDC guidelines for food service will be monitored by Chartwells staff, with additional measures added as needed per recommendations from local, state and federal health agencies.

### **Meetings and Events**

Meetings will be held using Zoom or an alternative virtual option; however subject to state and federal guidelines, some face-to-face meetings may be possible, with Zoom or alternative virtual attendance possible for those not able to attend the-in person.

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- In-person meetings are limited to restrictions of state and CDC guidelines and should not exceed the established room capacity, assuming individuals can still maintain six feet of separation in alignment with social distancing requirements.
- Individuals are expected to maintain classroom and meeting room chair and table set-ups to support social distancing practices between room occupants.

### **Cleaning Protocols**

CDC cleaning protocol guidelines have been implemented in campus buildings and will be monitored, with additional measures added as needed per recommendations from local, state and federal health agencies.

- The housekeeping staff will disinfect all public areas and classrooms daily, with a priority for high touch surfaces (e.g., door handles, classroom desks and tables) and for shared equipment.
- Cleaning stations (which include disinfectant spray, paper products, hand sanitizer, disposable gloves, waste receptacle, etc.) are available in classrooms and other public spaces for individuals to clean areas before and after use.
- Modifications have been made to reduce the use of high touch areas (e.g., door foot openers).

### **Personal Protective Equipment**

Masks or face coverings are required and must be worn appropriately by all students and employees while on campus, in the presence of others and in settings where other social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms and classrooms).

- Two washable/re-useable non-medical grade masks are available for all students and employees.
- Face shields are permitted in settings in which individuals can maintain six feet of separation.
- Hand sanitizing stations are available throughout campus, including classroom buildings, residence halls and public spaces.

### **Travel Policies**

- College-sponsored travel is prohibited.
- Non-essential, unnecessary personal travel for students and employees will be strongly discouraged.
- Students and employees traveling within the state of Michigan are not required to self-quarantine for 14 days but should monitor closely for symptoms.
- If you will be traveling to an out-of-state or country location, please notify a campus representative to discuss travel expectations.
  - Students should contact the Office of Student Engagement
  - Employees should contact the Director of Human Resources

### **Communications**

- The Olivet College CARES plan and other COVID-19 related information is available on the OC website ([www.olivetcollege.edu/ocCares](http://www.olivetcollege.edu/ocCares)), and will be regularly updated as needed by the OC Pandemic Response team and as new COVID-19 related information becomes available from local, state and federal health agencies.

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- The Human Resources Department will provide online COVID-19 training. The training module, which includes COVID-19 health and safety information must be completed by all employees and students by the designated date for completion.
- Signage/educational materials have been placed throughout campus (e.g., building entrances high traffic areas, restrooms, etc.), and will be regularly updated as needed by the OC Pandemic Response team and as new COVID-19 related information becomes available from local, state and federal health agencies.

### **Fall 2020 Phase-In Plan for Move-in**

The college has implemented a waved approach to move-in to allow students to return and onboard in groups. The waved approach allows for necessary social distancing and provides opportunities for the student engagement team to work with students on the new social expectations.

Wave 1 Move-in: August 1 and 2

- This group consists of student residential advisors and other student leaders pre-approved to move in at this time.

Wave 2 Move-in: August 4 and 6

- This group consists of fall student athletes in preparation for practices starting on August 10, and the Marching Comets.

Wave 3 Move-in: August 8, 9, 13 and 14

- All other returning students move in on one of these dates, coordinated in advance by the housing team. A move-in date must be scheduled before a student arrives on campus.

### **Spring 2021 Phase-in Plan for Move-in**

While we cannot guarantee a COVID-19-free campus, each of us has the responsibility to help stop the spread. To help with this effort, the college has implemented a COVID-19 testing requirement for all students prior to returning for the spring semester. Testing is being used to complement, not replace other mitigation strategies on campus including daily check-ins using the CLEAR PASS app, social distancing, mask wearing and hand washing.

The testing requirement applies to any student who will be on the OC campus for classes during the Spring 2021 semester.

- The Office of Student Engagement will lead the return-to-campus process, including the submission of COVID-10 test results.
- A negative COVID-19 test result dated no earlier than January 8, 2021 must be submitted to the college, either through an email sent to [mycovidresult@olivetcollege.edu](mailto:mycovidresult@olivetcollege.edu), or on campus during a pre-registered check-in time at a designated location.
  - Complete details about the test submission process are available in the OC CARES section of the college website and included in select OC CARES communications.
  - Test results must be the official results from a local or state health agency, primary care provider, or hospital and must include the name of the health agency or hospital which

performed the test, the name of the student, date of birth, date of the test, and the negative test result.

- Any form of PCR or Rapid Antigen test for COVID-19 is acceptable.
- Many locations offer free testing. For testing sites in your area, visit [Michigan.Gov/Coronavirus](https://Michigan.Gov/Coronavirus), or call the COVID hotline at 1-888 535-6136 (press 1).
- Students who previously tested positive for COVID-19 anytime between October 5, 2020- January 3, 2021 are not required to submit a negative test result but will be required to provide evidence of medical clearance from the presiding health department primary caregiver after the COVID-19 infection.
- Students failing to comply with the submission of the COVID-19 test results or a medical clearance after a COVID-19 infection will not have access to OC services and may be required to quarantine or depart campus until the required results are submitted.

### **COVID-19 ACTION**

Although the college has developed these important safety measures to help minimize the incidence and spread of COVID-19 on campus, we also recognize we must plan for the event of community members either presenting symptoms or testing positive for COVID-19. In the event this occurs, in coordination with the Barry Eaton County Health Department and the State of Michigan the following actions will take place:

#### **Notifications of Covid-19 Confirmed Cases**

- Any known positive test for COVID-19 infection to a member of the Olivet College community, will trigger contact tracing.
- Identified contacts of any infected individual in the previous 48 hours will be traced, including colleagues, classmates, social acquaintances, athletic team members, music ensemble members and roommates.
- The college will also provide notification to the campus community of any known positive cases of COVID-19.
- The names of individuals who test positive for COVID-19 **will not be shared** with the campus community, only the number of confirmed cases and any additional information needed for contact tracing purposes.
- The college will maintain a database of students and employees who test positive for COVID-19. The database will be developed in coordination with the Barry Eaton County Health Department and state COVID-19 databases. Coordination will allow for notification of any student or employee testing positive for COVID-19.
- Decisions in relation to any needed temporary closure of on-campus operations of Olivet College due to COVID-19 infections will be made in coordination with the Barry Eaton County Health Department and the State of Michigan.

#### **Academic Course Delivery, Classrooms, and Schedules**

To meet the needs of students and employees during this pandemic, academic course delivery options have been aligned with the CDC guidelines for higher education, including minimizing the amount of in-class meeting times, classroom occupancy limits, alternative course delivery options and changes to the

academic calendar for traditional undergraduate students this fall. The college also recognized some students and faculty are not be able to return to campus this fall due to COVID-19 health concerns.

Based on consideration of these factors, courses are being offered through one of three deliveries for the fall 2020 academic school year:

**Online Synchronous**

- These courses will NOT be meeting in a classroom on campus. They WILL be delivered via Zoom (and using Blackboard) at the time(s) listed in the course schedule.

**On-Campus – Face-to-Face (F2F)**

- These courses will ONLY be meeting face-to-face in a classroom on campus and will NOT require additional activities to be scheduled or delivered online.
- Class sessions will be live streamed via the Meeting Owl technology available in each classroom for students who cannot be present on campus to attend the course in person.
- The courses will be delivered in the standard mode of face-to-face meetings in an on-campus classroom at all scheduled meeting times.

**On-Campus – Hybrid**

- These courses involve both in-class and online components. They will meet a minimum of once each week face-to-face in the classroom and will additionally involve a significant amount of structured online experience and work.
- The online component of the course might involve meeting remotely and synchronously via Zoom for any additional class periods scheduled each week (e.g., the course could meet on Monday in the classroom and meet on Thursday remotely via Zoom, or vice versa).

**Academic Calendar Changes**

To mitigate the increased risk of transmission of the coronavirus, changes have been made to the 2020-2021 academic calendar:

**Fall 2020**

- Classes will be held on Labor Day and Fall Break Day. The college will remain open with all services operating on Labor Day, Monday, September 7, 2020, and Fall Break Day, Friday, October 16, 2020.
- Fall semester 2020 will end Wednesday, November 25, 2020, prior to Thanksgiving break. Students will leave at Thanksgiving break and not return to campus until the start of the spring 2021 semester, Monday, January 11, 2021.
- Due to the earlier ending of the fall 2020 semester, final exams will take place Saturday, November 21, 2020, and Monday through Wednesday, November 23-25, 2020.

## Spring 2021

- Spring semester classes will begin Monday, January 18. The extended winter holiday break will allow for students who enjoy time with family and friends and those who may be traveling to have the extra week to monitor their health before returning to campus.
- To ensure the number of required academic days due to the change in the academic calendar, classes will be in session and the College will be open on Monday, January 18, Martin Luther King Jr. Day.
- Classes will be in session March 8 – 12. With the extended winter break and spring semester classes starting a week later, it is necessary for classes to be in session the week of March 8 - 12, what any other year would be our spring break week.
- Classes will be in Session April 2, Good Friday. To ensure the number of required academic days due to the change in the academic calendar, classes will be in session and the College will be open on Good Friday, April 2.
- The last day of classes will be April 23, with final exams taking place April 26 - 29.
- Spring ILT is scheduled for May 3 - 21.
- Commencement will take place on May 22.

The revised academic calendar and exam schedule are posted on MyOlivet.

## Courses/Course Delivery Expectations

To ensure the quality and consistency of the learning experience for students regardless of the course delivery method, and to provide flexibility to accommodate the needs of students and faculty during the pandemic, the following guidelines have been established:

### Student Guidelines

- Students must notify faculty if illness will prevent them from attending a class session or sessions for all affected courses.
  - All academic activities will be provided through remote delivery for any student in COVID-19 related quarantine or isolation; the student or their representatives should notify faculty of this situation.
  - Students are expected to participate in academic activities remotely during quarantine or isolation if they are healthy enough to do so.
- Students who return to campus this fall will be strongly encouraged to complete those courses offered in a face-to-face or hybrid modality through attendance at class sessions offered on campus rather than choosing to complete courses in a totally remote manner.
- Students choosing to complete all their courses in an online synchronous manner will be expected to communicate this preference with each of their instructors.
- Students needing technology (e.g., laptops, internet hotspots) to complete the remote component of any of their courses must contact ITS ([ITShelp@olivetcollege.edu](mailto:ITShelp@olivetcollege.edu)) prior to the beginning of the semester to arrange for securing this technology.
- In compliance with the Americans with Disabilities Act, Olivet College provides accommodations to students who have disabilities to enable them to work equitably toward academic success. Students eligible to receive these accommodations must register with the Academic

Accommodations Coordinator (Joey Shepherd) in the Center for Academic Success and have provided documentation of their needs.

### **Faculty Guidelines**

- Faculty members must notify Karen Chaney (the Dean of Faculty) and students if illness will prevent them from teaching a class session(s) for all affected courses.
- Faculty should notify the Chief Pandemic Response Officer, Ryan Shockey if they experience an unusually large level of absences for any course throughout the academic semester.
  - Comet alerts should still be used to provide notification of any individual student concerns (including any COVID-19 related concerns).
- Faculty are expected to follow the syllabus guidelines and related materials established in relation to the COVID-19 response.
- Faculty needing technology (e.g., laptops, internet hotspots) to support the remote teaching of any of their courses must contact ITS ([ITShelp@olivetcollege.edu](mailto:ITShelp@olivetcollege.edu)) prior to the beginning of the semester to arrange for securing this technology.

### **Practicum, Internships, Cooperative Education Experiences and Service Learning**

In efforts to minimize the incidence and spread of COVID-19 on campus, students will **not** be allowed to participate in practicums, internships, cooperative-education experiences (co-ops) or service-learning experiences at off-campus locations effective through January 1, 2021.

- Accommodations for completion of required practicums, internships, cooperative education experiences (co-ops) and service-learning requirements will be developed with the department chair and faculty member for the students' selected major/program.

### **Music Ensembles and Private Lessons**

Olivet College Music Department guidelines for the 2020-2021 academic school year were developed in alignment with the recommendations provided by the National Federation of High School Associations (NFHS), and College Band Directors National Association. In addition to the music department specific guidelines, the music staff and students are expected to adhere to the guidelines included in the Olivet College Pandemic Response plan, which was developed in coordination with the Barry Eaton County Health Department, the State of Michigan, and the Centers for Disease Control and Prevention. These guidelines will be updated as needed to reflect the most recent guidance from these local, state and federal sources.

## Appendix A- Olivet College Cares Student Pledge

In joining the Olivet College community, we commit ourselves to the principles of the Olivet College Compact and accept the obligation entrusted to us to foster a culture of responsibility at the college. In recognition of our shared commitment to *Individual and Social Responsibility*, I agree to adhere to local, state and federal health guidelines and requirements and the measures Olivet College deems necessary and appropriate for its campus by following the Olivet College Cares Pledge.

### I Pledge To:

#### 1. Take Care of Myself

- Complete daily health screenings while on campus.
- Monitor my health for the symptoms of COVID-19.
- Report to a designated campus representative if I have been in contact with someone suspected of a COVID-19 infection or someone who has tested positive for COVID-19, or if I have any of the following symptoms that are new/different/worse from baseline of any chronic illness:
  - Fever of 100.4 or higher, or feel feverish
  - New or worsening cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Headache
  - Sore throat
  - Loss of smell or taste
  - Runny nose or congestion
  - Muscle aches
  - Abdominal pain
  - Fatigue
  - Nausea
  - Vomiting
- Call Campus Safety (269-749-7911) and report the symptoms or exposure using the ClearPass Olivet College Cares screening app.
- Wear a mask or face covering:
  - when in a campus building working with or in the presence of others;
  - when moving through shared spaces and common areas in a building; and
  - when social/physical distancing is not possible outside (i.e., at least 6 feet between you and others).
- Wash my hands often with soap and water or use hand sanitizer.

#### 2. Take Care of Others

- Practice social/physical distancing with friends, classmates, colleagues, and others in the wider campus community.
- Stay home if I feel ill or after exposure to someone who is ill or who has tested positive for COVID-19 and report my status to the designated campus representative identified above.
- Avoid bias-based discrimination against people of certain ethnic backgrounds as well as anyone perceived to have been in contact with the virus.
- Be positive, flexible, and helpful to anyone around me who may need support.

#### 3. Take Care of Our Olivet Community

- Complete the daily health screening and participate in contact tracing efforts as needed, to preserve the wellness of the community.

## OC CARES PLAN AND PLEDGE 2-4-2021

- Carefully and respectfully, follow the Olivet College Cares Pledge.

As a condition of my return to campus, I agree to do my part to maintain my own health and to support the health and well-being of all members of our campus community by following the Olivet College Cares Pledge. By signing below, I acknowledge I have access to the Olivet College Cares Plan and understand the college cannot guarantee a COVID-19-free campus ([www.olivetcollege.edu/ocCares](http://www.olivetcollege.edu/ocCares)). I understand if I cannot or are unwilling to adhere to the established Olivet College Cares Pledge agreement, I will be required to transition to remote learning and off-campus living (no longer attend face-to-face courses). I recognize failure to adhere to the OC Cares policies may result in discipline up to and including expulsion. Further, I understand no tuition or housing refunds will be provided for refusing to comply with the terms of the pledge and I will be held responsible for any and all remaining OC balances.

Violations of the OC Cares Pledge will be addressed by the Office of Student Engagement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix B Olivet College CARES Employee Pledge

In joining the Olivet College community, we commit ourselves to the principles of the Olivet College Compact and accept the obligation entrusted to us to foster a culture of responsibility at the college. In recognition of our shared commitment to *Individual and Social Responsibility*, I agree to adhere to local, state and federal health guidelines and requirements and the measures Olivet College deems necessary and appropriate for its campus by following the Olivet College Cares Pledge.

### I Pledge To:

#### 1. Take Care of Myself

- Complete daily health screenings while on campus.
- Monitor my health for the symptoms of COVID-19.
- Report to a designated campus representative, if I have been in contact with someone suspected of a COVID-19 infection or someone who has tested positive for COVID-19, or if I have any of the following symptoms that are new/different/worse from baseline of any chronic illness:
  - Fever of 100.4 or higher or feel feverish.
  - New or worsening cough
  - Shortness of breath or difficulty breathing.
  - Chills
  - Headache
  - Sore throat
  - Loss of smell or taste
  - Runny nose or congestion
  - Muscle aches
  - Abdominal pain
  - Fatigue
  - Nausea
  - Vomiting
- Contact the Director of Human Resources, Terri Glasgow ([tglasgow@olivetcollege.edu](mailto:tglasgow@olivetcollege.edu)), and report their exposure or symptoms using the ClearPass Olivet College Cares screening app.
- Wear a mask or face covering:
  - when in a campus building working with or in the presence of others.
  - when moving through shared spaces and common areas in a building; and
  - when social distancing is not possible outside (i.e., at least 6 feet between you and others).
- Wash my hands often with soap and water or use hand sanitizer.

#### 2. Take Care of Others

- Practice social/physical distancing with students, colleagues, and others in the wider campus community.
- Stay home if I feel ill or after exposure to someone who is ill or who has tested positive for COVID-19 and report my status to the designated campus representative identified above.
- Avoid bias-based discrimination against people of certain ethnic backgrounds as well as anyone perceived to have been in contact with the virus.
- Be positive, flexible, and helpful to anyone around me who may need support.

#### 3. Take Care of Our Olivet Community

- Complete the daily health screening and participate in contact tracing efforts as needed, to preserve the wellness of the community.

OC CARES PLAN AND PLEDGE 2-4-2021

- Carefully and respectfully, follow the Olivet College Cares Pledge.

As a condition of my return to campus, I agree to do my part to maintain my own health and to support the health and well-being of all members of our campus community by following the Olivet College Cares Pledge. By signing below, I acknowledge I have access to the Olivet College Cares Plan and understand the college cannot guarantee a COVID-19-free campus ([www.olivetcollege.edu/ocCares](http://www.olivetcollege.edu/ocCares)). Further, I recognize I could be subject to discipline for refusing to comply with the Olivet College CARES policies, including termination of employment.

Violations of the OC Cares Pledge will be addressed by the Office of Human Resources.

Signature \_\_\_\_\_ Date \_\_\_\_\_