

September 17, 2021



Pandemic Response Plan

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September 17, 2021

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 at 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 (PRT), 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 the latest recommendations for the campus community establishing the necessary conditions for 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.

The plan is a living document; it will continue to be revised 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 of the community, expected to adhere to the current set of expectations. The response team will continue to coordinate its 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 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.

### **All Students and Employees**

All students and employees who reside on campus or work on campus are asked to consider the following health related questions in advance of daily campus activities:

- Have I been in close contact with someone suspected of a COVID-19 infection or someone who has tested positive for COVID-19?
- Do 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 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.

September 17, 2021

- Muscle aches.
- Abdominal pain.
- Fatigue.
- Nausea.
- Vomiting.

**If no symptoms are present and you have not been in close contact with someone suspected of a COVID-19 infection or someone who has tested positive for COVID-19, you are cleared to come to campus, regardless of your vaccination status.**

### **COVID-19 Mitigation Expectations**

To consistently align with guidance from the CDC, Michigan Department of Health and Human Services (MDHHS) and the Barry-Eaton District Health Department (BEDHD):

- All students and employees, including those fully vaccinated are required to follow and adhere to the weekly OC CARES communications mitigation strategies (available through the OC website, OC app, weekly CARES messages, and other campus digital messaging sites), including face covering expectations.
- **Currently**, the college requires all students, employees and visitors to mask in all indoor public spaces. The masking mandate will be reviewed regularly for alignment with the CDC, Michigan Department of Health and Human Services (MDHHS) and the Barry-Eaton District Health Department (BEDHD) guidelines.

### **Non-Vaccinated Students and Employees**

**Report your status immediately to campus safety (students) or your supervisor and human resources (employees), if you have been in close 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.

**If you exhibit symptoms of COVID-19:**

- **Contact campus safety (students), or human resources (employees), to report your symptoms.**
- Do not come to work, class, athletic practice or competitions, or other campus activities.
- Return to your home, residence hall or stay in your room.
- A campus representative will contact you to arrange a COVID test 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**

If you are **non-vaccinated** and receive **a NEGATIVE TEST RESULT**, proceed with one of the two options outlined below:

**Option 1.)**

- For **non-vaccinated students**, 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 appointment with your primary care provider.
- For **non-vaccinated employees**, after your negative test result, return to your home and register for a Sparrow on-demand tele-health doctor appointment, or an appointment with your primary care provider.
- For **non-vaccinated students and employees**, 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.)**

- **Non- vaccinated students and employees may remain home for a five day period to monitor for symptoms and should arrange for a second COVID test five-days after the first negative test result.** If the second test result is negative, contact the Department of Residence Life (students), or the Director of Human Resources (employees), to be released back to campus activities.

**Fully Vaccinated Students and Employees**

As per the CDC, individuals are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine such as Johnson & Johnson's Janssen vaccine.
- All others are considered non-vaccinated.

If you are **fully vaccinated** and have been in close contact with someone suspected of a COVID-19 infection or someone who has tested positive for COVID-19, **and exhibit no symptoms:**

- As per CDC guidelines, students or employees who have been in close contact with someone who has COVID-19 are not required to quarantine if they **HAVE been fully vaccinated** against the disease and show no symptoms.
- Fully vaccinated students and employees who have been in close contact with someone who has COVID-19 **will be required to be tested 3-5 days after exposure to the individual.** A follow-up test must be performed 10-14 days after exposure to the individual.
- Fully vaccinated students and employees should continue to monitor for symptoms and must wear a mask for 14 days after close contact. **Currently,** the college requires all students, employees and visitors to mask in all indoor public spaces.

If you are **fully vaccinated and develop COVID-19 symptoms:**

- Fully vaccinated students and employees who develop symptoms but do not have a known exposure do not need to quarantine but must seek testing.
  - Fully vaccinated students and employees who develop symptoms of COVID-19 should schedule a COVID test as soon as possible.
- Fully vaccinated students and employees who **test positive are required to isolate away from others for 10 days.**
- **Fully vaccinated students and employees who receive a negative test,** must contact the Department of Residence Life (students), or director of human resources (employees), to be released back to campus activities, and upon return to campus, must continue to wear a mask for 14- days after receiving the negative test result. **Currently,** the college requires all students, employees and visitors to mask in all indoor public spaces.
- Fully vaccinated students and employees who test negative and have symptoms which do not improve, should speak with a healthcare provider to see if they are sick with something else.

### **Non-Vaccinated Students and Employees Quarantine Expectations**

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

#### **Student Quarantine Expectations**

1. If a **student who is non-vaccinated** has been in close contact with someone awaiting a COVID-19 test result, or someone who has tested positive for COVID-19 (based on notification from a campus 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) to report the exposure.**
  - a. The CDC considers close contact as the following:
    - Someone who was within 6 feet of an infected person (indoor or outdoor) for a cumulative total of 15 minutes or more over a \*24-hour period.

*\* Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).*

2. A campus representative will contact the student to help arrange a COVID test as soon as possible.
3. **All close contacts are**, regardless of their testing results, are expected to:
  - a. Quarantine at home for a ten day quarantine period to monitor for symptoms. After the ten day period, contact the Department of Residence Life to be released back to campus activities. A campus representative must contact you to verify receipt of the negative test result submission and to release the student back to campus.
4. If the student tests positive they are expected to follow the isolation expectations outlined below.

### **Employee Quarantine Expectations**

1. If an **employee who is non-vaccinated**, has been in close contact with someone awaiting a COVID-19 test result, 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)) to report the exposure.
  - a. The CDC considers close contact as the following:
    - o Someone who was within 6 feet of an infected person (indoor or outdoor) for a cumulative total of 15 minutes or more over a \*24-hour period.  
*\* Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).*
2. A campus representative will contact the employee to help arrange a COVID test as soon as possible.
3. **All close contacts, regardless of their test results**, are expected to:
  - a. Quarantine at home for a ten day quarantine period to monitor for symptoms. After the ten day period, contact the Human Resources (HR) Department to be released back to campus activities. The HR department must contact you to verify receipt of the negative test result submission and to release the employee back to campus.
4. **If the employee tests positive** they are expected to follow the isolation expectations outlined below.

### **All Students and Employees Isolation Expectations**

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

**For all students and employees** if you receive **a POSITIVE TEST RESULT**, review and follow the isolation expectations outlined below:

### **Student Isolation Expectations**

1. If a student (**fully vaccinated or non-vaccinated**) 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) to report symptoms and/or a positive test result.**

2. Once a student (**fully vaccinated or non-vaccinated**) tests positive for COVID-19 they will be required to gather items for a 10-day isolation period either at home (off campus), or another off campus location.
3. An isolation plan that best fits the needs of the student will be developed by the student and a representative of the residence life team to determine if the student will return home or move to a location designated by the college for the 10-day isolation period.
4. The college will arrange testing or 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 residence life office.
5. 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 location except for leaving in the event of an emergency, or for arranged medical appointments.
6. Absence from class due to COVID-19 related quarantine or isolation requirements is considered an excused absence from class for medical reasons.
  - a. Students should inform their instructors as soon as possible of their absences from class for these reasons.
  - b. Arrangements for the completion of assignments missed due to these absences should be coordinated with the specific instructors involved. The makeup of work missed due to absence is ultimately the student's responsibility.
  - c. Concerns regarding arrangements proposed for the completion of assignments or regarding individual situations that arise should be brought to the Office of Academic Affairs.
  - d. In the case of extended physical illness that will impede or prevent the successful completion of the semester, students should contact the Department of Residence Life to discuss the possibility of requesting a medical leave of absence.
7. Students in isolation due to a positive test result for COVID-19 and who experience symptoms 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.
  - a. Students should contact the Department of Residence Life to receive the medical excuse note, which will include the expected date of return to classes.
  - b. Students must provide faculty/ instructors the official Department of Residence Life medical excuse note for the medical absences to be considered excused.
8. The student must be cleared by campus contact tracing personnel prior to a return to campus after a COVID-19 infection.

### **Employee Isolation Expectations**

1. If an employee (**fully vaccinated or non-vaccinated**) tests positive for COVID-19, they must stay home or immediately return home, and must **contact the Director of Human Resources, Terri Glasgow (tglasgow@olivetcollege.edu), to report symptoms and/or positive test result.**

2. Once an employee (**fully vaccinated or non-vaccinated**) 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.
  - a. An employee who tests positive should contact their supervisor regarding remote work arrangements if the employee is physically able to complete their work during the isolation period.
  - b. Faculty members should contact Karen Chaney (the Dean of Faculty) to discuss course delivery arrangements.
4. 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.
5. The employee must be cleared by the human resources department prior to a return to campus after a COVID-19 infection or exposure.

### **All Students and Employees Campus Community Expectations**

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.

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 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.

### **Courses/Course Delivery Expectations**

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

#### **Student Guidelines**

- It is the responsibility of the student to notify instructors of any absences related to COVID-19 illness or exposure, like other cases of illness.
- Absence from class due to COVID-19 related quarantine or isolation requirements is considered an excused absence from class for medical reasons.

- Students must provide faculty/ instructors the official Department of Residence Life medical excuse note, (which includes the expected date of return to class), for the medical absence(s) to be considered excused.
- Failure to provide faculty/instructors with the official Department of Residence Life medical excuse note will result in an unexcused absence.
- Should it be determined that the possible exposure did not warrant quarantine, the student should request an official medical excuse note for one day to provide to faculty/instructors.
- Students should inform their instructors as soon as possible of their absences from class for these reasons.
- Arrangements for the completion of assignments missed due to these absences should be coordinated with the specific instructors involved. The makeup of work missed due to absence is ultimately the student's responsibility.
- Student concerns regarding arrangements proposed by an instructor for the completion of assignments or regarding individual situations that arise should be brought to the Office of Academic Affairs.
- In the case of extended physical illness that will impede or prevent the successful completion of the semester, students should contact the Department of Residence Life to discuss the possibility of requesting a medical leave of absence.
- During the 2021 Fall Semester a faculty member/instructor can require masking in their classroom.
  - Masking expectations apply equally to all students and the instructor, and is required regardless of vaccination status (i.e., classroom mask requirements apply to both unvaccinated and fully-vaccinated students and the instructor for the entire class period).
  - **Currently**, the college requires all students, employees and visitors to mask in all indoor public spaces, including classrooms.

### Faculty Guidelines

- As standard practice, faculty members must notify Jenn Joppie in the Office of Academic Affairs and their students if illness will prevent them from teaching a class session(s) for all affected courses.
- It is the responsibility of the student to notify faculty/instructors of any absences related to COVID-19 illness or exposure, like other cases of illness.
- Student absence from class due to COVID-19 related quarantine or isolation requirements is considered an excused absence from class for medical reasons.
  - Students must provide faculty/ instructors the official Department of Residence Life medical excuse note, (which includes the expected date of return to class), for the medical absence(s) to be considered excused.
  - Failure to provide faculty/ instructors the official Department of Residence Life medical excuse note will result in an unexcused absence.
  - Should it be determined that the possible exposure did not warrant quarantine, the student should provide an official medical excuse note for one day to provide to faculty/instructors.

September 17, 2021

- As standard practice, faculty are expected to work with students to make arrangements for the completion of assignments missed due to absence from classes for medically-related reasons, including COVID-19 related quarantine or isolation.
- During the 2021 Fall Semester a faculty member/instructor can require masking in their classroom.
  - Masking expectations apply equally to all students and the instructor, and is required regardless of vaccination status (i.e., classroom mask requirements apply to both unvaccinated and fully-vaccinated students and the instructor for the entire class period).
  - **Currently**, the college requires all students, employees and visitors to mask in all indoor public spaces, including classrooms.

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

All students and employees who intend to be on campus are required to follow the expectations established in the Olivet College CARES plan.

**Students** not adhering to the established Olivet College CARES plan:

- May 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 plan.
- The residence life staff will monitor student adherence to the OC CARES plan.
- The reporting of incidents of student non-compliance with the OC CARES plan should be directed to the Dean of Student Engagement (Dr. Amy Radford-Popp [ARadfordPopp@olivetcollege.edu](mailto:ARadfordPopp@olivetcollege.edu)).

**Employees** who are unwilling to adhere to the established OC CARES plan will be subject to supervisory correction and/or discipline up to and including termination of employment.

- The human resources department will monitor employee adherence to the OC CARES plan.
- 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).)

### **Visitation and Campus Events**

In response to COVID-19, the college has focused on how to open the 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, outside visitors are expected to:

- Be advised of and adhere to OC CARES plan expectations.
- Adhere to current expectations as noted on signage/educational materials placed at building entrances high traffic areas, restrooms, cleaning stations, etc.

### **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 regularly disinfect all public areas and classrooms, with a priority for high touch surfaces (e.g., door handles, classroom desks and tables) and for shared equipment.
- Modifications have been made to reduce the use of high touch areas (e.g., door foot openers).

### **Dining Hall**

The Chartwells dining plan is aligned with the MDHHS and CDC guidelines.

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

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

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 in-person, should contact their cabinet member to discuss work arrangements.

### **Communications**

- The OC CARES plan and other COVID-19 related information is available on the OC website ([www.olivetcollege.edu/ocCares](http://www.olivetcollege.edu/ocCares)) and OC mobile app, and 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.
- Signage/educational materials are placed throughout campus (e.g., building entrances high traffic areas, restrooms, etc.), and 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.

### **Safety or Academic Concerns**

- To report any safety or academic concerns, students should use the student complaint 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)). Students must complete the informal complaint resolution process listed in the student complaint policies prior to completing this form.
- The reporting of employee/employer concerns should be directed to the Director of Human Resources (Terri Glasgow [tglasgow@olivetcollege.edu](mailto:tglasgow@olivetcollege.edu).)
- **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.**