



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 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.

COVID-19 Mitigation Expectations

Based on current conditions, the Michigan Department of Health and Human Services (MDHHS) is expiring the Public Health Advisory on Masking in Indoor Public Settings. MDHHS supports adjusting mask recommendations as we cycle through periods of response, recovery and readiness and following local health department decisions based on local conditions.

As a result of the new guidance from the MDHHS, effective 2/19/2022:

1. Masking will remain a requirement in all classrooms.
2. Masking will be optional for the rest of the campus.
3. Employees can require masking for visitors in their private works space.
4. Failure to adhere to the stated masking expectations by students or employees may result in disciplinary action (as detailed in the noncompliance section of this document).
5. All individuals, regardless of vaccination status, must wear a mask upon returning from isolation or quarantine periods (as detailed in the quarantine and isolation section of this document).

Olivet College will continue to employ best practices to aid in maintaining a safe environment and ask that you will be respectful of everyone's individual choice on whether to wear a mask or not while on

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campus. Although masking will be optional in some campus spaces, members of the campus community are asked to be considerate when asked to wear a mask, recognizing some community members with chronic illness or who are immunocompromised are at higher risk for poor outcomes from COVID and would benefit from others masking in indoor settings. These risk factors may include age, medical conditions, and vaccination status. The use of a well-fitting mask provides benefits and protection to both the wearer and to those in close contact to the wearer.

The masking expectations on campus 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 and will be updated as needed.

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

All Students and Employees

If you develop COVID- 19 symptoms, you are required to report your status immediately!

- **Employees MUST contact human resources (Terri Glasgow)**
- **Students MUST contact campus safety**

Employees, stay home or return home and limit contact with others until you are 24-hours symptom free, or you have a negative COVID test result.

- If symptoms resolve within 3 days, (i.e., you are symptom free on day 3), you may return to work the next day; contact human resources (Terri Glasgow) for return to campus instructions.

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- If you still have COVID-19 symptoms on day 3, get tested and/or contact your primary care provider and send the test results and/or primary care recommendations to human resources (Terri Glasgow); the College will not reimburse employees for COVID-19 testing fees.

Students, stay in your room and limit contact with others until you complete a COVID-19 test.

- Contact Campus Safety to schedule a COVID-19 test.
- On campus testing for students is available at the Health and Wellness Center from 8 am - 4 pm on Monday, Wednesday and Friday.
- Home testing or other off-campus testing is optional; the College will not reimburse students for any off-campus testing fees.
- **Prior to your return**, contact the Office of Residence Life (students) for return to campus instructions.

You should isolate, regardless of vaccination status:

- **If you have a positive viral test for COVID-19, regardless of whether or not you have symptoms.**
- **You have symptoms, even if you do not know if you have been in close contact with someone with COVID-19.**
- **You have symptoms of COVID-19 and are awaiting test results or have not yet been tested.**

All students and employees, both vaccinated and unvaccinated, must inform Olivet College of their vaccination status. Proof of COVID-19 vaccination status must be submitted via the MyOlivet portal. Questions regarding proof of vaccination submissions should be directed to the Director of Human Resources (employees), or the Office of Residence Life (students).

If you test positive for COVID-19 you are required to isolate and report your status immediately!

- **Employees MUST contact human resources (Terri Glasgow).**
- **Students MUST contact campus safety.**
- Stay or return home for 5 days (day 0 is the first day of symptoms or the date of the positive viral test for asymptomatic individuals).
- Wear a well-fitting mask when around others at home, when possible.
- If you have been symptom free or your symptoms have resolved after the 5 day isolation period, contact the Director of Human Resources (employees), or the Office of Residence Life (students) for return to campus instructions.
- If you have a fever, continue to isolate until you are fever-free for 24-hours without fever-reducing medication and your other symptoms have improved (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
- Avoid contact with other members of your residence during isolation and continue to wear a well-fitting mask around others at home and in-public for 5 additional days (days 6-10) after the end of your 5-day isolation period.

How to count days after testing positive - Isolation						
Day 0 You get a positive test result or start having COVID symptoms	Day 1	Day 2	Day 3	Day 4	Day 5 If you have no symptoms or if your symptoms are resolving, this could be your last day of isolation.	Day 6 If you have been symptom free or symptoms have resolved, contact your direct supervisor (employees), or the Office of Residence Life (students) for return to campus instructions.
Day 7	Day 8	Day 9	Day 10	Day 11	*Continue to wear a well-fitting mask when around others until Day 11.	

If you were exposed to someone who has tested positive for COVID-19, you must quarantine and report your status immediately if you are one of the following groups:

- You completed the primary series of the Pfizer or Moderna vaccine but have not received a recommended booster when eligible.
- You received the single-dose J&J vaccine (completing the primary series) over 2 months ago and have not received a recommended booster.
- You are not vaccinated or have not completed a primary vaccine series.
- **Employees in these groups MUST contact human resources (Terri Glasgow).**
- **Students in these groups MUST contact campus safety.**

What to do for quarantine:

- Employees, stay home for at least 5 days (day 0-5) after your last contact with a person who has COVID-19. The date of your exposure is considered day 0.
- Students, return home or stay in your on-campus residence for 5 days after your last contact with a person who has COVID-19. The date of your exposure is considered day 0.
 - Avoid contact with others; do not go to work, class, athletic practice or competitions, or other campus activities.
 - Students can only leave their room (avoiding contact with others) masked for the following activities:
 - Doctor’s appointments
 - Meal pick-up at the KC
 - Outdoor exercise (e.g., walking or running)

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- Wear a well-fitting mask when around others at home or campus residence, when possible.
- If you have been symptom free throughout the 5 day quarantine period, contact the Director of Human Resources (employees), or the Office of Residence Life (students) for return to campus instructions.
- Monitor for symptoms for 10 days after your last close contact with someone with COVID-19, watch for fever (100.4 or higher), cough, shortness of breath or other COVID symptoms.

How to count days if you are exposed to someone with COVID-19 - Quarantine						
Day 0 You are exposed. Stay home (quarantine).	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6 *If you have no symptoms or symptoms are resolving, contact your direct supervisor (employees), or the Office of Residence Life (students) for return to campus instructions.
Day 7	Day 8	Day 9	Day 10	Day 11	*Continue to wear a well-fitting mask when around others until Day 11.	

Who does not need to quarantine:

If you came into close contact with someone with COVID-19 and you are in one of the following groups, you do not need to quarantine.

- You are ages 18 or older and have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people.
- You are ages 5-17 years and completed the primary series of COVID-19 vaccines.

What to do if you belong to this group:

- Wear a well-fitting mask around others at home or campus residence, when possible, for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0).
- Monitor for symptoms for 10 days after your last close contact with someone with COVID-19, watch for fever (100.4 or higher), cough, shortness of breath or other COVID symptoms.
- If you develop symptoms during the 10 days, get tested.

How to count days if you are exposed to someone with COVID-19 and meet the exemption criteria						
Day 0 You are exposed. Start wearing a well-fitted mask around others.	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Day 7	Day 8	Day 9	Day 10	Day 11	*Continue to wear a well-fitting mask when around others until Day 11.	

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

1. 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.
2. Absence from class due to COVID-19 related quarantine or isolation requirements is considered an excused absence from class for medical reasons.
 - o 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.
 - o Failure to provide faculty/instructors with the official Department of Residence Life medical excuse note will result in an unexcused absence.

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- 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.
- 3. Students should inform their instructors as soon as possible of their absences from class for these reasons.
- 4. 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.
- 5. 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.
- 6. 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. Currently, the college requires all students, employees and visitors to mask in all classrooms.

Faculty Guidelines

1. 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.
2. 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.
3. 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.
4. 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.
5. Currently, the college requires all students, employees and visitors to mask in all 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:

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- 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).

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).

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

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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) 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). 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.)
- **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.**