

March 15, 2022



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 and in alignment with the most recent CDC recommendations, effective 3/3/2022:

1. Masking is optional in all public campus settings.
2. Faculty members can choose to require masking during their class/instruction time, and all employees can require masking in their private workspace.
3. 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).
4. 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 campus. Although masking will be optional in all 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

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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

Olivet College has aligned with the most recent (3-11-2022) MDHHS isolation and quarantine guidance. If you have COVID-19 symptoms, have been exposed to someone who has tested positive for COVID-19, or you test positive for COVID-19, please report your status immediately (students contact campus safety and employees contact Terri Glasgow), and follow the MDHHS guidelines detailed below:

Student or employee is exposed to someone who has tested positive for COVID-19 and:

1. Exposure is to a personal/household contact:
 - a. Conduct symptom monitoring for 10 days (the day of known exposure is considered day 0 when counting); and
 - b. Test at least one time if possible 3-7 days after exposure, or if symptoms develop; and
 - c. Wear a well-fitting mask for 10 days from the date of last exposure to protect others (home quarantine is an alternative for those who are unable or unwilling to mask); and

- d. Avoid unmasked activities or activities with higher risk of exposing vulnerable individuals for 10 days from the date of last exposure.
2. Exposure is to other type of contact (from a community, social or work setting)
 - a. Conduct symptom monitoring for 10 days; and
 - b. Test if symptoms develop; and
 - c. Consider wearing a well-fitting mask around others for 10 days from the date of last exposure to protect others. At a minimum, wear a mask in settings with higher risk of exposing vulnerable individuals

Any student or employee who tests positive for COVID-19 and/or displays COVID-19 symptoms (without an alternate diagnosis or negative COVID-19 test) should isolate regardless of vaccination status:

1. Isolate at home for the first 5 days (starting with the day after symptoms began or day after test was taken for those without symptoms); and
2. If symptoms have improved or no symptoms have developed, return to normal activities, while wearing a well-fitted mask, for the next 5 days to protect others; and
3. If individual has a fever, stay home until fever free for a period of 24 hours without the use of fever reducing medications before returning to normal activities while wearing a well-fitted mask, until the 10-day (5-day isolation plus 5 day masking) period is complete; or
4. Isolate at home for 10 days if unwilling/unable to wear a mask.

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.
 - 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.
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. Faculty members can choose to require masking during their class/instruction time.
8. Failure to adhere to the stated masking expectations by students may result in disciplinary action (as detailed in the noncompliance section of this document).

Faculty Guidelines

1. As standard practice, faculty members must notify Jen 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.

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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. Faculty members can choose to require masking during their class/instruction time.

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).

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

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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) 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.

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- 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.**