

COVID-19 Safety on Campus

Guidelines for Students



PRIMARY PURPOSE

William Woods University's policies and protocols are designed to protect the safety of our students, faculty and staff (employees) and the public with whom we interact. Our plans will be aligned with local, state and federal guidelines. As our knowledge and understanding of the COVID-19 virus continues to evolve, our policies and plans may be updated as appropriate. We have spent the summer developing and redeveloping plans for students' safe arrival and, just as important, our ability to keep our campus community safe so we can remain open for classroom education through November 24, 2020.

EXPECTATIONS

All students are expected to comply with the guidelines outlined in this document as they would the Community Code, the Student Handbook and other WWU policies. Following these guidelines will help limit the spread of COVID-19 and ensure we are able to remain on campus through November 24, 2020. These guidelines apply to students in both on and off campus settings (see Addendum 1: Fulton Community). For more information on consequences for students that do not follow these policies please see Addendum 3: Violation Consequences.

PRIOR TO ARRIVAL

Two weeks prior to your arrival on campus and/or the start of classes, we suggest you begin to quarantine and closely monitor any changes to your health. We encourage you to monitor your health using a daily symptom checklist like you will do when you arrive. Make sure your temperature does not exceed 100.4 F (38 C) and that you have not experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing). If you experience any of the symptoms of COVID [Symptoms of Coronavirus](#), to protect both you and the WWU community you should reach out to your health care provider before you arrive on campus and/or our Health Services at health.services@williamwoods.edu or 573.592.4222.

PREVENTION GUIDELINES

Students should be familiar with and follow current COVID-19 prevention strategies, as outlined here by the CDC: [How to Protect Yourself & Others](#). It's important to wash your hands often with soap and water for 20 seconds.

Students will be required to practice physical distancing while on campus. This means that all individuals should strive to remain at least six feet apart, both inside and outside of buildings.

All individuals are required to wear face coverings (defined as a material that keeps the nose and mouth covered) in all situations where physical distancing is not possible, including students and faculty while in class, in hallways and in common areas of residential halls, in larger offices with multiple persons working in them and regular visitors, in Tucker Dining Hall (except when seated and eating) and in all other campus buildings.

Exceptions include the following:

- When you are alone in a private work space or office.
- When you are in your residence hall (single or double) room and/or apartment.
- When you are outdoors and maintaining six feet or more of physical distancing from others.
- When participating in an athletic practice, conditioning and/or competition as per NAIA and AMC guidelines.
- When exercising either indoors or outdoors while maintaining physical distancing.

Students with medical conditions and concerns about face coverings are encouraged to talk with their primary care providers about the best face covering options for them. Additionally, there is a lot of information available online on successful strategies for managing various health conditions and face coverings (e.g. practice with wearing a covering, use coverings with moisture wicking and breathable material, neck gaiters, bandanas, face shields). While we want all students to be able to return to regular classroom learning, we understand some students may not be comfortable in classes due to COVID and/or campus policies and, therefore, we have virtual options available.

Residential students are required to diligently clean and disinfect their personal spaces including bedrooms and bathrooms on a daily basis and as needed throughout the day. Maintenance or a janitorial subcontractor will clean and disinfect common areas, public restrooms and community baths in the residence halls daily. Maintenance will clean high touch surfaces such as exterior door handles several times each day.

Students should pay attention to signage on doors and floors, etc. for distancing and occupancy limits for certain spaces. Desks, chairs, couches and lounge furniture have been removed/reduced in some common areas and classrooms to support safe learning and socializing.

Digital meetings through ZOOM or similar platforms are strongly encouraged. We understand that students will still want to meet and gather with friends and peers. In person meetings should be in a room large enough to allow for physical distancing. Students can reserve spaces on campus for meetings, study groups and events on campus.



Occupancy numbers for rooms that can be reserved will be accessible through the Events calendar. Outdoor events should also be considered as they pose a lower risk and allow more room to physically distance.

Electronic delivery of paper items is highly encouraged. Students should avoid sharing items whenever possible.

Students at higher risk for COVID-19 illness and complications due to certain medical conditions (asthma, diabetes, immunosuppressive drug therapy including chronic systemic corticosteroid treatment, heart disease, HIV, morbid obesity) are encouraged to talk to their health care providers about their level of risk. Residential students with these or other medical conditions or concerns should contact reslife@williamwoods.edu to discuss concerns and living options.

CLASSES

Physical distancing will be in place during class sessions to better serve the comfort and safety of students and faculty. Desks will be arranged to allow students to walk between them while keeping at least six feet apart. Students will also find that most classes are now scheduled in a different room than initially assigned. Classes are assigned rooms based on new occupancy guidelines.

To assist with contact tracing, should someone become ill, students should sit in the same seat throughout the semester.

Highly touched surfaces will be cleaned after every class session. Students should not share papers, pens, pencils, calculators, or other personal classroom supplies. Students should expect an increased amount of work turned in electronically to avoid documents being passed around.

All classes will maintain a virtual presence through OwlNet, allowing students who cannot attend a class the flexibility and opportunity to keep up with course content and requirements. Students must have their own resources for completing classes remotely and must communicate directly with faculty to resolve any questions regarding access to course materials.

Classes will meet in regular session on Labor Day and our previously scheduled Fall Holiday. The final day of face-to-face instruction for the Fall semester will be Tuesday, November 24th. A last week of online instruction will occur after Thanksgiving to complete any remaining work in each class.

LEAD PROGRAM

LEAD is a vital part of our student culture and, therefore, at this time, we anticipate LEAD remaining an active part of our student experience. LEAD events will follow WWU guidelines for events and meetings. Students should anticipate smaller events and innovative and interactive online experiences. For in-person, indoor LEAD events, the sponsors will be responsible for cleaning any high touch surfaces immediately after the event.

CAMPUS EVENTS

Any students or organizations hosting campus events or meetings are responsible for ensuring their event adheres to all guidelines in this document. They should check the Events calendar for updated occupancy requirements for all indoor spaces on campus. Virtual and outdoor events are encouraged whenever possible. Sponsors of in-person, indoor events are responsible for cleaning any high touch surfaces immediately after the events. Contact the Center for Student Involvement at studentinvolvement@williamwoods.edu for checking out cleaning supplies for events and additional assistance in safely hosting events on campus (including serving food and transportation). All in-person events (indoor or outdoor) are limited to 20 people unless otherwise approved. Please see Addendum 2 on Event Capacity for more details.

RESIDENCE HALLS

There will be posted occupancy limits for common areas in residence halls. At times these areas may be locked. Furniture may be limited in these spaces to reflect these occupancy numbers and promote physical distancing.

At this time, Residential Life is reviewing the implementation of a phased approach to room moves. We would begin the semester with no moves for the first 4 weeks. After this time room moves would be evaluated in consultation with health experts and review of transmission of COVID-19.

Visitation hours, or number of guests allowed in the building and individual rooms, may temporarily change to address campus response.

We are implementing a phased approach to visitation. We will begin the semester with no visitation. This means that no one (student or otherwise) that does not live in a residence hall is allowed to enter it, only assigned residents are allowed. Following evaluation of the transmission of COVID-19, and in consultation with health experts, we could move to limited visitation. This may include allowing WWU student visitors in halls but limiting outside guests. On September 14, 2020 we will move to Phase Two Visitation (please see Addendum 4: Phase Two Visitation).

Residential students are encouraged to have multiple face coverings, hand sanitizer, cleaning supplies, soap, thermometer and fever reducing medications for their personal care. With the anticipated increase in outdoor events, students are also encouraged to bring an outdoor folding chair or outdoor blanket.

Students with suite style restrooms should clean them at least twice per day (in the morning and evening or after times of heavy use), keep them stocked with soap, paper towels and hand sanitizer, and make sure trash cans are emptied regularly. Sinks could be an infection source and residents should avoid placing toothbrushes directly on counter surfaces. Totes can be used for personal items to limit their contact with other surfaces in the bathroom.

Residence halls with community style restrooms will be cleaned more frequently by staff; however, students are encouraged to wipe down areas with their own supplies before and after use to help promote safety in the hall.

In communal kitchens, students should not share dishes, drinking glasses, cups, or eating utensils. The use of disposable food service items is encouraged. Non-disposable food service items used should be handled with gloves and washed with dish soap and hot water immediately after use.

COUNSELING AND HEALTH SERVICES UPDATES (C & HS)

These services will remain available for students with both in-person and telehealth options. Appointments will be necessary to access services. To best reduce the risk of spread of COVID-19 counseling services has been relocated to offices in Aldridge. Scheduling of appointments for both counseling and health services will occur using the main C & HS number 573 592-4222 during business hours. (In the event of an emergency students should use 911.) Visits will be by appointment only, for the safety of all, and walk-ins will not be accepted.

SYMPTOM MONITORING REQUIREMENTS

Prior to arrival if students or anyone accompanying a student to campus have: traveled in the prior 14 days outside of the United States; had a positive COVID-19 test; had close contact with or cared for someone diagnosed with COVID-19 within the prior 14 days or are experiencing any illness symptoms in the prior 14 days they must contact studentlife@williamwoods.edu before coming on campus.

International students arriving from out of the country are required to quarantine for 14 days upon arrival. Students should contact reslife@williamwoods.edu for arrangements.

Students should conduct symptom monitoring every day, including monitoring for a fever by taking a body temperature reading each day. You must be free of symptoms potentially related to COVID-19 to attend class

and participate in campus activities. For the most up-to-date symptoms consult the CDC website: [Symptoms of Coronavirus](#). Students exhibiting symptoms should contact health services or their health care provider for further screening and advice. Students should not attend classes until they have followed up with a health care provider and/or are fever free for at least 24 hours without the use of fever reducing medication.

PREVIOUSLY COVID-19 POSITIVE OR ANTIBODY TESTED

Students that have previously had COVID-19 and/or tested positive or negative for COVID-19 on a viral or an antibody test must still follow all guidelines in this document and on campus. Current research and guidance has not confirmed these as standards for unlimited immunity.

GUIDELINES FOR POSITIVE COVID-19 CASES ON CAMPUS

Positive COVID-19 cases among students, faculty, and/or staff are anticipated on campus in the fall.

In an effort to keep our campus community safe, William Woods University requires all students (and employees) to report positive COVID-19 test results to the appropriate on-campus entity immediately upon receiving notification of a positive result. This is required whether the WWU nurse practitioner, Kristen Oesch, provides the order for testing or not. Students are required to contact WWU Health Services at (573) 592-4222; health.services@williamwoods.edu.

WWU will release personal information regarding COVID-19 to all public health officials and WWU administrators who have an interest in the student's health and the health of the William Woods community. Personal information would only be released on an as needed basis regarding COVID-19 results, exposure, or concerns. Confirmation of a positive case on campus will be shared with employees and students but individual names will not be included.

POSITIVE COVID-19 IN RESIDENCE HALLS

Students who test positive will be encouraged to isolate at home if it is safe and possible to do so. If remaining on campus, current guidelines from our local health department advise that residential students testing positive for and/or exposed to COVID-19 self-isolate/quarantine in their assigned rooms or same building where possible so as not to create new "hot spots" around campus. Thus, students will quarantine/self-isolate for 14 days or until they are released by the health department or a health care provider.

Students in quarantine/self-isolation will be assigned a member of our Care Corps, a group of faculty and staff volunteers helping support student safety and success. Processes will be in place for quarantining/self-isolating students to request meals, personal items, medications, etc. be delivered to their room/hall. Telehealth will also be available for all students to access our campus counseling and health services. More information on quarantine and isolation will be available soon.

If you find yourself concerned about housing based on COVID-19 worries, please contact reslife@williamwoods.edu. We are happy to discuss options and answer questions. For example, if you would feel more comfortable with a single room, please complete the single room request form found here: [https://www.williamwoods.edu/eforms/student life/Single Room Request Form.aspx](https://www.williamwoods.edu/eforms/student%20life/Single%20Room%20Request%20Form.aspx).

There is no deadline for completing the form; however, available rooms will be assigned on a first come, first served basis. If you have already completed the single room request form, there is no need to resubmit your request.

We continue to work on policies and procedures for adapting residential spaces, activities and living communities for safe living and learning with an emphasis on physical distancing, social interaction and other recommendations in mind. This may result in times of limited access to various buildings.

DINING SERVICES

Fresh Ideas, our food service provider, is using a mindful innovative approach to connect students and staff safely without compromising a quality and creative fresh food experience for our students. Staff will use modified food serving models to accommodate a safe experience for all. Dining hall staff policies will include, but are not limited to, such measures as pre-shift temperature screenings, extensive training on food service under COVID-19 and face coverings being worn by food service staff at all times. Cleaning and hygiene protocols in the food services will be increased and use of COVID-19 specific products will be in use.

Last year many students used the new Fresh Ideas app to order drinks ahead of time in the Owl's Nest. This year use of the app will be expanded to include ordering meals ahead of time in the Owl's Nest and new Text for Food technology will allow for contact-less ordering within the dining hall. Imagine ordering ahead for a salad, build your own pasta or a sandwich!

We know students value enjoying a meal with friends and thus, at this time, the dining hall is open with limited seating and physical distancing expectations. When the dining hall is at capacity, students may still get food but will not be able to eat it in the dining hall. Additional outdoor seating options are being planned. Students are strongly encouraged to use the green take-out boxes and meals on the go. The Owl's Nest will be open with reduced occupancy. Students should download the Fresh Ideas FreshX app and plan to preorder for the Owls Nest. Orders will be filled and ready when students arrive.

Students will be expected to wear face coverings in the dining hall when getting food and moving around the facility. When they are seated and physically distanced from others, they may remove face coverings to eat and drink.

Additional food service and meal plan information will be added as new information and guidance become available.

TRAVEL

Students should limit travel as much as possible.

U.S. Travel - If you are considering traveling, follow any state and local travel restrictions currently in place. It is possible that some state and local governments may put in place travel restrictions, stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures while you are traveling. This also includes traveling to towns/cities within Missouri.

For more information and travel guidance, check with the [state or local health department](#) where you are, along your route, and at your planned destination. Just because there are no restrictions at the time you plan to leave does not mean there won't be restrictions in place when you arrive or upon your return to campus.

International Travel/Cruises - There is widespread, ongoing transmission of the COVID-19 virus worldwide. CDC recommends that all people avoid non-essential international travel and travel on cruise ships, including river cruises, worldwide. Any student traveling internationally or on cruise ships should anticipate needing to quarantine for 14 days upon return.

ADDENDUM 1: FULTON COMMUNITY

The City of Fulton currently recommends face coverings when physical distancing is not possible. As temporary citizens of Fulton, students are encouraged to help prevent the spread of COVID-19 in the local community by wearing face coverings, physical distancing, and practicing good hygiene while off campus.

Some local businesses are requiring face coverings--please respect these requests. Currently local bars, often visited by students, are not implementing best practices for preventing the spread of COVID-19; therefore, students are advised to avoid locations that have not implemented safety strategies such as face coverings and physical distancing. The risk of the spread of COVID-19 in these settings could be detrimental to William Woods University's ability to remain open through November 24.

ADDENDUM 2: EVENT CAPACITY RESTRICTIONS

William Woods University faculty, staff and students are prohibited from participating in or hosting in-person events with more than 20 people. An event is defined as a communal gathering on or off campus, outside of a classroom setting, lasting longer than 15 minutes.

Event organizers can request special approval for an event with more than 20 attendees by submitting the following information:

- Number of people attending.
- Names and contact information for those responsible for the event.
- Capacity of the area where the event will be held (capacities for indoor on-campus spaces are found on the Events calendar)
- A detailed description of how all campus guidelines will be maintained.
- Length and purpose of the event.

A list of participants will also need to be provided within 24 hours of the event taking place.

Exceptions will be granted only for events that support William Woods University's academic mission in which participants are required to adhere to all guidelines including physical distancing and face covering requirements. Student organizations will submit requests to the Center for Student Involvement. Any student, faculty, or staff member hosting LEAD events should submit requests for events larger than 20 to the LEAD Committee via Debbie Schick. Any other requests should be sent to the Cabinet Level Supervisor.

In accordance with existing university policy, face coverings will be required for all indoor events and at outdoor events where a 6-foot physical distance between participants cannot be maintained. Event organizers are required to have a supply of extra face coverings on hand for guests who forget their own. Event organizers are responsible for cleaning before and after the event.

Outdoor event setup should be arranged in order to maintain appropriate physical distancing between attendees, including proper spacing between rows of chairs or around tables.

Speakers and/or performers will not be required to wear a face covering while speaking or performing, as long as a distance of 6 feet or more can be maintained between attendees and the speaker/performer.

Please contact the Center for Student Involvement for specific protocols related to serving food and beverages and transportation.

ADDENDUM 3: VIOLATION CONSEQUENCES

What are the consequences for violating the safety guidelines including hosting a social gathering and violating the visitation guidelines?

Compliance with all the University's safety guidelines and restrictions is non-negotiable. It is important to note that the University's policy extends to behavior that occurs on and off campus.

Examples of behaviors that will result in swift disciplinary action include:

- Hosting or attending a social gathering on or off campus (with or without alcohol and/or illegal substances)
- Hosting an off-campus (non-residential) guest on campus
- Hosting a student guest (residential) who does not reside in your residence hall
- Failing to comply with instructions related to isolation or quarantine

Students who host (and/or attend) a social gathering on campus not in compliance with COVID guidelines are subject to accountability such as but not limited to: a temporary suspension of their housing agreement (3 Weeks), immediate termination of residential status for the remainder of the semester, restrictions from campus and potential academic suspension and/or inability to complete courses virtually. There is no financial refund for a student under these circumstances. Those violating visitation/guest policy guidelines are subject to sanctions up to and including those listed above.

Social events hosted (and/or attended) at off campus locations not in compliance with COVID guidelines will be considered the joint responsibility of each student living at that address and a violation of the guidelines. As with residential students, non-residential students who host a social gathering off campus are subject to immediate restriction from campus and the potential academic suspension and/or inability to complete courses virtually. There is no financial refund for a student under these circumstances. If a student living off campus does not wish to share that responsibility, the student should contact the Office of Residence Life to inquire about on campus housing.

Violations will be handled by the Office of Residential Life and Campus Safety. As the consequences are covered within this specific policy they will be referred without a hearing, similar to pet and fire safety violations. Appeals must be made in writing to the Dean of Student Life within 48 hours of the decision. Please see the student handbook for more information on judicial procedures, including appeals.

ADDENDUM 4: PHASE TWO VISITATION

Phase 2 – current expectation for visitation as of 09/14/2020

- Only WWU Community Members can be a guest in resident's room/apartment or residence hall
 - Definition of WWU Community members: Current students, staff and faculty
 - Rationale for WWU Community Members only:
 1. Expected to commit to the University and follow the most recent guidelines
 2. Ease of accessibility should contact tracing be required
- Non-WWU Community Members (including family) are permitted on the campus and a resident can meet

with them outside.

- Rationale for excluding non-WWU Community Members:
 1. Primarily an effort to mitigate risk to the campus community by limiting direct contact with individuals outside the campus community
- Limited to one guest in resident room/apartment per resident at any given time
- Maximum number of individuals:
 1. The maximum number of individuals allowed in a traditional residence hall room equals two times the number of occupants
 2. The maximum number of individuals allowed in a Stone-Campbell apartment (shared spaces and bedrooms combined) equals two times the number of apartment occupants
- Rationale:
 1. To allow for physical distancing and air flow while recognizing the equitability factor of allowing each resident to host a guest
 2. Therefore, rooms designed as doubles but occupied as a single will have a maximum of two individuals in the room at any given time
- This also applies to common areas. For example, each resident of the hall could have one guest with them in a common area as maximum occupancy for that space allows.
- Physical distancing is encouraged when possible
- Some buildings may choose to be more restrictive (i.e., fraternities and sororities due to national organization policies)

Phase 2 Visitation FAQ's

How many people can we have in a room for visitation?

You have 1 person for each person that resides in that room. If 2 people reside in that room, they each are allowed to have 1 person in that room.

1 person living in room	2 total people allowed (1 resident and 1 guest)*
2 people living in room	4 total people allowed (2 residents and 2 guests)*
4 people living in the apartment/quad	8 total people allowed (4 residents and 4 guests)*

*the maximum number of guests cannot exceed the current number of residents.

Are people who are not William Woods Students, Faculty, and Staff allowed on campus?

Yes, you can meet with them outside as long as all guidelines are being followed. They will not be allowed into residential halls. As always, students are responsible for the actions of their visitors.

With visitation, will we be required to wear face coverings and physically distance?

When you have guests over we STRONGLY encourage physical distancing whenever possible. While in buildings and rooms you will still be required to wear face coverings when you have guests over.

Will we need to keep a guest list of people who come visit us?

We strongly encourage that you do keep a list of names, dates, and times people visit you. This will help with contact tracing IF you were to contract COVID-19, as any guest in your personal living space would most likely be considered a close contact.

Should I consult my roommate before having guests over?

Roommates should talk to each other before bringing over guests. Roommates could use the roommate agreement submitted to their Community Advisor/Chapter Assistant as a starting point for this conversation.

One roommate may not be okay with having guests over, and each person should be respectful and understanding of that possibility. Roommates can work together to figure out a plan on how to handle hosting guests in their room.

If my roommate has someone over and the next day they develop symptoms of Covid-19, do I have to quarantine?

Yes, you and your roommate would both need to quarantine for 14 days due to being a close contact. This is a risk with having guests over and if someone did test positive, everyone would be considered a close contact.

How can I help mitigate the spread of COVID-19?

Everyone should be following the guidelines and minimizing close contacts, including keeping the amount of visitors limited.

RELATED/SUPPORTING UNIVERSITY DOCUMENTS:

Student Handbook-

https://www.williamwoods.edu/student_experience/undergraduate_student_experience/student_handbook.pdf

Academic Policies Standard of Student Responsibility-

https://www.williamwoods.edu/catalog/policy_detail.aspx?id=443

Academic Policies Statement of Conduct-

https://www.williamwoods.edu/catalog/policy_detail.aspx?id=397

This document will be updated as new information and guidance becomes available.

Last updated: September 11, 2020