

COVID-19 Safety on Campus

Guidelines for Students



WILLIAM WOODS
UNIVERSITY



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 been developing and redeveloping plans for students' safe arrival in January and, just as important, our ability to keep our campus community safe so we can remain open for classroom education through April, 2021.

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 April. These guidelines apply to students in both on and off campus settings. For more information on consequences for students who do not follow these policies, please see the Violation Consequences section of these guidelines.

PRIOR TO ARRIVAL IN JANUARY

Fourteen days 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. This is a key strategy in mitigating the potential for students to return to campus with the COVID virus. We encourage you to monitor your health using a daily symptom checklist. Make sure your temperature does not exceed 100.4 F (38 C) and that you have not experienced any cold or flu-like symptoms (to include fever, cough, sore throat, respiratory illness, stomach illness, difficulty breathing) 14 days prior to arrival. Residential students will need to complete the COVID Residential Pre-Screening Form found on OwlNet no earlier than 48 hours prior to arrival. Additionally, if students or anyone accompanying a student to campus for move-in or class attendance: had a positive COVID-19 test; had close contact with or cared for someone diagnosed with COVID-19; or are experiencing any illness symptoms within the prior 14 days. they must contact studentlife@williamwoods.edu before coming on campus.

If you experience any of the [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 are 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 (unless masks are required by the event sponsor).
- 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, using 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 be uncomfortable or unable to attend classes due to COVID and/or campus policies and, therefore, we will still have a virtual option available for students wanting to remain off campus. Students living on campus are expected to attend classes in person unless they are ill and/or in quarantine or isolation approved through the WWU COVID response team's health care providers.

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.

Hosting or attending a social gathering on or off campus (with or without alcohol and/or illegal substances) that does not meet the guidelines for student events is prohibited. See the sections on Fulton Community and violation of policy consequences sections of this document for more information.

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 AND VIRTUAL LEARNING

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 may find that classes are scheduled in a different room than initially assigned. Please check your schedule the week before classes start to see any updates. 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 provide a virtual presence through OwlNet for students who cannot attend a class due to quarantine and/or isolation. In most cases, students are not provided the ability to zoom into classes live, but will instead be provided an opportunity to learn alongside the class through OwlNet. 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.

Students wishing to switch to virtual learning for Spring 2021 must complete an application requesting virtual status. The following terms have been put in place for virtual student next semester. Spring 2021 virtual students must apply by the end of the fourth week of classes and may not be residential. Once a request is approved, the student must move home within 48 hours. Students that opt to take classes virtually for the entire semester should understand that all classes are not available for virtual delivery. Once a request is approved, the Director of Academic Advising will change the student's schedule to add online classes and remove courses that cannot meet objectives virtually. This may add fees to the student's account and in some cases could delay graduation. Virtual learners are not provided a synchronous learning environment. Students will be provided with materials to learn alongside the class. Virtual student status may impact the institutional aid offered to students (i.e. scholarships,

grants) and federal financial aid. Residential students, please note that requests occurring after the first day of class will be billed using the WWU Withdrawal Calculation process which indicates tuition, room and board are only prorated during the first four weeks of the semester. To apply, students must provide a reasonable rationale for the request and complete the *Virtual Student Request Spring 2021* form found on OwlNet under student forms.

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.

ON AND OFF 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 30 people unless otherwise approved.

EVENT CAPACITY RESTRICTIONS

William Woods University faculty, staff and students are prohibited from participating in or hosting in-person events with more than 30 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 30 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 30 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 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.

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

RESIDENCE HALLS

There are 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 will continue implementation of a phased approach to room moves. Once students are in their assigned 2021 rooms, no additional moves will occur for at least the first two 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 will begin the semester with no visitation for at least 14 days. 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 anticipate moving to expanded visitation on February 2, 2021. This would include allowing WWU student visitors in all halls but limiting outside guests. Throughout the semester, the university will continue to monitor COVID-19 conditions on and off campus to assess for opportunities to expand visitation policies.

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 continue to 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

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 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.

EXPOSURE AND/OR POSITIVE COVID-19 CASES

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

In an effort to keep our campus community safe, William Woods University requires all students (and employees) to report positive COVID-19 test results and COVID exposure to the appropriate on-campus entity immediately upon receiving notification of a positive result and/or exposure. This is required whether the WWU nurse practitioner, Kristen Oesch, has assisted the individual or not. Students are required to contact WWU Health Services at (573) 592-4222 or health.services@williamwoods.edu even when they are contacted regarding an off campus exposure requiring them to quarantine. For example, if a student is contacted by a county health department and/or family and friends regarding potential exposure, they must contact health services for further instructions.

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.

COVID-19 IN RESIDENCE HALLS

Students who test positive are 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 when 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 are in place for quarantining/self-isolating students to request meals, personal items, medications, etc. be delivered to their room/hall. Telehealth is also 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.

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.

The Fresh Ideas app will continue to be used ordering drinks, meals and all food items ahead of time in the Owl's Nest. Students should download the Fresh Ideas FreshX app and plan to preorder from the Owls Nest. Orders will be filled and ready when students arrive.

Text for Food technology will continue for contact-less ordering within the dining hall.

We know students value enjoying a meal with friends and, therefore, the dining hall will remain open with limited seating and physical distancing expectations during meal hours. When the dining hall is at capacity, students may still get food but will not be able to eat it in the dining hall. 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 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.

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 will not 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. Students traveling internationally will not be required to quarantine upon return but, as with all students, should be vigilant in monitoring themselves for symptoms.

FULTON COMMUNITY

In addition to our own campus face covering policy, please be advised that the City of Fulton has now also adopted its own similar policy. Effective December 1 and extending for a minimum of 90 days, the newly passed ordinance requires all people older than age 8 to wear a face covering when in a place of “public accommodation,” defined as any indoor or outdoor facility open to and used by the public (such as schools, social clubs, transportation services, retail services, etc.). Like our own campus policy, face coverings must cover both the nose and mouth.

There are some exceptions to the ordinance, so take a moment to review it if you have questions. The complete ordinance can be found here: <http://fultonmo.org/fulton-city-council-passes-face-covering-ordinance/>. At William Woods, we have always prided ourselves in being the very best neighbor to our host communities of Fulton and Callaway County.

VIOLATION CONSEQUENCES

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 or failing to comply with instructions related to isolation or quarantine 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.

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: January 11, 2021