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***Student Focus – What is the plan in the event there are positive cases discovered on campus knowing that positive cases on campus are anticipated?***  
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**Mike Wills – Director of Residential Life and Campus Safety:** The question is probably the one question that is on the top of everyone’s list. While simply stated, that question is complex. It has multiple layers to it, so I will do my best to cover what it looks like in a situation where we receive a notification of a positive test for a student. I will reiterate a little bit, our goal through this whole time is to be open for business for fall 2020 and to remain open until Thanksgiving.

To that end, a lot of information has gone out to our campus community in the form of guidelines. In those guidelines are the details of our collective and our individual responsibilities that everyone must meet in order to prevent the spread of this virus over this semester. I just ask everyone please take the time to read or reread the guidelines and periodically refer to them over the coming semester. Venita [Mitchell] and I had a quick conversation. I reread a few of those, and I thought, oh wow, I actually forgot this was in here and I am on the Preparedness Committee. There is a lot there. I encourage you to do that, too. In the case when there is a positive COVID case among students, in an effort to keep our community safe, we are going to require all students to report those cases to the appropriate person on campus, and that is through our Health Services.

Upon the confirmation of a positive case on campus, that confirmation will be shared with employees and students in the form of an emergency notification but individual names will not be included in that. I am going to talk a bit more about that communication before I go into any more details about the plan. Again, at the confirmation of a first case, we are going to send out a Woods Alert text on that first case to the entire campus. We are going to include all that necessary information that we need to include in order for people to make good decisions in order to keep themselves safe. What that may look like if it is a faculty member that works in the Academic Building, or if it is a staff person that works in the Academic Building, we just may say we have a positive case reporting an employee that works in the Academic Building. We want to be careful that we do not give out too much information. It will depend on context how much information we give, but we may not say it is out of the Registrar’s Office, for instance. That way if there is any concern from faculty or staff about whether it is safe to come to work, they can contact their supervisor. They will be the people that have that information because there is a lot that happens simultaneously whenever we find out about these things.

Therefore, text notification is going to happen in the first case. What I want to stress is that after the initial text notification of the first case on campus, all subsequent notifications of positives on campus will be noted on the COVID-19 webpage. Now we will, depending upon positive counts, send out a reminder by Woods Alert to check and to say, hey, if you have not checked that page, you really need to do that; however, I do think people will consistently check that.

Going back to what is going to happen. Health Services will give confirmation and once that happens a lot of balls begin to be juggled in the air, which includes appropriate notifications to the students, other people on campus, administrators on campus that have a need to know, as will the Callaway County Health Department, and we will find out at that time when to expect contact tracing. Also, there will be other individuals who have responsibilities and are starting to talk to, if it’s a residential student, those who are in close proximity, the roommate. They will have options. One of those will be, we are going to strongly encourage those who can otherwise safely do so to recover at home.

We then look at isolation for that particular student, and where that isolation is going to be. There are some plans right now that are being worked on and some that are finalized. A few decisions need to be made then, as well as quarantine for other students as

well. The students that are in isolation will be given information, a packet so to speak, from the University that gives them all the information they are going to need as far as expectations and guidelines and things like that. Students will also be encouraged to notify their coaches, professors, their parents, and work, with their plan of care.

Students in quarantine and self-isolation will be assigned a member of our Care Team. That is a group of faculty, staff and volunteers that are helping to support student safety and success while they are recovering. There are processes in place for quarantine and isolation, processes to request meals, personal hygiene items, things like that. I know some of you were involved in the spring.

The plan and the details of the plan can go on and on and this is one of the questions we could spend the rest of our time discussing – well, we actually spent months on it – so unless another member of the committee has something to add, that is about all I have to say at the moment.

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***Employee Focus – What is the plan in the event there are positive cases discovered on campus knowing that positive cases on campus are anticipated?***

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**Julie Houseworth – Chief Financial Officer:** So with the second half of that question pertaining to employees and if we had an employee that happened to test positive, a lot of the same protocol would apply as for a student, but with employees, we would want the employee to notify Human Resources, as soon as possible because that triggers a chain of events from there. The employee, of course, would need to work remotely until they are recovered. We would work with the local Health Department on the contact tracking and notify any additional employees or even students that had direct contact with that particular employee. Anyone that is found to have direct contact with an employee that tests positive would also be sent home and asked to work remotely. If they are able to work remotely, they would and if they are not able, we have some leave options available for employees. Communication would be sent out to the campus whether it would be an alert through Safety, or, more likely an email to faculty and staff notifying everyone of a positive case. Obviously as Mike [Wills] indicated, there will not be personally identifiable information in that for privacy reasons; but again, if you had direct contact with the positive case, you will be made aware of that.

As far as the office space, CDC Guidelines recommends closing the office down that the individual works in for at least 24-hours before Maintenance goes in to clean. If it is not feasible to wait 24-hours, they can go in as soon as possible with the appropriate PPE gear to protect their safety as well, to do the disinfecting and cleaning of the office area. It is likely that we may have an office or a portion of a building that is closed down for a couple days while those procedures are performed and then, when it is safe, we get it back up and running. Campus will be notified of that closure as well.

For the employee(s) that tested positive or anybody that has had direct contact, it would be the 14-days at home or until they are recovered or until they have been released by their physician to come back to work. I think that is it on the employee side.

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***What is the protocol for the rest of the class should a student in the class test positive for COVID-19?***

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**Aimee Sapp – Vice President and Dean of Academic Affairs:** I know that a lot of faculty have not been on campus recently because they are not on contract, so for faculty participating on the call [or reading through the FAQ] I encourage you to come to campus and take a look at our classrooms. That is really an important piece of this.

The first thing that we did in Academics in preparation this summer was to go through and change the seating and the arrangements in all of the classrooms, and activate some spaces as classrooms that traditionally are not. For example, the Chapel is a classroom this semester and the Ivy Room and the Aldridge Lounge, and all of the auditoriums. We did that and we have put physical distancing in place in all the classrooms. If you picture a traditional classroom, we have a lot of small tables where we have two students sitting next to each other and those tables are just in long rows across the room. Now those tables are situated so it is just one student per table with large gaps in between the tables and students are sitting more than six feet apart in classrooms. Faculty will have assigned seating in place for students so we will know where students are seated each day. We will be taking attendance each day. All of these measures are in place.

What will occur if a student is positive? The first thing we will do is have the seating charts for the class and get the attendance records for the days prior to that, and make that information available to the Health Department to assist with any contact tracing or

other questions they might have. Moving forward from that point, the class can continue as it is regularly scheduled following any Health Department directives for individuals who might have come in contact with the student in class.

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***What are some suggested ways for faculty to communicate with students who want to take advantage of digital office hours given that videoconferencing is not supported on many faculty desktops?***  
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**Aimee Sapp – Vice President and Dean of Academic Affairs:** There are a few different pieces in the questions about cleaning so I will just touch on that part briefly. We are cleaning classrooms in between each class session and that is an important piece. We will make available to faculty a cleaning kit for each person. We are collecting all the materials for that now. One item will be a disinfectant spray that faculty can use. It is a quick dry spray that works quickly to disinfect the areas. Those kits will be made available to every faculty member with instructions on how to use them and which surfaces they need to make sure to hit. I have practiced that in a classroom, and it took me very little time, less than a minute, really, to get the whole thing complete and it was dry within a minute and a half after I sprayed. It worked out really well. We will get those out with instructions, along with the kits to all faculty members on the best way to move forward with that.

On video conferencing, I think the question specifically on that one was on some of the virtual desktops, they do not work very well for Zoom. I know some of the people on this call have had that experience and have had some frustration around trying to use that. Right now, the School Directors are reaching out to faculty...so faculty on the call, if you have not been asked this question yet, you will be really soon. They are reaching out to ask what equipment people have; if you have tried Zoom from your office; what frustration have you had; and, getting that information to me. We are then going to work individually with the faculty who do not have the equipment or supplies and have not figured out how to make that work from their office space so everyone will have the ability to use Zoom or to teleconference. It may or may not be from your office. It might be that the materials are set up in some of the common meeting spaces where we have converted smaller classrooms into meeting space, or it might be in the UIT Tech Center or in other spaces that are available on campus. We will get as many people the ability to do it from their office as possible.

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***Is Labor Day still a holiday for staff or are we required to work that day?***  
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**Julie Houseworth – Chief Financial Officer:** Yes, that is a really good question because I am not sure we have specifically talked about it. I am sure everybody is aware of the changes in the Academic Calendar and in order to make those changes we had to eliminate the break – Labor Day and Fall Break. Obviously, Labor Day is a holiday; however, students will be in class and the University will be open. We are expecting offices to be open and staffed during that day. That said, just like any other day, employees can request to have that day off, and it would be their holiday. Supervisors will need to work through those requests and make sure their offices are staffed and open. Anyone who ends up working on Labor Day would be able to take the holiday on a different day. Whether it is later that week or later that semester, everyone will be able to take the holiday, whether it is actually on Labor Day or a day after that.

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***What would trigger another full closure or partial closure of school?***  
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**Venita Mitchell – Vice President and Dean of Student Life:** The question is what would trigger a full closure or partial closure and I just want to define those so we know where my answer is coming from. A full closure, I am assuming, is what people are thinking last year, that we sent everybody home and people worked from home and we had sent all the residential students home. So when we talk about full closure, that is it. Partial closure – for me that one is maybe that early phase of what we did in the spring, or I want to define it here as a partial – I was looking for another word beside closure. There may be times we say we need to go completely virtual for a few days while we figure out what is happening on campus. So I define that as partial; I don't know that it is closure or not, but we may have a case where we have several cases and we are trying to figure out where the spread is and so we say we need students to stay in their buildings and classes to be virtual for a few days while we sort this out.

This question I wish there was an easy answer to it. Several of you have stopped me and said, hey, what is the magic number. What is the magic number that you are going to make us leave and we cannot teach or you are going to make students go home. I was on a call today that was sponsored by the Missouri Department of Education and there were lots of colleges on the call. Everybody wanted the answer like how do we figure out our magic number and there isn't one. The things that the committee, and we will be

taking into account, I was glad to see was the same responses that everybody else has. We will be looking at first and foremost.... Well, let me first say the key here is we are beginning with the end in mind, and Mike Wills said this, our goal is November 24. We are making decisions. We are doing our education. We are trying everything so learning can occur in the classrooms and our students can be here through November 24. Our first priority then obviously is the health and safety of students, faculty, and staff and we will be working with the Health Department each time we get a positive and assessing our environment.

The best way to describe it – Mike Wills and I were talking yesterday, is you have a wheel and you have spokes; the different spokes that we will be bringing into this decision are (1) our ability to maintain our staffing for cleaning protocols. Right now, we are not full staffed in our Maintenance Department. We have cleaning protocols. We have a great plan for how we are going to implement those. If we start not to have the staff to do that and outside companies will not come in, we have to consider our capacity to do our cleaning protocols. (2) We need the ability to maintain our staffing for food service. If Tucker staff starts to get enough staff out that they cannot provide meals for our residential students, and our backup plans are not working, that is another spoke. Are we able to provide meals for students. (3) Are we able to support students in quarantine and isolation? Mike Wills mentioned we have our Care Corp. We have people that will help us support them, but other things that will play into that is how many of them are sick. How many of them are quarantined or isolated but asymptomatic. What kind of health needs are we dealing with? How many of those are we dealing with and that is another layer. Another spoke in the wheel.

(4) Our ability to deliver learning. I know faculty have backup plans but if we get to where we are struggling to be able to deliver the learning that we need to that would certainly be another spoke and (5) then our ability to support students health care needs with the staff that we have here. We have one nurse practitioner and one clinic manager. Again, all of those spokes will be taken into play when we make our decisions. These are the same things other colleges were saying. The capacity of our resources is key.

The Preparedness Committee that has been meeting will continue to meet throughout the semester and will be assessing the various things as we go. Are we doing fine – or, are we are starting to get weak in an area; so there is no easy answer. We think we know what a lot of the components are to making the decision.

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***What are our plans for Commencement 2021?***

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**Scott Gallagher – University Vice President and COO:** It is a little early to know what that is going to be. Our plan is we are going to have commencement as we always do. Hopefully we will be able to actually have commencement this year the way we have had it for the other one hundred forty-nine years or so.

The answer is we will continue to monitor; the Preparedness Committee will continue to meet through the semester and probably the next semester as well. We will assess the situation and make a recommendation about it. But right now, the plan is to continue to move forward with that.

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***If a student tests positive for COVID will that number count in Callaway County numbers or in the student's home county numbers?***

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**Kristen Oesch – University Nurse Practitioner:** I am going to break this question up into what faculty, staff, and employees could look like positive versus a residential student who lives on our campus. Residential students who live on campus we are going to educate and encourage them as much as possible when they get tested to put their William Woods address on that information. Then from that test result, say it is positive, then that will stay in Callaway County. We had that issue in the spring where some of them put their home address, which was out of state, and then the correlation of those numbers of the county and the state were not correlating on our information given to the campus community on how many we had positive, and this is where that varied a little bit. So working with the Callaway County Health Department, they have encouraged, and all employees can help with this, if you are speaking to a residential student and they are talking about getting tested encouraging them to put their William Woods address on that information for the test result to stay in our county.

If it is an employee, faculty, or staff member that has the home address – say, I live in Columbia, and I go and get tested whether or not it is an order from your primary care provider or whomever, or I drive up without an order, that county that you live in, that address you put on that paperwork is where those numbers will stick. Therefore, if it is in Columbia, it is going to stay in Boone County; if it is in Jefferson City, it will stay in Cole County. That is important when you are looking at the Fulton City website or the

county website on the numbers that are showing positive versus what information we are giving out on campus because that may not correlate one to one.

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***Kristen, would you touch on the kind of COVID services we will be able to provide employees, or actually, what we will not be able to do for them?***  
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**Kristen Oesch – University Nurse Practitioner:** Best practices for adults at this time is to stay with their primary care provider. The primary care provider already has an established relationship with you. They know your health history more than I do. I am going to go ahead and utilize my services for students, of course. In essence, we are trying to keep the campus community and campus open. I am going to be utilizing my services for students at this time. Any employee, faculty, or staff member who has COVID concerns or would like to get tested is encouraged to reach out to their primary care provider because keeping that established relationship going is very important to your health, they know more of that health history for you, than I will.

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***Would faculty be able to eat in Tucker Dining Hall and where would they be able to eat in Tucker this year?***  
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**Venita Mitchell – Vice President and Dean of Student Life:** I will put faculty and staff together on the answer to this question. Tucker is making many adjustments clearly in order to serve students. They are switching services. It will no longer be buffet style. You should anticipate seeing more pre-prepared foods. The stations will still be there and you will be able to ask for different things.

In the spring, if anyone ate over there, they had some ready-made salads and some things like that. The capacity seating in there is limited. It is following the same guidelines across campus so there will not be nearly as many people that can eat in there. With the adjustment of the class schedule, and classes being sort of all over the place, we do not know what to anticipate. We will be telling faculty and staff that they are not able to eat in there that first week for lunch. We are hoping by the second week that the Fresh Ideas staff will have been able to make sure they have figured out how best to accommodate students. Students pay a lot for their meal plans and we want to make sure they have access to their meals and can get to class. So the first week, we are limiting it. After that, we will let faculty and staff know if they can go over there and about the seating. We are adding seating outside. We have some tables ordered to come in for additional seating out front to allow students and then faculty and staff members to eat. I would anticipate we need to be limiting when we are there at that prime time which we think is noon based on the class schedule. When I see the class schedules and when classes are, I do not know when the students' next classes are, so again, I am trying to guess when students will be over there eating.

There will be some other things in there. They will do some text-to-order and we will know more about that technology soon. You may be able to order from 'not inside' Tucker, what you want, and then just pick it up. We are waiting for the last details from Fresh Ideas on that.

The Owls Nest will be open. It will operate on an app. Students can order food and drinks on the app. This year we will be just short of requiring people to use the app. We do have a few students who do not have a smart phone, but otherwise you will be required to use the app to order at the Owls Nest. If you have been to something like a Panera or something like that, now you walk in and your order is bagged and ready for you. Whether it is a coffee, a candy bar, a sandwich, or whatever, it will be bagged with your name on it and you pick it up and go. There will not be people lined up inside of the Owls Nest.

Again, the first week of school, we are asking faculty and staff ... yes, you can use the Owls Nest, but please do not use it between about 11:30 a.m. and 12:45 p.m. until they have had a chance to figure out how they are managing their crowds for the students. We will get more information out, but definitely, the first week, we need to limit faculty and staff so students can get their food.

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***Why are we not requiring face masks in classrooms and can an instructor require masks in their classroom?***  
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**Aimee Sapp – Vice President and Dean of Academic Affairs:** The primary reason why we can have this as an optional thing goes back to what I described in the answer to an earlier question – the way we have laid out the classrooms. Students will be more than six feet apart and in most cases considerably more than six feet apart in class once they are seated. I think most of you are aware that face coverings are required in the common areas and hallways inside of the buildings. We all know how congested

hallways can get between classes so students will all be wearing face coverings between their classes and as they enter the classroom/room. The idea is that they [face coverings] are required when students and when faculty enter the room and until everyone is positioned. When all the students are in the room and seated and the faculty member is at the front of the room ready to begin class that is the point they [face coverings] will become optional. That optional piece is up to the faculty member. At that point, the faculty member has the discretion to require masks for the duration of class or to make them optional. In that case, students could remove them for their comfort during the class session, if the faculty member approves that.

In regard to whether or not faculty can require them [face coverings], they can, if that is their comfort level and if they deem that is best for their classroom situation. I know a lot of instructors are choosing to do this. We will have a mix on what happens in each class based on the discipline and what is going on in the classroom and the size and all of those things. I do know that several faculty have already let me know they will be requiring them.

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***What is happening with athletics?***  
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**Venita Mitchell:** I had – I could show you – I had a nice list here and now there are things crossed out. This has been the story of our summer. We plan and we redo and we plan and we redo and then we plan and we redo again. So yesterday’s answers are different than today’s because this is constantly changing and tomorrow’s will be different because there are more meetings at the Conference. But some things that have remained with our athletes – they will be doing COVID screenings every time they meet for an athletic event. There is a temperature check and some symptom checks they are asked that the athletic trainers and other staff will be helping with. They will do this at least a minimum of once a day on days when the teams are traveling or have games or practices or even study halls. There is a rather stringent screening process for the athletes. There had been a testing process, but we just found out that the testing is not required. The individual campuses and the conferences are looking at what we will do with that, but for now, that is the individual campuses. That had been a mandate that just changed.

Last night the NAIA announced the Fall National Championships – so Fall Sports National Championships – will move to the spring so this is giving some campuses some flexibility of what they are doing with their fall sports. Right now it is our plan that our athletes are returning and that we have our guidelines and we have our processes we are working through for competitions to occur.

We would start the seasons with no fans and adjust accordingly based on what is happening on campus and our capacity to manage those. Again, you are seeing lots of things on the news about what athletics on campuses are doing across the country and it is fluid at the moment.

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***Employee Focus – What do we do if we see an individual not wearing a face covering on campus in violation of policy?***  
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**Julie Houseworth – Chief Financial Officer:** This is a good question and a sensitive question. The Committee did not come to the decision lightly to require masks on campus. The bottom line for us in making that decision or recommending that was that masks and physical distancing are really the best line of defense that we have against the virus. We expect everyone to comply with the face covering policy and really assume the personal responsibility to help prevent the spread of COVID on campus. I think that most people will follow the lead of others that are wearing masks on campus. If you see someone not wearing a mask, a simple reminder or asking them if they need a mask can be a good prompt for them to put one on. Most of our offices have an inventory of disposable masks so if someone shows up, you could take one of those masks and hand it to them and ask them to put it on.

It is really important to be kind and respectful, as we all adjust to a new way of doing business. Someone may have walked out of their office or out of the classroom and forgotten it. So not just assuming that someone is being defiant and not wearing their mask. If someone refuses to wear it, it is appropriate to communicate that up through the normal channels just as you would report any other unsafe behavior on campus. If it is faculty or staff, reporting it through their supervisor or through Human Resources. If it is a student, reporting it up through Student Life.

Disciplinary actions could be taken if repeated refusal continues on the mask policy or really on any of the other safety policies that we have put in place for campus. As stated earlier by several other committee members answering questions, our number one goal is to keep everyone safe and remain open.

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***Student Focus – What do we do if we see an individual not wearing a face covering on campus in violation of policy?***

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**Venita Mitchell – Vice President and Dean of Academic Affairs:** Julie covered this question well in her answer from an employee focus. A lot of what Julie said in her response, I can really appreciate. We have to have some patience while we all adjust to what is happening. A reminder to all of us, we are educators first and so like you said, we teach. If a student came into our offices, do not call Student Life and say, a student came in my office with the mask off. Say, hey, for your convenience we have some masks here, and if they do, they take it; and, if they don't then say I am going to need you to schedule a phone call or something with me later on.

Consistency from all of us, like you said modeling it. If everywhere, they go they see it happening, and they are invited to wear a face covering when they come into our spaces that would be good. From there we know we will potentially have some people that choose to consistently be noncompliant and we have processes for that. In Residential Life and in Student Life, we have things for those things outside the classroom and Academics has things for how they handle classroom behavior. We will work through those.

I think some people might be looking for, and students potentially at the beginning will be looking for, the answer to what happens if I don't do this. We are not drawing that line in the sand right off the bat because the strategies we use in judicial and other things are to modify behavior. So until we know what is driving the behavior, I do not want to say this is what we will do. We need to figure out for those who are not wanting to wear them, if we run into that, what the reason is and then we will work with them. Yet, ultimately, they have been told these are guidelines you have to follow and they have to follow them; so we will get there, drawing the line when we need to.

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***What is the overall cleaning/disinfecting plan?***

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**Scott Gallagher – University Vice President and COO:** For those of you that have been on campus, off and on, since March, you will know that we have stepped up our cleaning procedures. In addition, Venita mentioned in answering another question, that we are down in size in our Interior Maintenance so it has been a little bit of a struggle. We have managed to do it and we will continue to do it. Places that are high traffic areas and high touch areas will be cleaned multiple times a day. Bathrooms will be cleaned multiple times a day.

We have worked on what we are going to do to make sure that community baths in the residence halls get cleaned during the weekends, which is not something that we used to do, but they will be treated as well. Maintenance has procured a number of electrostatic guns, which is what hospitals use and what professional cleaning companies use. We used them when we had our outbreak last semester to treat areas. We will make good use of those guns. They are super effective. They kill any COVID-19 virus within ten seconds the CDC says. They are super effective and you can cover a large space in a small amount of time.

We have CDC approved spray disinfectants available to staff for office use from Diana Willard's supply area. We have been keeping our personal spaces clean for more than any other reason to limit the number of people in your space. I know a lot of you are already practicing those procedures and it has been super helpful. Each evening we will continue to clean buildings at night and every classroom will be cleaned and disinfected again over the evening.

Tucker is going to clean the dining hall between each meal service using the electrostatic gun and, of course, will continue to wipe down throughout the meal service and keep touch points clean. We have tried to do everything we can. One of the things again, I would reiterate, wear your mask, wash your hands frequently, social distance, try to be careful and aware of those things. If you are going to hold the handrail, when you get back to your office wash your hands or use a disinfectant. Those kinds of things will help us keep open, stay open, and keep all of us healthy. We have really stepped up a lot of our cleaning procedures so I am confident we are certainly doing what we can to operate to November.

**Notes:** =====

1. Refer often to the **WWU COVID-19 webpage** ([www.williamwoods.edu/covid19](http://www.williamwoods.edu/covid19)) for ongoing updates and information.
2. Direct additional questions to your Cabinet supervisor. The Preparedness Committee will respond to those questions.
3. Our number one goal is to keep everyone safe and remain open through the fall 2020 semester.
4. Follow the "Three W's" – **Wear Face Covering – Watch Physical Distancing – Wash Hands Often.**