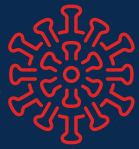


# Elizabethtown College



## **COVID-19** PANDEMIC GUIDELINES

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# Returning to Campus: Students

**ETOWN**  
ELIZABETHTOWN COLLEGE

REVISED 2/1/21



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# INTRODUCTION

**The safety, health, and wellbeing of Elizabethtown College's students, faculty, and staff are at the core of all decision-making as our College navigates and responds to the evolving COVID-19 pandemic. The following guide should be utilized as a resource of our campus community's current safety measures and health protocols so we may live, learn, and interact in a safe environment.**

We have a dedicated group of key members across our campus community who have been diligently working on various scenarios we may face. It's important we have all procedures and guidelines in place prior to our community's return. This planning group has an established framework to help guide them as they create the standards for our campus. The four areas we are deeply focused on planning include:

**Health, Safety and Wellbeing:** Our priority remains on our campus community. We are following guidance provided by our state Department of Health (DOH) and Centers for Disease Control (CDC) for implementing health and safety measures in our buildings and facilities, dormitories, and dining areas. These health and safety measures will also influence how we will hold events, athletics, and activities on our campus.

**Academic Continuity:** We will lean on the creativity and innovation of our faculty who are currently working on ways we will conduct our in-person learning formats in a socially distance friendly environment. Utilizing more campus spaces and our labs, classrooms, studios, learning centers, as well as continuing to expand our digital education tools, approaches, and resources will all be shaped in our plan. This group will establish the best practices to resume our clinicals, fieldwork, and internships, and provide options for engaging hybrid or online learning, even while on campus.

**Future Planning:** While our immediate focus is on the 2021 academic year, our administration is plan beyond the near future to ensure we have comprehensive plans in place for future academic years.

**Sustainability:** The campus operations and fiscal responsibilities are of utmost importance as we plan for the long-term viability of our institution. The pandemic has forced us to look at every area of our college. Our strategies put into action now will help navigate us through the challenging times so we come out stronger than ever.

Etown's plan also will be aligned and consistent with county orders, the state of Pennsylvania's Department of Health (DOH) guidelines, the state's Department of Education reopening plans. The College will also follow the Centers for Disease Control (CDC) recommendations as well as from the federal government (Opening Guidelines).

***Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.***

***Revised: February 1, 2021.***



# PANDEMIC PHASES

## Commonwealth of Pennsylvania Pandemic Phases

The 2019 Novel Coronavirus (COVID-19) pandemic is an unprecedented event that has had worldwide impact. The Commonwealth of Pennsylvania has developed a red, yellow, and green phase matrix to save lives and reduce the morbidity caused by the virus.

These phases describe the restrictions placed on work and congregate settings as well as social settings. The complete plan is referenced here [www.governor.pa.gov/process-to-reopen-pennsylvania](http://www.governor.pa.gov/process-to-reopen-pennsylvania)

Elizabethtown College has prepared a framework of its operations under each of the Commonwealth's phases. This framework summarizes how each of its instructional, co-curricular, administrative, and auxiliary units will operate under each phase. The College's Framework of Operations is included in Appendix A.

## College Student Employment

If the College is in a remote-only environment, only designated students may continue their college employment. If the College is operating in an in-person, on-campus environment, students employed by the college may work as normal.

Students hired for on campus jobs may work on campus. This includes those students who have chosen in-person classroom instruction and those students who have chosen remote instruction.

All student workers must complete the Daily Digital Health Report prior to coming to campus (or leaving their residence hall room) each day. Student workers who do not complete this requirement will jeopardize their continued employment.



# REQUIREMENTS & ACCESS PRIVILEGES

	Students Who Elected In Person Instruction	Students Who Elected Remote Instruction	On Campus Student Employees	Commuters / Living Off Campus	Guests
<b>HEALTH &amp; SAFETY REQUIREMENTS</b>					
COVID-19 Testing	✓	(2)	✓	✓	n/a
Daily Digital Health Report	✓	(3)	✓	✓	n/a
Masks	✓	✓	✓	✓	✓
Social Distancing	✓	✓	✓	✓	✓
Personal Hygiene Practices	✓	✓	✓	✓	✓
<b>ON CAMPUS ACCESS PRIVILEGES</b>					
Classrooms	✓	none	(7)	✓	none
Residence Halls / Apartments	(1)	(4)	(8)	none	none
Facilities (Fitness Center, Dining, etc.)	✓	(5)	(8)	✓	none
Student Activities	✓	(6)	✓	✓	none
Campus Grounds (Outdoors)	✓	✓	✓	✓	(9)

**NOTE: We encourage our remote learners to wear masks, practice social distancing, and maintain good personal hygiene even if they are not on campus.**

n/a -Not applicable.

- (1) -Students who have elected in person instruction and who are living on campus have access to their residence hall/apartment only. Students not living on campus may not enter any College residence hall or apartment.
- (2) -Students who have elected remote instruction must be tested for COVID-19 only if they are living on campus or are a student employee.
- (3) -Students who have elected remote instruction must complete the Daily Digital Health Report only if they are living on campus or are a student employee.
- (4) -Students who have elected remote instruction may not enter a College residence hall or apartment unless they are living on campus which allows them access to their residence hall/apartment only.
- (5) -Students who have elected remote instruction may access campus facilities only if they are living on campus.
- (6) -Students who have elected remote instruction and do not live on campus may participate in outdoor student activities on campus but MUST complete the Daily Digital Health Report before coming to campus. Students who have elected remote instruction and do not live on campus will not have access to campus buildings for anything other than campus employment.
- (7) -Only on campus student employees who have elected in person classroom instruction have access privileges to classrooms.
- (8) -Only on campus student employees who live on campus have access to their residence hall/apartment. Student workers who do not reside on campus may not access any campus facilities or residence hall/apartment unless required by their student employee position.
- (9) -Guests are permitted to meet with students on the campus grounds, but may not enter any buildings. Guests may walk on campus but are not permitted to engage in sports or other group activities on campus grounds.



# RETURN TO CAMPUS

## Student Expectations & Guidelines

All students are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of Elizabethtown College's Health and Safety plan.

## Etown's Commitment

Elizabethtown College does not discriminate on the basis of gender, race, color, religion, age, disability, marital status, veteran status, national or ethnic origin, ancestry, sexual orientation, gender identity and expression, genetic information, possession of a general education development certificate as compared to a high school diploma, or any other legally protected status. This commitment applies but is not limited to decisions made with respect to hiring and promotion, the administration educational programs and policies, scholarship and loan programs, and athletic or other College administered programs. Discrimination or harassment of any kind is strictly forbidden.

## Destigmatizing

"Decades of research show discrimination is associated with poorer health and mental health among LGBTQ, Asian American, African American, American Indian, Native Alaskan, Muslim American and Latinx populations. Stigmatized groups are particularly vulnerable during epidemics and pandemics — and it can put them and others at increased risk. That's because stigma can lead people to hide symptoms of illness and refrain from seeking medical care to avoid discrimination," said APA President Sandra L. Shullman, PhD.

## Supporting Our Community

Every semester, Elizabethtown College opens its doors to international students from around the world. Studying side-by-side with their U.S. counterparts, these student ambassadors bring a new perspective and awareness to the College. Should you witness anyone discriminating against anyone based on their race, ethnicity or country of origin, please notify Campus Security immediately.



# RETURN TO CAMPUS

## Epidemiology

The branch of medicine which deals with the incidence, distribution, and possible control of diseases and other factors relating to health.

### 5 W's:

**What**—diagnosis or health event

- Originally an unknown pneumonia diagnosis
- Genetic sequencing revealed a novel [new] coronavirus (2019-nCoV)

**Who**—person (Patient Zero)

- 44 patients with an unknown strain of pneumonia

**Where**—location of incidence

- Open air market in Wuhan City, Hubei Province of China

**When**—did incidence occur

- Reported to the World Health Organization on December 31, 2019
- January 7, 2020 new virus was isolated
- January 11 and 12, 2020 new information was provided to the Chinese National Health Commission
- January 12, 2020 Genetic Sequence was shared
- March 11, 2020 WHO declared a pandemic

**Why/How**—causes, risk factors, modes of transmission

- Droplets containing virus become airborne
  - Droplets land in nose, mouth, and possibly lungs of other person
  - Airborne droplets are the primary cause of spread
- Droplets land on surfaces
  - Other person touches surface and then face, transmitting to nose and mouth

### Higher Risk Populations

- Those with respiratory illnesses such as COPD and Asthma
- Those with Diabetes
- Those immunocompromised or immunosuppressed
- Those over 65

### Testing

All students returning to campus will be required to test for COVID-19 prior to their arrival through at-home testing kits from our medical provider, Vault Health. Students will be billed \$89 on their student account and may submit a claim to their health insurance provider.

### Education and Training

All students, including those who have chosen remote instruction will be required to participate in a COVID-19 Education and Training session. The course provides information about the COVID-19 pandemic along with a review of campus mitigation strategies.

### Vaccination

Any individual who has been vaccinated for COVID-19 must continue to follow protocols including mask-wearing, social distancing, and completing the Daily Digital Health Report.

## RETURN TO CAMPUS (Continued)

### Underlying Health Concerns

If you have an underlying health condition that makes wearing a face covering hazardous

- Contact Lynne Davies, Student Disability Services (daviesl@etown.edu)
- You will need to provide supporting documentation from your treating health care provider

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

### Daily Digital Health Report

The Daily Digital Health Report is required of all students who have elected in-person classroom instruction including resident students and commuters. This report must also be completed by any student (including remote learners and commuters) who will be on campus for any reason including instruction, use of the fitness center, working on campus job, and participating in any activity.

The College will provide a LiveSafe Daily Digital Health Report for everyone working and living on the Etown campus. Completing this daily monitoring assessment is essential as we work together to promote safety and enable on campus classes, programs, and services.

Students and employees can opt to enroll in an ECAAlert Group to receive a text message alert each morning as a reminder to complete the DDHR. If you would like to receive a reminder text message, please text, Join DDHR to 66893, and you will begin to receive the text message reminder between 7 and 8 a.m. each day.

### What to Expect

Complete the LiveSafe App digital health report each morning prior to leaving home  
Daily Digital Health Report Questions:

1. Do you have a temperature of 100.4 or higher today?
2. Have you developed a new cough today?
3. Are you having shortness of breath today?
4. Over the past two weeks, have you been in close contact (within 6 feet for at least 15 minutes) on a regular basis with a person who has tested positive for COVID-19?
5. Have you recently traveled outside of Pennsylvania for more than 24 hours for reasons other than work or medical treatment?



## RETURN TO CAMPUS (Continued)

### What Happens

If a student answers **yes** to any of the four questions

- The Student Health Team will be notified
- STAY HOME (in your Residence Hall room), and await further instructions from the College's Student Health team
- Notify your faculty via email if you are feeling unwell or have been exposed

If a student answers **no** to all the questions:

- Continue to monitor your situation and implement the other safety measures as you head to class, work, etc.
- If you become symptomatic at other times of the day, or are exposed to someone who is, STAY/RETURN HOME (to your Residence Hall room), and contact Student Health (or your family doctor) for assistance

If I forget to submit information to the app?

- We are putting up signage reminders
- We suggest putting a reminder alarm on your phone or a post-it reminder in your car
- Use a buddy system to help each other remember
- If you forget before going to a public space, submit the report as soon as you remember
- Reminder emails will be automatically sent to all students who utilize their ID card on campus and have not filled out the Daily Digital Health Report. Though the report should be filled out prior to arriving on campus, if you forget, it should be filled out immediately upon receiving this reminder.

The Daily Digital Health Report is a requirement for students living and learning on the Etown campus. It is one of many strategies we are implementing to keep our community safe and offer the in-person learning experience that so many of our students prefer. Consistent non-compliance will result in the loss of access privileges to campus buildings. Students may also be subject to additional sanctions through the student conduct system.



# HEALTH & SAFETY GUIDELINES

## Personal Safety Practices:

**Face masks/Cloth Face Coverings:** Face masks or face coverings must be worn by all on campus students in the following situations:





- Outside: At all times while on campus.
- Inside: When inside buildings (includes entryways). Exceptions are permitted for individuals who have an enclosed space that provides at least six feet of space between them and other persons. Face masks must be worn inside any space in which there is more than one person present (except when eating). In addition, students may remove their face masks when eating.

Students who are unable to wear masks or face coverings for medical reasons, should contact Lynne Davies, Student Disability Services (daviesl@etown.edu) to request an exception.

According to the CDC, appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could potentially spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not meant as a substitute for social distancing. In accordance with CDC guidelines, Gaiters or face shields are not acceptable face coverings as their effectiveness is unknown at this time.

Students are encouraged to use their own face coverings as it will reduce the costs on limited supplies for face coverings available worldwide.

Please note: The fabric design or pattern for cloth face coverings should be appropriate for campus. It is advised that cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week supply can help to reduce the need for daily cleaning.

TYPE AND INTENDED USE OF FACE COVERINGS				
TYPE				
DESCRIPTION	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
INTENDED USED	Required for campus community use in non-healthcare settings ( <i>office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).</i> )		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

### Use and Care of Face Coverings

For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit the CDC website.

#### Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

#### Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

#### Care, storage and laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each use. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after each use or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

### Safety Reminders

**Social Distancing:** Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Students on campus must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups of 10 or more
- Stay out of crowded places and avoid mass gatherings

**Handwashing:** Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

**Gloves:** Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

**Goggles/Face Shields:** Students do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

**Cleaning/Disinfection:** Office and work spaces will be cleaned based on CDC guidelines for disinfection protocols. Hand-sanitizer stations will be located at specific building entrances, dining locations, and high-traffic areas.

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

**Coughing/Sneezing Hygiene:** If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings.

## HEALTH & SAFETY GUIDELINES (Continued)

### Quarantine

All students who have elected in-person instruction, are living on campus, and/or who hold an on campus student employment position will need to enter quarantine after taking their initial COVID-19 test.

- Students who do not live on campus are asked to quarantine in their personal residences until test results are received.
- Initial test results are expected 24-48 hours after testing has been conducted.

Students may need to be quarantined during the semester if they exhibit symptoms of the virus or if they have been in close contact (defined as within 6 feet for at least 12 minutes over a 24-hour period) with someone who has tested positive for the virus.

- Students who reside on campus will be directed to return home to quarantine. Students who are unable to return home will be provided with a quarantine location in Royer hall.
- Students are directed to contact each of their instructors via email to advise them of their situation and that they will be participating in class remotely until the quarantine period is over. Students are not required to share any personal health information with their professors.
- Students entering quarantine will be tested for COVID-19. The standard period of quarantine is 10 days or upon receipt of a negative test taken at least 5 days after quarantine began. In these cases, the student will be moved to Isolation.
- Students will be permitted to resume on campus activities after being cleared by Student Health.

### Testing

All students who are living on campus, and/or will be participating in on-campus learning or who will be working on-campus as student employees are required to be tested or show documentation that they have tested positive and recovered in the last 90 days.

- Students who are living on campus will be tested as part of the check-in process.
- Students who do not live on campus but are taking classes on-campus or who are working as an on-campus student employee will be tested along with their class (freshmen, sophomores, juniors, seniors, graduate) based on their year of entry.
- A COVID-19 testing fee will be added to student accounts; students may want to submit this charge to their personal health insurance for possible reimbursement. Students for which this fee presents a financial hardship should contact the financial aid office.
- Students will be directed to quarantine for 24-48 hours until test results are received for the initial testing.

Testing will also be done during the academic year in several situations including:

- A student exhibits symptoms of COVID-19.
- A student has been in close contact with someone who has tested positive for COVID-19.
- Other situations where prompt testing will reduce risk to the campus community.

Testing done during the semester will be available on campus and will be coordinated by Student Health. There will be no fees associated with this testing.

Off campus - students who voluntarily wish to be tested may contact these providers directly:

- CVS (drive-through)
- Norlanco
- Hershey Medical (drive-through)

### Isolation

Students may need to be isolated if they are tested positive for COVID-19.

- Students who reside on campus will be directed to return home to remain in isolation. Students who are unable to return home will be moved to an isolation section in Royer Hall. Food will be delivered to students in isolation. Student Health will check in regularly with the student to ensure health, counseling, nutrition, and other needs are met.
- The minimum period of isolation is 10 days. Students will be released from isolation when they are cleared by a medical professional. This will typically be done when the student is symptom free and has not had a fever for 3 days.

## Physical Distancing and Common Areas

### Classrooms and Labs

- Classroom and lab layouts have been adjusted to support physical distancing
- Follow directions from your faculty
- Occupancies may be lowered
- Assigned seating may be required
- Attendance policies will be flexible for those who may become ill
- Courses are prepared to be delivered in a variety of formats
- Face coverings are required in classes and labs
- Students will be turned away if they are not wearing a face covering or upholding physical distancing
- Wash your hands before and after class



# GUIDANCE FOR STUDENTS

## Dining Services

### General Information

Meal plans are available and will begin on Monday January 25. Due to CDC capacity requirements, we've made the following adjustments:

- Seating in the Marketplace will be limited to approximately 120 guests at a time, so we will encourage take out.
- Take out will not be limited to one per meal as last year, but you make take out as many meals as you like at a time, up to the number of meals on your meal plan. Each take out container equals one meal swipe.
- Please note the following updates to meal locations:
  - Jays Nest – meal exchange is available consisting of cold sandwich or salad combo, available 11 a.m. to 7 p.m.
  - Students may order Jays Nest food ahead of time utilizing the Jayweb online form and will be notified by email when their order is ready to pick up.
  - Because seating will be more limited at our dining locations, students are encouraged to take their meal and enjoy it in their residence hall room or in any of the outdoor seating areas as weather permits. We request that students be respectful of the community by properly disposing of any trash in appropriate receptacles.

Since the college is encouraging a no guests on campus policy, all guest meals that would normally accompany meal plans will be converted to Jay Bucks at \$8.00 per meal.

When entering any Dining Services operation, the following guidelines must be adhered to:

- Masks must be worn
- Hand sanitizer will be provided and should be used
- Maintain physical distancing
- Gloves will be provided for use in high touch areas of the operations

## GUIDANCE FOR STUDENTS (Continued)

### Marketplace

- Full menu
- Hours: 7 a.m. to 7 p.m. daily
- Closed from 3 to 4 p.m. for cleaning and sanitization
- Face coverings required except while eating/drinking
- Limited seating and occupancy per CDC guidelines
- Queue line must observe physical distancing
- Eat in and to go options

### Jays Nest

- Full menu
- Made to order hot items will be ordered online
- Grab and go/meal exchange cold options available Monday through Friday 11 a.m. to 7 p.m. or while supplies last
- Hours: 7 a.m. to Midnight Monday through Friday
- Noon to Midnight Weekends
- Limited seating
- Booth seating open following physical distance guidelines
- Areas offering c-store items with physical distance guidelines
- Register queue lines must observe physical distance guidelines
- No cash transactions permitted

### Blue Bean Café

- Normal operating hours
- Queue lines must observe physical distancing
- No cash transactions permitted
- Booth seating modified to uphold physical distancing

### Jay Truck

- Offered as an option later in the semester as weather permits

### Fresh Nest

- Closed for the Spring 2021 semester

### Quarantine Meal Service

- Monday- Friday twice a day delivery of hot lunches & hot dinners. Continental breakfast delivered with dinner service. Lunch delivered between 11:15 and 11:30 a.m., Dinner delivered between 4:15 and 4:30 p.m.
- Weekend boxes delivered on Friday evenings with seven (7) meals including Continental breakfast for Monday morning, and also including snacks
- Meals will be delivered to designated drop-off spots on each floor (stairwell or end of hall)
- Cases of water delivered to each room upon arrival
- Rooms are equipped with mini refrigerators
- All special dietary requests will be met with proper advance notice



## On-Campus Housing

### Rooms

- Overnight guests or guests from other residential buildings are not permitted in rooms.
- Student-issued ID cards will only grant access to respective residential buildings.
- Your assigned residential room is considered a private space
- It is vital that you maintain physical distancing in your room by minimizing the number of people in your room
- Occupancy rules for rooms follow the “Occupancy +1 formula” at any one time (i.e. double rooms cannot exceed 3 people and single rooms cannot exceed 2 people)
- Under no circumstances should gatherings or parties occur that exceed the above occupancy guidelines
- Large gatherings, such as parties, put the health and well-being of our community at risk
- Parties are incredibly high-risk activities and jeopardize our ability to remain in person

### Apartments, Quads and SDLCs

- Overnight guests or guests from other residential buildings are not permitted in rooms.
- Student-issued ID cards will only grant access to respective residential buildings.
- It is vital that you maintain physical distancing in your unit by minimizing the number of people in your room
- Occupancy rules follow the “occupancy +1 formula” at one time (i.e. a 4-person apartment should not exceed 5 occupants)
- Under no circumstances should gatherings or parties occur that exceed the above occupancy guidelines
- Large gatherings, such as parties, put the health and well-being of our community at risk
- Parties are incredibly high-risk activities and jeopardize our ability to remain in person

### Residence Hall Restrooms

- Occupancy limitations
- Put a stall between you and the other person when possible
- Shower schedules will be determined by each floor to help uphold occupancy limits
- Face coverings required except to shower, brush teeth, and wash face
- High touch surfaces will be sanitized frequently by Environmental Services (ES)
- We ask you to help in between with after use wipe downs or spray downs with the provided supplies

### Lounges and Study Spaces

- It is important that you practice physical distancing at all times in common areas; as in classrooms, the furniture has been set up intentionally for social distancing and should not be moved.
- Be mindful of the posted occupancy limits as they are much different than in previous years and need to be followed.
- Community standards will be established by floor as augmentations/clarifications of posted policies (and always in accordance of the regulations in this guide) where needed and please consult the Office of Community Living for clarification regarding any area.
- Face coverings are required at all times unless you are in your own residential room with/without your roommate(s) and with the door closed.
- As noted earlier, you are not allowed to have overnight guests or guests from other residential buildings.
- High touch surfaces will be sanitized frequently by Environmental Services (ES)
- We ask you to help in between with after use wipe downs or spray downs with provided supplies

### Residence Hall Kitchens

- Kitchens will be available
- Occupancy limits will be in place
- Face coverings are required
- Students must provide their own pots, pans, dishes and utensils
- Students must clean and dry dishes immediately after use and take back to their room
- Students are required to use provided cleaning and disinfectant supplies after their use of the kitchens so that it may be used safely by other students. Please wipe counters, handles, and any other areas that may be touched by another student.
- Cleaning procedures will be clearly posted in the kitchen areas.
- Refrigerators will not be available

### Residence Hall Laundry Rooms

- Use the Speed Queen app to help minimize the number of people who may be in the laundry rooms at a time
- Wear your face covering
- Wash your hands before and after going to the laundry room
- Wash your clothing weekly at a minimum
- Wash your cloth face coverings in between uses
- Use the appropriate water/heat setting for the clothing type
- Use High Efficiency (HE) laundry detergent

### Off-Campus Gatherings

- Students who live off-campus play a vital role in the health and safety of the campus community
- Gatherings are defined as groupings of people from different households.
- To help mitigate the spread of COVID-19 no social gatherings should take place at off-campus houses
- Under no circumstances should gatherings or parties occur that exceed the above occupancy guidelines.
- Large gatherings, such as parties, put the health and well-being of our community at risk

## Campus Buildings

### Bowers Center for Sports, Fitness & Well-Being

- Single point of entry and exit
- Handwashing before and after use
- Increased cleaning measures and sanitizer stations
- Reduced capacities, equipment and area usage and hours of operation to allow for increased cleaning
- Face coverings (even when exercising) are required to be worn in all areas. Physical distancing will be honored in all spaces
- Group Fitness classes, Intramurals, Health Promotion/SWAG events, fitness events and open recreation will take place in person, when possible and with proper modifications, as well as remotely, when possible
- Reservations will be required to use the Fitness Center, as this will ensure the community stays within capacity measures. To make a reservation, students may visit: [www.etown.edu/bowers-center/fitness.aspx](http://www.etown.edu/bowers-center/fitness.aspx). Reservations can be made up to one week in advance for convenience.

### BSC

- Face coverings are required at all times throughout the building except when eating in a designated seating area
- The Body Shop will be utilized as a classroom space
- The Mailroom will require everyone to practice social distancing
- The Bookstore will have significant physical distancing procedures
- Dance Studio patrons will need to adhere to physical distancing at all times
- Some lounge/study spaces will be utilized as additional eating spaces

### Campus Offices

- When appropriate or possible, phone or Zoom will be used in lieu of in-person meetings
- When possible, working remotely will replace in person work
- Meetings will need to uphold physical distancing guidelines
- Appointments will be required to uphold occupancy and physical distancing
- Face coverings required
- Individuals working alone in a closed indoor space may remove coverings when others are not present
- Handwashing before and after meetings
- Sanitizing workspaces is required

### High Library

- Main level open for class sessions and study
  - all other floors and Brew Jay closed
- Hours of Operation
  - Monday-Thursday 7:45 a.m.- 9 p.m.
  - Friday 7:45 a.m.- 5 p.m.
  - Saturday Closed
  - Sunday Noon -9 p.m.
- Research help Monday-Friday
  - via email, phone, text, chat, drop-in visit, or scheduled appointment (in person or via Zoom).
- Check out books and DVDs by placing requests in QuickSearch
  - Staff will pull all items and place them at the front desk for pickup.
- Mail delivery of items to those who are teaching/learning remotely
- Hess Archives research by appointment
- Face coverings required in all areas
- Physical distancing honored in all spaces

### Other Expectations

#### Traveling

- Only essential travel is permitted at this time, which is defined as off-campus employment, internships/externships, school placements, off-campus academic experiences, medical appointments, and periodic travel to procure necessary supplies such as food, etc.
- Please remember to follow all personal health and safety practices while off campus, including social distancing, wearing masks, and practicing good personal hygiene.
- All other travel puts our community at risk for remote learning over in person so think twice before you consider travel off campus that is not listed here.

#### Cleansing

- It is imperative to keep your living and work areas clean
- Students are encouraged to bring personal cleaning supplies with them to maintain the cleanliness of their individual rooms/work areas.
- This means wiping surfaces regularly, residential students taking out the trash and recycling, laundering clothing/linens, vacuuming/sweeping, and dusting
- Cleaning is the not the same as sanitizing

#### Sanitizing

- Environmental Services (ES) will sanitize high touch surfaces such as doors, stair rails, etc.
- You can help minimize the spread, too by regularly sanitizing your high touch surfaces:
- Your keyboard, doorknobs, keys, phone
- Wiping down the restroom after you use it
- Spray the item and let it air dry—do not wipe
- Use a Clorox or similar wipe to wipe item(s) and allow to air dry
- Do this daily or when the surface may encounter aerosol droplets from sneezes, coughing, or saliva spray from talking

**Using Restrooms:** Maximum occupancy of restrooms should be limited based on the number of sinks to ensure appropriate social distancing. Wash your hands thoroughly afterward to reduce the potential transmission of the virus. Cleaning procedures will be posted in restrooms that will describe which provided supplies students should use and which areas in the restroom they need to clean/disinfect after use.

**Using Elevators:** Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a disposable face mask or face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings upon departing the elevator.



# WHAT IF?

## What if someone is not upholding these expectations?

- “Did you forget your face cover?”
- “Did we all wash our hands?”
- “Do you need a wipe to sanitize your space?”
- “Is someone else in here?” (Restrooms)

### Offer solutions

- “Can I get you a face covering?”
- “I have some hand sanitizer you can use.”
- “I’ll come back later.”

### Model the Way

- Wear your face covering
- Wash your hands often
- Be prepared

If these solutions do not work, please **contact Campus Security**.

If Campus Security is notified:

- Students will be routed through the student conduct process for failure to comply, endangering the well-being of others, and/or disorderly conduct as well as other possible violations
- If responsible for failing to meet expectations, students can be sent home on an interim basis pending a conduct hearing outcome. The student will also be tested at their own expense.

## What if I am awaiting test results or test positive for COVID-19?

### Stay home or in your residence hall.

- Do not go to class or come to work. Notify your professors that you will need to participate in their class remotely.
- Notify the College
  - Daily Digital Health Report
  - Student Health and Wellness (Students)
- Email or call
- Residential students need to arrange to move into quarantine or isolation either at your family’s home or Royer Hall
- Student Health staff will communicate with you to provide support, help you connect with resources, and identify a Contact Tracing list of people (who will be notified that they had close contact with someone who tested positive)

### What if I am exhibiting symptoms, or had close contact with someone who has tested positive for COVID-19?

#### Stay home or in your residence hall.

- Do not go to class or come to work. Notify your professors that you will need to participate in their class remotely.
- Notify the College
  - Daily Digital Health Report
  - Student Health and Wellness (Students)
- Email or call
- Residential students arrange to move into **Quarantine** either at your family's home or in Royer Hall
- Student Health staff will communicate with you to provide support, help you connect with resources, and tell you about places where you can be tested for COVID-19

### What if someone tests positive?

- Contact tracing will be conducted
- Students
  - will be notified by Student Health that they have been listed as being in contact with someone who has tested positive
  - will have the option to quarantine at home or in Royer Hall
  - who move to Royer Hall will be given further instruction upon check in
  - will have the opportunity to take courses remotely, and support services can be accessed remotely
- Timely Notice will go out
  - The Covid dashboard will be updated etown.edu
  - the name of the person infected will not be given

### What if courses need to resume remotely?

- Residential Students
  - will take all their belongings home with them
  - who are unable to return home due to travel barriers may submit an exception to stay with Community Living
- Faculty
  - will communicate specific plans as related to coursework
- Offices/Departments
  - will implement their pandemic plan based upon the situation
  - will take needed items home with them to continue remote engagement

### Be Proactive!

- Talk with your family now about the “what if” scenarios and have a plan
- Bring face coverings, a thermometer, hand sanitizer, and wipes to campus with you and carry extra just in case
- Students talk with your roommate(s) to discuss how you will live together with the compact in place
- Students think about what you absolutely need to bring with you to campus—can you pack it up quickly if we have to leave campus?



## Academic Wellness

- Courses will be available in-person and remote
- Attendance policies are being adjusted in case someone is exposed, symptomatic, or tests positive
- Physical distancing and face coverings are required in each classroom, lab, and campus building
- Hand sanitizer will be available throughout campus

## ADA Support

- Students with pre-existing health conditions who are considered high risk are highly encouraged to contact Student Disability Services prior to the start of the semester
- This includes but is not limited to students with:
  - Asthma and other respiratory conditions
  - Diabetes (Type 1 and Type 2)
  - Heart conditions
  - Immunosuppression or who are immunocompromised
- Supporting medical documentation is required

**Lynne Davies**  
**daviesl@etown.edu**  
**717-361-1127**

## Financial Wellness

- If your family circumstances changed because of Covid-19, you are encouraged to reach out to Financial Aid
- In the event of a second wave or campus closure, be prepared to not work an on-campus job, even remotely
- Students with Federal Work Study will continue to be paid under federal regulations

**Financial Aid**  
**finaid@etown.edu**  
**717-361-1404**

## Housing Support

- In the event of returning to remote learning we want you to be prepared
- Plan ahead:
  - Do you have a safe and reliable place to go?
  - Can you easily take everything with your mode of transportation?
  - Do you have your contacts, glasses, medications, and documents?
  - Do you have your books, notes, and other course materials to continue remotely?
  - Can you live without items left behind for several months?
  - What will you do with fish and plants?

### International Student Support

- International students should always notify Lori Bomboy and Megan Bell of their circumstances
- International students must contact them **before** they leave the country

**Lori Bomboy**  
**bomboy1@etown.edu**  
**717-361-1118**

**Megan Bell**  
**bellm@etown.edu**  
**717-361-1347**

### Mental and Emotional Health

- Students can contact Counseling Services (BSC 216, phone 717-361-1405) to schedule appointments
- Based on current needs, counseling sessions will be either in person (with face coverings and physical distancing), by Zoom video, or by phone
- Sessions are provided by licensed mental health professionals at no charge in a confidential and diversity affirming environment
- Students who are experiencing a crisis can reach Counseling Services by calling 717-361-1405 during weekdays, or by calling Campus Security after hours at 717-361-1111
- Counseling Services will provide groups and workshops by Zoom on mental health and student development topics (such as Resilience)
- Visit our web site: **[etown.edu/offices/counseling/index.aspx](https://etown.edu/offices/counseling/index.aspx)**

### Resilience

- Perspectives and actions that help people stay connected with their support system and longer-term goals when experiencing losses, disappointments, and setbacks
- Growth Mindset versus Fixed Mindset
- Building Your Resilience:
- **[www.apa.org/topics/resilience](https://www.apa.org/topics/resilience)**

### Physical Wellness

- Physical Wellness is vital during this time to boost our immune system, reduce stress and anxiety, and improve sleep. The Bowers Center for Sports, Fitness and Well-Being and the Office of Campus Recreation and Well-Being will still be providing opportunities for students, faculty and staff to engage in physical well-being with modifications.
- Face coverings will be required throughout the building as will social distancing and max capacities. One entrance and one exit to the building will be implemented.
- Program areas will open in phases to ensure the safety of our campus community.



## RESOURCES (Continued)

- **Nutrition/Health Promotion:** Demonstration Kitchen classes and SWAG events will still be available in person with reduced capacities as well as remotely.
- **Group Fitness Classes** will be available in person with reduced capacities as well as remotely.
- **Intramurals:** Low contact and smaller team sports will be played (cornhole, pickleball, tennis, Esports, 2v2 beach volleyball, etc.).
- **Open recreation:** Open recreation will be limited to the indoor track and individual play.
- **The Fitness Center** will be available with reduced equipment, areas and capacity. Social distancing and masks will be required. Reservations will be required.
- Increased cleaning measures will be taken by staff and patrons. This will result in reduced operating hours of the building and fitness center.
- For more information visit: [etown.edu/bowers-center/](https://etown.edu/bowers-center/)

### Social Engagement

- Get creative with your friends on how you can interact while physically distancing
- Community Living will be providing opportunities for you to engage:
- In-person and remote programs and events
- Passive programs on social media and in the halls
- Programs to get you out of your halls and into the community

### Spiritual Wellness

- Students can contact the Chaplain for confidential conversation as well as discussion or resources for grounding, connecting, and ideas for one's own spiritual well-being. The Chaplain provides spiritual direction, prayer, work through grief and pastoral care.
- We also have affiliate ministries to help students feel as much at home as possible, through worship and small groups online.
- Current Affiliates (in addition to the Chaplain) available to connect with you via Zoom or other online platforms, Catholic Priest, Disciple Makers, Intervarsity, CCO, Church of the Brethren Pastors, Rabbi. Please let the Chaplain know if you seek someone outside of this group to connect.
- Personal space will be offered in the Sacred Space (BSC 253). This area is food free and asks you take off your shoes to keep the space clean for all religious traditions and practices to use.
- The Chaplain oversees the Fund to Aid Students of Elizabethtown (FASE Emergency Fund), which is a one-time emergency fund to cover items that will not affect a student's financial aid.

**Amy Shorner-Johnson**  
[shornera@etown.edu](mailto:shornera@etown.edu)  
717-361-1260



# ENTER & EXIT

## Signage and Posters


Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas.

Signs and fliers (examples below) will be posted in buildings and other facilities:



**COVID-19** CAMPUS SAFETY **ETOWN** ELIZABETHTOWN COLLEGE

**PROTECT YOURSELF  
& OTHERS**



**Wear a mask.**

Face masks are required  
indoors and outside.

**COVID-19** CAMPUS SAFETY **ETOWN** ELIZABETHTOWN COLLEGE

**PRACTICE  
SOCIAL DISTANCING**




**Maintain  
distance.**

Slow the spread  
by staying 6 feet apart.

**COVID-19** CAMPUS SAFETY **ETOWN** ELIZABETHTOWN COLLEGE

**DISINFECT TO PROTECT**



**Clean  
surfaces.**

Clean commonly  
touched surfaces  
before and after use.

**COVID-19** CAMPUS SAFETY **ETOWN** ELIZABETHTOWN COLLEGE

**STOP THE SPREAD  
OF GERMS**



**Wash hands  
often.**

Use soap and water for  
at least 20 seconds.

**COVID-19** CAMPUS SAFETY **ETOWN** ELIZABETHTOWN COLLEGE

**PRACTICE GOOD  
HAND HYGIENE**




**Stop and  
sanitize.**

Dispense into your palms  
and rub hands until dry.

**COVID-19** CAMPUS SAFETY **ETOWN** ELIZABETHTOWN COLLEGE

**KNOW THE SYMPTOMS**



**Self-screen  
daily.**

Cough / Fever /  
Chest Pain / Sore Throat  
Chills / Taste Loss

**COVID-19** CAMPUS SAFETY **ETOWN** ELIZABETHTOWN COLLEGE

**FLATTEN THE CURVE**




**Stay safe, Jays.**

Be kind and stay positive.  
We're in this together.

**COVID-19** CAMPUS SAFETY **ETOWN** ELIZABETHTOWN COLLEGE

**ESSENTIAL INFORMATION**



**Stay  
informed.**

[etown.edu/covid19](https://etown.edu/covid19)



# APPENDIX A

## ELIZABETHTOWN COLLEGE COVID-19 REOPENING PHASES



### RED PHASE

#### STAY-AT-HOME ORDER

- Campus closed
- Online class instruction only
- Employees work remotely
- Limited Essential employees report to campus (Category 1)
- Residential Halls closed\* (\*Only approved students with circumstances granted access)
- Dining Services closed with carry-out options only
- Student Services online-only (Health; Tutoring; Activities)
- On-campus events/large gatherings prohibited
- Athletics canceled
- Health & wellness facilities/ Gymnasiums closed
- College-sponsored or business-related travel restricted
- Study Abroad program: status contingent on location of student permanent residence and destination

### YELLOW PHASE

#### EXPAND ESSENTIAL WORKFORCE

- Campus closed
- Online class instruction only
- Most employees work remotely
- Essential employees report to campus (Category 1 & 4)
- Residential Halls closed\* (\*Only approved students with circumstances granted access)
- Dining Services closed with carry-out options only
- Student Services online-only (Health; Tutoring; Activities)
- On-campus events/large gatherings of more than 25 prohibited
- Athletics canceled
- Health & wellness facilities/ gymnasiums closed
- Pre-approved college-sponsored or business related travel
- Study Abroad program: status contingent on location of student permanent residence and destination

### GREEN PHASE

#### END COLLECTIVE STAY-AT-HOME

- Campus open
- In-person class instruction resumes\* (\*Flex/hybrid schedule)
- Employees\* working on campus (\*Category 1, 2, 3, 4. Accommodations include health restrictions; child-care; school instruction)
- Residential Halls open
- Dining Services resumes (Reconfigured options)
- Student Services resume (Health; Tutoring; Activities)
- On-campus events resume/ large gatherings resume
- Athletics resume\* (\*NCAA guidelines)
- Health & Wellness facilities/ gymnasiums open (Student/ employee admittance capacity limit)
- College-sponsored or business-related travel resumes
- Study Abroad program: status contingent on location of student permanent residence and destination

### BLUE PHASE

#### PANDEMIC RESILIENCE

- Campus open
- In-person class instruction
- All employees on-campus work (Category 1, 2, 3, 4.)
- Residential Halls open
- Dining Services operate normal
- Student Services operate normal
- Athletic program operates normal
- Health & Wellness facilities/ gymnasiums open
- Study Abroad program operates normal

\* Follow Centers for Disease Control (CDC) and the Pennsylvania Department of Health (DOH) guidelines.

### ESSENTIAL EMPLOYEE CATEGORIES

#### CATEGORY 1

Employees who perform mission-critical / time-sensitive functions and must work on-site

#### CATEGORY 2

Employees (including student workers) who perform mission critical / time-sensitive functions and can work remotely

#### CATEGORY 3

Employees who do not perform mission-critical / time-sensitive functions but could work remotely if feasible

#### CATEGORY 4

Employees who do not perform mission-critical / time-sensitive functions and cannot work remotely



# APPENDIX B

## Daily Digital Health Report

1. Do you have a temperature of 100.4 or higher today?
2. Have you developed a new cough today?
3. Are you having shortness of breath today?
4. Over the past two weeks, have you been in close contact (within 6 feet for at least 15 minutes) on a regular basis with a person who has tested positive for COVID-19?
5. Have you recently traveled outside of Pennsylvania for more than 24 hours for reasons other than work or medical treatment?

If you answer **yes** to any of these questions, please stay home (or in your residence hall room) and contact your health care provider or student health services. If you become symptomatic during the day, or are exposed to someone who is, please return home (or to your residence hall room), and seek medical care.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_