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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 our Fall 2020 semester, our administration has already started to evaluate and plan beyond the near future to ensure we have comprehensive plans in place for the remaining academic year.

**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: August 10, 2020.*
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

<table>
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<tr>
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<th>Students Who Elected In Person Instruction</th>
<th>Students Who Elected Remote Instruction</th>
<th>On Campus Student Employees</th>
<th>Commuters / Living Off Campus</th>
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<td>✓</td>
<td>✓</td>
<td>(9)</td>
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</table>

**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 student activities on campus but MUST complete the Daily Digital Health Report before coming to campus.

(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.
**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 of 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.
**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, including commuters, who have chosen in person class instruction for some or all of their courses will be tested for COVID-19 prior to the beginning of the fall semester. The cost of the testing will be added to each student’s account, and will not exceed $89. Further details regarding the testing procedures and dates will be issued to students prior to their return to campus.

**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.
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 an 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 to continue throughout fall Semester.

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 (F) or higher today?
2. Do you have a cough today?
3. Are you having shortness of breath?
4. Over the past two weeks, have you been in close contact (within six feet for at least 15 minutes) with a person who has tested positive for COVID-19?
5. Over the past two weeks, have you visited an area of high prevalence (domestic or international) of the virus? View current areas of high prevalence: www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx.
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

The Daily Digital Health Report is a requirement for students living and learning on the Etown campus beginning in the fall 2020 semester. 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-completion of this daily report will be addressed through the student conduct system.
**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: When social distancing measures are difficult to maintain (i.e. a separation of 6 feet from other individuals)
- 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 facemasks 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.

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.

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### TYPE AND INTENDED USE OF FACE COVERINGS

<table>
<thead>
<tr>
<th>TYPE</th>
<th>Cloth Face Covering</th>
<th>Disposable Mask</th>
<th>Medical-Grade Surgical Mask</th>
<th>N95 Respirator</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
<td>Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions</td>
<td>Commercially manufactured masks that help contain wearer’s respiratory emissions</td>
<td>FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer’s respiratory emissions</td>
<td>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td>INTENDED USED</td>
<td>Required for campus community use in non-healthcare settings (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).</td>
<td></td>
<td></td>
<td>These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.</td>
</tr>
</tbody>
</table>
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 shift. 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 your shift 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.
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 live on campus will quarantine in their residence hall rooms/apartments. Food and any other necessary supplies will be delivered.
• 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 15 minutes) 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 14 days, unless a student tests positive for COVID-19. 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.

• 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 Fall semester 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 fall 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 14 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
Dining Services
General Information
Meal plans are available and will begin on Monday August 17. 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.
• During busy mealtimes (11 am - 1 pm Monday through Friday) we will offer alternative lunch locations as follows:
  - KAV – To go hot entrée of the day (same as Marketplace entrée)
  - Jay Truck – comfort food menu items
  - Jays Nest – meal exchange consisting of cold sandwich or salad combo, available 11 a.m. to 7 p.m.
  - Students may order food ahead of time utilizing the Jays App for items in the Jay’s Nest and the Blue Bean 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. 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

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
Jay's 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 area closed
- Designated walking paths for c-store items with physical distance requirements
- Queue lines must observe physical distancing
- No cash transactions permitted

KĀV
- Menu will reflect the main hot entrée offered in the Marketplace
- Hours: 11 a.m. to 1 p.m. Monday through Friday
- Limited seating with to go option
- Queue line must observe physical distancing
- Meal exchange only

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
- Menu: Comfort food selections
- Hours 11 a.m. to 1 p.m. Monday through Friday
- Brinser Field
- Queue lines must observe physical distancing
- Meal exchange only

Fresh Nest
- Will be closed fall semester

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 for double rooms cannot exceed 3 people at any one time
- Occupancy for single rooms cannot exceed 2 people at any one time
- Under no circumstances should any parties occur
- 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 for Apartments and Quads cannot exceed six (6) people at any one time.
• Occupancy for SDLCs cannot exceed eight (8) people at any one time.
• Under no circumstances should any parties occur.
• 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 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 the 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
- To help mitigate the spread of COVID-19 no social gatherings should take place at off-campus houses
- Under no circumstances should any house parties occur
- 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. 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 that need to be followed
• 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 door 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 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 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, students may be asked to return home for the rest of the semester or academic year to engage remotely

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

Stay home.

- 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.

• 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 campus community will be notified that someone has tested positive via E-alert
  - 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 fall 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 Joni Eisenhauer of their circumstances
• International students must contact them before they leave the country

Lori Bomboy
bomboyl@etown.edu
717-361-1118

Joni Eisenhauer
eisenhauerj@etown.edu
717-361-1123

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

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

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.
• 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 during the fall semester (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/

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
• Watch for the Fall 2020 Engagement Calendar!

Spiritual Wellness
• Students can contact the Chaplain for 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.
• Current Affiliates (in addition to the Chaplain) available to come on campus: 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 be on campus.
• 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 is also a confidential resource, and oversees the Fund to Aid Students of Elizabethtown (FASE Emergency Fund).

Amy Shorner-Johnson
shornera@etown.edu
717-361-1260
**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**

**Protect Yourself & Others**

Wear a mask.

Face coverings required for building entry.

**Practice Social Distancing**

Maintain distance.

Slow the spread by staying 6 feet apart.

**Disinfect to Protect**

Clean surfaces.

Clean commonly touched surfaces before and after use.

**Stop the Spread of Germs**

Wash hands often.

Use soap and water for at least 20 seconds.

**Practice Good Hand Hygiene**

Stop and sanitize.

Dispense into your palms and rub hands until dry.

**Know the Symptoms**

Self-screen daily.

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

**Flatten the Curve**

Stay safe, Jays.

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

**Essential Information**

Stay informed.

etown.edu/covid19
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

**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
  - 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**

<table>
<thead>
<tr>
<th>CATEGORY 1</th>
<th>CATEGORY 2</th>
<th>CATEGORY 3</th>
<th>CATEGORY 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees who perform mission-critical / time-sensitive functions and must work on-site</td>
<td>Employees (including student workers) who perform mission critical / time-sensitive functions and can work remotely</td>
<td>Employees who do not perform mission-critical / time-sensitive functions but could work remotely if feasible</td>
<td>Employees who do not perform mission-critical / time-sensitive functions and cannot work remotely</td>
</tr>
</tbody>
</table>

APPENDIX A
Daily Digital Health Report

1. Do you have a temperature of 100.4 (F) or higher today?
2. Do you have a cough today?
3. Are you having shortness of breath?
4. Over the past two weeks, have you been in close contact (within six feet for at least 15 minutes) with a person who has tested positive for COVID-19?
5. Over the past two weeks, have you visited an area of high prevalence (domestic or international) of the virus? View current areas of high prevalence: www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx.

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: ______________________