



# COVID-19 STUDENT SAFETY POLICIES AND GUIDE

## Introduction

W&J is committed to providing you the very best education and experience on campus. We are a community that works and thrives together, especially when we all support the collective campus community.

Spring 2021 presents some unique challenges and opportunities. To be successful, it will be imperative that we are all fully dedicated to making choices that support safety, so that we can continue to be in a community and to do so in the safest, most respectful way possible. To that end, each W&J community member signed the [Pledge to Promote Safety](#) to affirm each individual's commitment to engage in practices adopted to ensure safe practices.

The purpose of this document is to provide guidance to all students in navigating the Spring semester during the unprecedented COVID-19 pandemic. This Guide contains policies and recommendations that each student is expected to follow. These policies have been developed in accordance with state and local laws as well as medical professional recommendations and the CDC. Any policies that are outlined here take precedence over other policies you may find on campus. If you have questions or notice disparities that you would like more clarification on please be sure to contact the Office of Community Standards and Support Services at [jzlockie@washjeff.edu](mailto:jzlockie@washjeff.edu) or 724-531-6868.

The seriousness of the commitment you were asked to make when you signed the Pledge is paramount. Due to the nature and severity of COVID-19 and the risk it poses to all immediate and extended community members, students who do not abide by these policies or other campus policies will be required to depart campus to continue their studies remotely. These policies will be enforced and taken seriously. If a student is removed from campus due to violating campus policies, they will forfeit their right to any refund to room costs. The provision of virtual classes permits students who are removed from campus to continue academic studies, depending on the sanctions associated with the adjudication process.

Due to the severe health and safety risk posed by COVID-19 spread, procedures for adjudicating these policies may be expedited and the use of interim measures—such as housing removal or suspension—may take place to ensure the health and safety of all community members. Conduct meetings will take place remotely, when appropriate. To review our code of conduct as well as other procedures for adjudicating student conduct please visit [Student Code of Conduct](#).

## Health and Safety Policies

### Mandatory Quarantine

- Students who choose to reside on campus will be required to quarantine for the first 14 days. During this quarantine period, students will not be permitted outside of their residence hall room with the exception of use of bathrooms, to pick up food that will be delivered by W&J Dining, as directed by the College Nurse, or in the case of an emergency if one should occur.
- If a student is found in violation of a COVID-19 policy, they will be placed in a quarantine to mitigate any potential spread of the virus.

- In instances of a mandatory quarantine, it is the students' responsibility to inform their faculty and the Office of Residence Life. Information about access to services will be provided to students in quarantine.

### **Masks**

- Masks must be worn in all public areas, including but not limited to classrooms, common spaces, dining facilities (except when eating), the Clark Family Library, the Eaton Fitness Center, W&J sponsored events, meetings, or social gatherings. This requirement will be strictly enforced.
  - Masks must be worn correctly by covering both the nose and mouth.
- The following are the only exceptions in which masks will not be required:
  - In the student's individual room on campus
  - In a private study room alone
  - While actively dining

### **Tampering with safety equipment**

- W&J has taken extensive steps to set up safety procedures and materials on campus to promote education and awareness. Examples of these items could include plexiglass shields, floor decals for social distancing, disinfectant supplies, signage, etc. Tampering with items is strictly prohibited.

### **Health app and contact tracing**

- Students are expected to complete their Self-Assessment Symptom Tracker each morning by noon. Misrepresentation of symptoms or an ongoing failure to complete the daily check will be a violation of this policy and students will risk being required to leave campus.
  - Failure to complete this Symptom Tracker on a daily basis will result in a student being asked to transition to remote learning status.
  - In following up with the symptom tracker, students can expect the following with no exceptions.
    - The first two times that our data reflects a student has missed the symptom tracker, the student will receive a warning email indicating that we do not have record of completion.
    - The third time a student fails to complete the symptom tracker, they will meet with Director of Community Standards and Support Services to discuss the issue and will receive a verbal warning that a subsequent offense will result in a transition to remote learning status.
    - A subsequent failure to complete will result in a transition to remote status.
- Students will be expected to comply and be forthcoming when involved in any contact tracing.

### **Testing requirements**

- All students will be required to participate in testing for COVID-19. This surveillance testing structure and requirement is one of the most powerful tools in which W&J can ensure we are continuing to have a safe campus. Presence and participation in this testing cycle is mandatory and is required for students to live on campus.
- Testing procedures and cycles will be communicated to each student and it is the student's responsibility to ensure they are aware of when and where their testing will occur.
- Failure to attend a testing date and time may result in a student being asked to transition to remote status.

### **Academic Policies**

- Acts of academic dishonesty that are considered violations of the Student Code of Conduct include, but are not limited to:
  - Cheating, plagiarism, furnishing of false documentation to any staff or faculty member
  - Forgery or alterations to any document, record or instrument of identification.
  - Any behavior or language within a classroom setting that could cause disruption to the learning environment or cause others to feel unsafe, harassed, intimidated or threatened.

- Additional explanations and policies related to Academic Dishonesty may be found in the College Catalog or in the [Academic Dishonesty Policy](#).
- The audio and/or video recording of classes, administrative meetings, or other video chat content without the permission of the instructor or person leading the activity is prohibited. For more information regarding the acceptable use of technology, please see our [Acceptable Use Policy](#).

## **Residential Policies**

### **Defining guests on campus**

- A Guest is anyone who does not live in your residence hall room.
- An Outside Guest includes anyone who comes to campus but does not reside on campus. This includes family, friends from home, commuter students, remote learning students and anyone else who is visiting campus for a brief period of time.
- On-Campus Residential Guest is another student who resides on campus.

### **Visitation and commuting status**

- Outside Guests are not permitted in the residence halls; this includes family and friends. Visitation privileges on campus will be limited to students who live on campus. Exceptions for this will be communicated by the College during specific times such as move out and move in times and dates.
- Each on-campus residential student is permitted to have one On-Campus Residential Guest in their room at one time.
- Commuter Students will be permitted to be on campus for educational, work study and organized varsity sport purposes only. Access to buildings—such as residence halls, gymnasiums etc.—are restricted and prohibited based on the commuter students' academic and work study needs.

### **Occupancy**

- Occupancy requirements on campus have been determined based on social distancing and fire safety. These occupancy limits will be posted in all spaces. Students are required to follow these occupancy limits.
- Room occupancy of any residence hall room on campus is limited to the resident student and one On-Campus Residential Guest at a time.
  - Please keep in mind that guests are limited only to residential students at this time. Outside Guests—including family members—are not permitted on campus at any time.
  - Areas with shared common spaces, such as Bica and New Res, may only have their guests in their rooms. Congregating with these guests in the common spaces is not permitted as there is not adequate space to physically distance.
  - Congregating in common spaces in the Chestnut Street residence halls is not permitted.

## **Expectations**

### **Social distancing**

- Students must maintain social distancing whenever possible. A minimum 6 feet of distance between individuals is expected.

### **Cleaning regularly**

- Students are highly encouraged to perform daily cleanings of their individual spaces and maintaining healthy personal hygiene. While W&J will be rigorously cleaning all areas of campus and there will be cleaning supplies in most areas of campus for students to use, students must take accountability for their own space. Some tips include:
  - Wash your hands for 20 seconds with antibacterial hand soap.
  - Spray down areas with cleaning supplies and let them air dry.

- Cleaning our own spaces is as important as wearing masks and socially distancing. Students who neglect this responsibility and put others at risk may be asked to leave campus.

### **Alcohol consumption and risks**

- For students who are age 21 or older, consuming alcohol is still permitted. However, students should be conscious of how alcohol can impair our judgment.
- Individuals who consume alcohol may not be as diligent in social distancing or wearing their masks. They may also talk louder and get closer to others. They may be less conscious of how they may be putting others at risk.
- Violating expectations of the Pledge to Promote Safety while impaired does not exempt a student for accountability and will jeopardize campus residency.

### **Events on and off campus**

- Students should limit their travel on and off campus. Traveling off campus substantially increases the risk in which students expose themselves and others. Students should limit off campus travel to only the most essential needs.
  - Essential travel may include medical emergencies, family emergencies or work/internships.
  - W&J offers most everything you will need to remain on campus including food and drinks, gym equipment, cleaning supplies, clothing, personal hygiene items and more.
- When students travel off campus they are required to follow all federal, state and local guidelines and laws. Students must also follow all workplace/internship policies and procedures.
- Students are expected to mirror the requirements of on-campus living/working (masks, physical distancing, personal hygiene, etc.) when going off campus and will follow the College's policies for approved off-campus activities as well as observe county and state regulations regarding safe physical distancing.
- Student must comply with the College's [Travel Guidance policy](#) and will limit any non-essential travel to reduce their risk of exposure, as well as risk to others.
- Students should consider who will be at events or gatherings before making a decision to attend. You cannot know where everyone has been or who everyone has been exposed to.
- Small social gathering will be restricted this semester and so gatherings that have in the past been "typical" may not be permitted or will be strongly discouraged. Examples of events may be:
  - Playing video games together in someone's room
  - Group study in a space which doesn't provide adequate social distancing
  - Student organization meetings/events/rituals (in small spaces)

### **Meetings**

- Student organizations, study groups, and athletic teams are examples of the types of groups that students may want to spend their time in or around. When considering where to meet, when to meet and who will be meeting, please keep the following in mind:
  - Is the space you will meet or congregate appropriate for the purpose of your meeting?
  - How many individuals will be present? Do all of these individuals need to be present?
  - Is the space appropriate for the suspected number of individuals? Does it fall under the occupancy limits?
  - Can this meeting or congregation be held remotely over a platform such as Zoom or Microsoft Teams?
  - Everyone should be practicing social distancing and mask wearing. Do you have a procedure in place if someone does not abide by these requirements?
- When considering some of these needs and questions please reach out to appropriate individuals on campus who may be able to help identify space, schedule space or assist in developing other avenues to meet or congregate.

## **Flexibility in course structure**

- Courses this semester will be conducted in various forms. While much of the coursework will be conducted in person, there may be times in which this changes. Students should be prepared to be flexible in adapting to these changes. Here are some tips to prepare yourself to adapt quickly:
  - Have an account already registered with Zoom, Microsoft Teams or any other online platform your professors may utilize. If your professor does not indicate which they will use, ask them in the first couple of classes.
  - Keep all electronics current with the most recent updates. You don't want your computer to require an update at inopportune times.
  - Ask your professor early on what electronic method they would prefer you deliver coursework through if they were to go online.
  - Keep up to date with your coursework and check your email routinely.

## **Guidance and Education**

### **Communication**

- Clear communication cannot be more imperative than it is now. Be sure to have a clear communication plan moving forward in the event that you have questions regarding policies, class structure, W&J changes and updates, etc.
- Here are communication tips which can help you be the most prepared, updated and clear:
  - W&J will communicate to you frequently and often as it relates to changes, updates and general information. Be sure to connect with these communication channels online—Instagram, Facebook, W&J website and MyW&J—as well as through email daily.
  - Identify one staff member and one faculty member who you feel comfortable contacting anytime you have questions or concerns. These individuals may not have every answer, but they can get the information for you or point you to the appropriate person to get the answer.
  - When seeking information or answers to questions specifically related to COVID-19, please check the [Frequently Asked Questions](#) first. This will typically answer your question most quickly.
    - If there are questions that are not answered, please contact your designated faculty and staff member or the [questions@washjeff.edu](mailto:questions@washjeff.edu) email. W&J has tried to consider all scenarios while preparing for this semester but there will be questions or situations that we had not considered or determined. We ask for your patience when this occurs.
  - When communicating to staff or faculty be sure to be clear (i.e., what is your intent, what is your need) and be specific if you have concerns about incidents or situations (i.e., what was the concern, where did this take place, who was involved).

### **Reporting concerns and to whom**

- Students or community members who are concerned about a student's behavior—COVID-19 related or not—may refer them to the CARE Team. The CARE Team can be contacted online via the [CARE Team Referral](#) form.
- Students may file incident reports to Campus & Public Safety when they feel a person or situation is putting themselves or others at risk. Students should report any and all violations of health and safety measures and requirements to CPS by sending a text to 724-255-3968.
- Additionally, students may raise concerns to any staff or faculty member that they are comfortable confiding in. Be aware that these staff or faculty may forward your concerns to appropriate individuals on campus to ensure concerns are properly addressed.

## **Risk evaluations**

- In conjunction with the Self-Assessment Symptom Survey that you will be required to fill out each day, there are others ways in which you can assess risk in any situation. The formula is as follows:
  - By the number of people outside your home group that you come in contact with each day
  - By the number of minutes you are in close contact with any person, within 6 feet
  - By sharing space indoors with others in poorly ventilated areas
  - The higher the numbers of people, time of exposure and close contact, the higher your risk.
- COVID-19 can spread through simply speaking to others for a period of time. This is why masks can drastically reduce the potential for exposure in short periods of time with others.
- Typically you want to keep your exposure to others down to less than 10 minutes if possible.
- This semester you may find that in-person meetings with professors or staff members will be limited to 10 minutes whenever possible.
- If you are aware of a friend or fellow peer with two or more of the following symptoms, you should consider avoiding any direct contact with them and advise them to seek medical care in the chance that they are carrying the virus:
  - Fever/chills
  - Cough
  - Shortness of breath
  - Fatigue (not due to poor sleeping habits)
  - Muscle pain/ body aches
  - Headache
  - Loss of taste/smell
  - Sore throat
  - Congestion/runny nose
  - Nausea/vomiting
  - Diarrhea
- If you have questions, are feeling ill or know someone who is exhibiting symptoms that could be COVID-19, please contact the health center at 724-223-6107.

## **Following government policies**

- Students need to stay updated on local, state and federal updates on COVID-19. The following links can help you stay informed for Pennsylvania, the CDC and W&J. Please also make arrangements to stay up-to-date with your hometown changes and updates.
  - [Pennsylvania Department of Health](#)
  - [Centers for Disease Control and Prevention](#)
  - [W&J's COVID-19 Response](#)

### **Scripts on how to handle incidents**

- There may be times this semester in which you are concerned with or encounter situations in which others may not be being careful, abiding by the requirements set forth on campus or generally making you uncomfortable. Below are some tips on how to handle some of these situations and what you can do:
  - Remind them they should be abiding by these guidelines.
  - Remind them that if we all do not follow these requirements, we cannot be here and are putting in jeopardy all in-person instruction and activity.
  - Remind students—despite any political feelings or leanings—masks, social distancing and other policies outlined above are required by W&J.
  - Let them know why it's important to you that they abide by the requirements set forth.
  - Seek out someone in a position of authority or responsibility, such as a staff member, student leader, group organizer, a friend or resident who knows the person, and ask for assistance.
  - Politely excuse yourself from the situation.