

Adopted October 21, 2020

## **MOUNT ST. JOSEPH UNIVERSITY COVID-19 SAFETY GUIDELINES**

The Mount St. Joseph University COVID-19 Safety Guidelines (Guidelines) are a temporary University policy that applies to all students, employees, and visitors as well as to all aspects of campus operations. The Guidelines are intended to reduce the spread of COVID-19 in the University community and beyond, and are predicated on individual responsibility to adhere to all requirements. The Guidelines follow Centers for Disease Control (CDC), State of Ohio Department of Health, and Hamilton County Department of Health recommendations and requirements, and will be updated as the COVID-19 situation evolves.

While the University is open for business, individuals who do not need to be on campus for face-to-face classes, work, study, athletics, or University-sponsored activities are encouraged to study and work from home to help decrease the number of people on campus and reduce the spread of illness.

Please direct questions about these Guidelines to the University's General Counsel, Paige Ellerman, at 513-244-4393 or at [paige.ellerman@msj.edu](mailto:paige.ellerman@msj.edu).

### **Guiding Principles and Overview**

These Guidelines are the result of months of work by members of the Mount's Emergency Response Team, Police Department and Office of Public Safety, Wellness Center, Office of Human Resources, Office of Student Life, Athletic Department, Buildings and Grounds Services, and Custodial and Administrative Services. The broad involvement across campus in the development of these Guidelines is indicative of the Mount's commitment to serve the various needs of our community.

All members of the Mount community must do their part to help reduce and/or contain infections. Although many infected individuals are asymptomatic, symptoms occur in a majority of those infected, and immediate containment is critical. Thus, a key component of operations this academic year will be the Mount's plans and processes established for health screenings, as well as reporting, contact tracing, self-isolation, and quarantining if members of the community become exposed to or contract the virus.

To that end, the Guidelines require daily health screenings of all individuals before they enter campus. A technology-based application has been made available for daily symptom checks and assessment beginning in August, and screening stations will remain on campus as well. Individuals who have signs or symptoms of COVID-19, have had exposure to COVID-19, or have been diagnosed with COVID-19 will not be permitted to enter campus and may not return to campus until they have met certain health requirements set forth in the Guidelines.

Additionally, students and employees who have signs or symptoms of COVID-19, have had exposure to COVID-19, or have been diagnosed with COVID-19—even if they are not seeking to enter campus or have not been on campus—must immediately report to the Wellness Center or Office of Human Resources, respectively, as set forth in the Guidelines. The Mount will work directly with the Hamilton County Department of Health to share reports of possible or confirmed cases of COVID-19.

To reduce the possible spread of the virus, the Guidelines require individuals on campus to adhere to hygiene and safety protocols that reduce the distance and frequency the virus can spread, including:

- Wearing facial coverings when on campus
- Socially distance at least 6 feet from others when on campus
- Wash hands often
- Cover coughs and sneezes
- Clean and disinfect frequently touched surfaces

It is imperative that all students and employees take personal responsibility for monitoring their health and following the safety and hygiene protocols set forth in the Guidelines. These individual actions will support the well-being of our students, employees, and visitors.

Although these Guidelines, including the hygiene and safety protocols, are basic principles that will frame the Mount’s operations this academic year, changes will be required for specific facilities and activities as set forth in the Guidelines to further reduce the risk of virus transmission. These changes are designed to minimize on-site and in-person interactions, even as the Mount provides a vibrant experience for our students and continues to fulfill its mission of education, service, and care.

### **Daily Health Screens Required to Access Campus**

All students, employees, and visitors must follow the Mount’s daily health screening process to self-assess for possible COVID-19 symptoms. An updated list of symptoms based on CDC recommendations will be available through the technology-based application used for daily symptom checks and self-attestation. Signage with resources for campus visitors also will be prominently displayed with instructions about how to complete the self-assessment prior to engaging in University business. Anyone with a positive screen (one or more symptoms or circumstances for exclusion from campus) will be instructed to not enter any campus buildings and must follow the return to campus protocols stated in the Guidelines before coming to campus. The Mount’s daily health screen process will aid in reducing and/or containing infections and will allow for contact tracing, when needed.

#### **Daily Health Screening Process:**

- **Students:**
  - All students must take their temperature and monitor for other COVID-19 signs or symptoms (listed below) before coming to campus or leaving their dorm room each day.
    - If any student does not have a thermometer, please contact Amy Demko at [amy.demko@msj.edu](mailto:amy.demko@msj.edu)
  - Students must **successfully** complete a Daily COVID-19 Health Screen one of three ways before or immediately when they arrive on campus each day:

- Electronically using the MountRoar app (SEE ATTACHED INSTRUCTIONS - log into MountRoar, open the navigation menu in the top left corner, select “COVID Form,” and complete the form by answering all questions—do not enter campus if you answer “yes” to any question)  
[https://mymount.msj.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout\\_id=e43ddb53-ab7c-48bb-bc9d-66607f470176;](https://mymount.msj.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=e43ddb53-ab7c-48bb-bc9d-66607f470176)
- Electronically using the MyMount COVID-19 Health Questionnaire; or,
- In person at a Daily COVID-19 Health Screen stations, which are located in the Seton Center Lobby and in the Theater Gallery.

If any student does not successfully complete the Daily COVID-19 Health Screen, the student **must** immediately leave campus, begin self-isolation, and comply with the return to campus requirements in the Guidelines before attempting to come to campus.

- **Employees:**

- Employees must be approved to work on campus through the scheduling process outlined by the Office of Human Resources.
- All employees must take their temperature and monitor for other COVID-19 signs or symptoms (listed below) before coming to campus.
  - If any employee does not have a thermometer, please contact Lisa Kobman at [lisa.kobman@msj.edu](mailto:lisa.kobman@msj.edu)
- Employees must **successfully** complete a Daily COVID-19 Health Screen one of three ways when they arrive on each day:
  - Electronically using the MountRoar app (SEE ATTACHED INSTRUCTIONS - log into MountRoar, open the navigation menu in the top left corner, select “COVID Form,” and complete the form by answering all questions—do not enter campus if you answer “yes” to any question)  
[https://mymount.msj.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout\\_id=e43ddb53-ab7c-48bb-bc9d-66607f470176;](https://mymount.msj.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=e43ddb53-ab7c-48bb-bc9d-66607f470176)
  - Electronically using the MyMount COVID-19 Health Questionnaire; or,
  - In person at a Daily COVID-19 Health Screen stations, which are located in the Seton Center Lobby and in the Theater Gallery.

If any employee does not successfully complete the Daily COVID-19 Health Screen, the employee **must** immediately leave campus, begin self-isolation, and comply with the return to campus requirements in the Guidelines before attempting to come to campus.

- **Visitors**

- All visitors must take their temperature and monitor for other COVID-19 signs or symptoms (listed below) before coming to campus.
- Visitors must **successfully** complete a Daily COVID-19 Health Screen in the Seton Lobby or other designated location when they arrive on campus.

- If any visitor does not successfully complete the Daily COVID-19 Health Screen, the visitor **must** immediately leave campus, begin self-isolation, and comply with the return to campus requirements in the Guidelines before attempting to come to campus.

## **COVID-19 Safety and Hygiene Protocols While on Campus**

All students, employees, and visitors must follow the Mount's COVID-19 safety and hygiene protocols, which comply with CDC, State of Ohio, and Hamilton County requirements, at all times while they are on campus. These safety and hygiene protocols will be enforced as set forth in this Policy. The COVID-19 safety and hygiene protocols are:

- **Wear Facial Coverings**: Facial coverings help prevent the spread of COVID-19 when combined with social distancing and other hygiene practices.
  - All persons on campus must wear a cloth face covering or disposable, multi-use **mask at all times** except when they are actively engaged eating, drinking, or exercising.
  - Facial coverings must be worn **at all times** in all common areas on campus, including but not limited to classrooms, study rooms, lounge areas, lobby areas, and hallways. The facial covering requirement applies in all common areas on campus at all times, even if an individual is alone.
  - Facial coverings are not required to be worn when an individual is alone in a completely enclosed space, such as a dorm room or private office.
  - Masks **must** be worn even if maintaining a social distance of 6 feet.
  - Persons are expected to provide their own cloth face covering for use on campus; however, the University will make disposable, multi-use masks available to persons in the Seton Center Lobby each day when supplies permit.
    - Students who seek a facial covering accommodation for health reasons should review the University's Student Disability Accommodation Policy and contact Stacy Mueller, Director of The Learning Center, Disability Services, and Project EXCEL, 513-244-4623 or [stacy.mueller@msj.edu](mailto:stacy.mueller@msj.edu)
    - Employees who seek a facial covering accommodation for health reasons should review the Disability Accommodation Policy for Employees and contact Lisa Kobman, Director of the Office of Human Resources, at 513-244-4979 or at [lisa.kobman@msj.edu](mailto:lisa.kobman@msj.edu)
  - Information from the CDC about wearing and making cloth face coverings is available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.
- **Socially Distance from Others**: Individuals must stay at least 6 feet (about 2 arms' length) from others except when required by a mandatory job duty, curricular activity, or athletic activity.
- **Wash Hands Often**: Wash 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, or sneezing. 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 with unwashed hands.

- **Cover Coughs and Sneezes**: 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. 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 a hand sanitizer that contains at least 60% alcohol.
- **Clean and Disinfect Frequently Touched Surfaces**: The University's Custodial Services continues to regularly clean public spaces on campus consistent with CDC and EPA guidelines. Individuals should clean and disinfect the surfaces that they touch in their personal spaces, such as desks, tables, doorknobs, light switches, phones, keyboards, etc. The Mount has provided sanitizing wipes for individual use in classrooms, laboratories, and offices.

### **Mandatory Reporting by Students and Employees of Signs or Symptoms, Diagnosis, and Potential Exposure to COVID-19**

All students and employees are expected to seek medical treatment and report to the University the fact that they have signs or symptoms, a diagnosis, or potential exposure to COVID-19. Reporting is mandatory to help the University collaborate with the Hamilton County Department of Health to conduct contact tracing when possible. Reporting also allows the University to support ill or potentially ill students and employees in adhering to self-isolation and quarantine protocols and ensuring they are symptom-free for the requisite timeframe, depending on each individual's situation, before returning to campus.

Following the submission of a report, students, and employees will receive written and telephonic follow-up regarding the return to campus health protocols from the Wellness Center or Office of Human Resources, respectively.

#### **What are the signs and symptoms of COVID-19 that require a report?**

The CDC has identified the following mild to severe signs and symptoms of COVID-19:

- a fever greater than 100.4°F
- cough
- shortness of breath or difficulty breathing
- chills
- repeated shaking with chills
- muscle pain
- headache
- sore throat
- new loss of taste or smell

These signs and symptoms may appear 2-14 days after exposure to the virus. The CDC website has extensive resources regarding COVID-19, including a self-checker guide to help you make decisions and seek appropriate medical care that can be accessed at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. In addition, the CDC recommends calling 911 if you experience emergency warning signs for COVID-19, including difficulty breathing or shortness of breath, persistent pain or pressure in the chest, new confusion or inability to wake up, bluish lips or face.

### **What is a diagnosis or potential exposure to COVID-19 that requires a report?**

A COVID-19 **diagnosis** can be confirmed by laboratory testing or the medical judgment of a healthcare provider.

A **potential exposure** occurs when: an individual is within 6 feet of someone who is positive for COVID-19 for at least 15 minutes, with or without a mask; an individual's household member or intimate partner has COVID-19; and, when an individual is providing in-home care for another person with COVID-19 without using recommended infection control precautions. If you have had this type of contact during the period of time beginning 48 hours prior to the onset of an individual's symptoms (or for asymptomatic patients, 2 days prior to specimen collection), and ending when the individual is no longer contagious (as set forth below), you have a potential exposure to COVID-19.

### **How to make a report:**

- **Residential students** who have COVID-19 signs or symptoms, have been diagnosed with COVID-19, or were potentially exposed to COVID-19 **must**:
  - **Isolate in their assigned dorm room, or permanent residence if private transportation is available, and wait for further instruction from the Wellness Center;**
  - **immediately report** to the University's Health Services Manager, Amy Demko, by either
    - submitting a report through myMount after logging in through the following link [https://mymount.msj.edu/ICS/COVID-19\\_Reporting.jnz](https://mymount.msj.edu/ICS/COVID-19_Reporting.jnz), OR
    - calling 513-244-4408; and,
    - **call their healthcare provider or the Tri-Health Emergency Room** at 513-246-9800 for instructions.
  
- **Commuter students** who have COVID-19 signs or symptoms, have been diagnosed with COVID-19, or were potentially exposed to COVID-19 **must**:
  - **not come to campus or any University activity or event;**
  - **immediately report** to the University's Health Services Manager, Amy Demko, by either
    - submitting a report through myMount after logging in through the following link [https://mymount.msj.edu/ICS/COVID-19\\_Reporting.jnz](https://mymount.msj.edu/ICS/COVID-19_Reporting.jnz), OR
    - calling 513-244-4408; and,
    - **call their healthcare provider or the Tri-Health Emergency Room** at 513-246-9800 for instructions.

**Students who are unable to attend any classes due to COVID-19 isolation or illness must review the University's Student Disability Accommodation Policy and, if applicable, comply with the Temporary Illness, Injury, Pregnancy or Related Condition or Modification Procedure which can be accessed at:**

[https://mymount.msj.edu/ICS/icsfs/Student\\_Disability\\_Accommodation\\_Policy\\_and\\_Grieva.pdf?target=c2eaca5b-5dd4-47e2-9e80-71a32471f468](https://mymount.msj.edu/ICS/icsfs/Student_Disability_Accommodation_Policy_and_Grieva.pdf?target=c2eaca5b-5dd4-47e2-9e80-71a32471f468). Questions should be directed to the Director of The Learning Center, Disability Services, and Project EXCEL who can be reached at 513-244-4623 or [stacy.mueller@msj.edu](mailto:stacy.mueller@msj.edu).

Additional healthcare information for students regarding COVID-19 can be accessed at: [https://mymount.msj.edu/ICS/Mount\\_Community/Wellness\\_Center/](https://mymount.msj.edu/ICS/Mount_Community/Wellness_Center/).

- **Faculty or staff** who have COVID-19 signs or symptoms, have been diagnosed with COVID-19, or were potentially exposed to COVID-19 **must**:
  - **not come to campus or any University activity or event**;
  - **immediately** report to the University's Director of the Office of Human Resources, Lisa Kobman, by either
    - submitting a report through myMount after logging in through the following link [https://mymount.msj.edu/ICS/COVID-19\\_Reporting.jnz](https://mymount.msj.edu/ICS/COVID-19_Reporting.jnz), OR
    - calling 513-244-4979.; and,
  - **call their healthcare provider for instructions.**

### **COVID-19 Surveillance Testing Protocols**

The University's surveillance testing protocols are part of its comprehensive strategy to limit the spread of COVID-19 on campus through the various measures set forth in these Guidelines and are consistent with the directive issued to all institutions of higher education by the State of Ohio. A risk-based approach has been employed by the University to develop the volume and frequency of surveillance testing within the community. The University will commence voluntary surveillance testing in early November. Mandatory scheduled surveillance testing will commence during fall semester and continue through 2021.

#### **What is surveillance testing?**

Surveillance testing involves conducting COVID-19 testing on a selection of community members to identify asymptomatic and presymptomatic individuals and help avert potential outbreaks before they occur.

#### **Who is subject to the University's surveillance testing?**

Students, faculty, and staff are included in the University's frequent surveillance testing program. Every member of the University community who is physically present on campus and/or who is a member of a high-risk groups participating in University-sponsored programs off campus (i.e., students involved in external placements) can expect to be scheduled to participate in surveillance testing conducted by or through the University.

#### **What do I do if I am selected for surveillance testing?**

If you are selected by the University to participate in surveillance, you are obligated to make yourself available. When selected, you will receive an automated email that will include details, including an appointment time and a link to confirm your appointment. **You are expected to make yourself available for testing.** Confirm your appointment using the link in the email.



### **What if my schedule does not permit me to be tested at the assigned date or time?**

Persons selected for surveillance testing must make themselves available at the assigned date and time unless a specific conflict exists as follows:

- Student class schedule conflicts;
- Student work schedule conflicts; and,
- Those who are currently in quarantine or isolation.

If a person selected for surveillance testing does not confirm the assigned appointment day and time in the email they receive, the person will be reassigned to the next available testing day and time and **must** make themselves available at the reassigned time.

Supervisors are required to allow employees to participate in surveillance testing during working hours. For non-exempt employees, time for your participation in surveillance testing will be paid work time.

### **If I am selected for surveillance testing, does it mean that I was exposed to COVID-19?**

Being identified for random surveillance testing does not mean that you have been exposed to the virus or are suspected of being positive. It only means that you have been chosen at random for the test—a proven strategy for monitoring the health of a community.

### **Where does surveillance testing take place?**

Surveillance tests will be administered on campus at the Food Court in the Harrington Center. Surveillance tests for student-athletes and coaches will be administered at locations identified by the Athletic Department.

### **What kind of surveillance tests will be administered?**

One of two types of tests will be administered: nasal swab PCR or saliva-based PCR. The testing process should require less than 10 minutes total.

### **How will I be notified of my surveillance testing results?**

At the time of a surveillance test, depending on the type of test administered, each person will be instructed regarding how test results will be communicated. If your results are positive, students must immediately report to the Wellness Center and employees must immediately report to the Office of Human Resources and must immediately comply with the isolation and quarantine protocols and return to campus protocol set forth in these Guidelines.

## **Return to Campus Protocols after Signs or Symptoms, Diagnosis, or Potential Exposure to COVID-19**

Before students or employees with current or recent signs or symptoms, diagnosis, or potential exposure to COVID-19 may return to campus, they must comply with the following standards (based on the CDC's guidelines for discontinuation of home isolation), which may require quarantine or isolation for a period of time, and be approved to return to campus by the Wellness Center or Office of Human Resources, respectively.

- Anyone with a potential exposure to COVID-19 must not visit campus (and for residential students, must not leave the assigned quarantine/isolation room) for 14 days after the date of the last potential exposure.
  - The CDC recommends that anyone with a potential exposure to COVID-19 be tested.
  - If a person tests negative for COVID-19 after a potential exposure, it means that the person may not have had COVID-19 at the time of testing. A negative test result does not eliminate the possibility that the exposed person could develop COVID-19 during the remainder of the 14 day virus incubation period. **As a result, a person with a potential exposure who receives a negative test result still must quarantine for 14 days after the date of the last potential exposure.**
- Anyone with COVID-19 signs or symptoms or diagnosis must not visit campus until they satisfy all of the conditions in one of the following scenarios:
  - *If the individual will not have a test to determine if they are still contagious*, then the individual must stay home/off campus until they have had no fever for at least 24 hours (without the use of fever reducing medicine), the other symptoms have improved, and at least 10 days have passed since the symptoms first appeared.
  - *If the individual will be tested to determine if they are still contagious or if the individual is immunocompromised*, then the individual must stay home/off campus until they have had no fever (without the use of fever reducing medicine), the other symptoms have improved, and the individuals received two negative tests in a row, 24 hours apart.
- Anyone who has tested positive for COVID-19 but does not have any symptoms must not visit campus until at least 10 days have passed since the date of the first positive test and they continue to have no symptoms since the test. For 3 more days, the individual must stay at least 6 feet away from others and wear a face mask covering their nose and mouth when other people are present.
- Anyone who has tested positive for COVID-19 AND had any symptoms of illness must not visit campus until at least one day has passed without a fever (without the use of fever reducing medicine) **and** symptoms have improved **and** at least 10 days have passed since symptoms first appeared.
- If, due to the individual's particular circumstances, other procedures related to the discontinuation of home isolation are recommended by the individual's health care provider, a local public health official, or the CDC (e.g. a longer home isolation, testing prior to discontinuation of home isolation, etc.), those recommendations must be followed.

## **COVID-19 Quarantine and Isolation Requirements**

All students, faculty, and staff who are subject to the requirements of the Return to Campus Protocols after Signs or Symptoms, Diagnosis, or Potential Exposure to COVID-19 must adhere to the University's quarantine and isolation requirements, which comply with the CDC and State of Ohio recommendations.

**Quarantining is designed to keep someone who might have been exposed to COVID-19 away from others.** The University will require individuals who have had a "potential exposure" (as defined in these Guidelines) with a person who is positive or is suspected positive while the suspected positive person's test results are pending. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.

**Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected.** The University will require individuals to isolate who have tested positive in addition to those who are symptomatic and are awaiting test results. People who are in isolation need to remain isolated until it is safe for them to be around others. That timeline is dependent on a number of factors set forth in the University's Return to Campus Protocols after Signs or Symptoms, Diagnosis, or Potential Exposure to COVID-19, which follows guidance from the CDC and State of Ohio on when isolation can safely end for individuals who have tested positive for COVID-19.

**Residential students** required to quarantine or isolate will receive instructions from the University's Wellness Center staff. When necessary and available, the Office of Residence Life and Wellness Center staff will arrange housing for residential students in one of the quarantine or isolation locations the University has identified in Seton Residence Hall. **Commuter students, faculty and staff** should utilize their homes for quarantine or isolation.

## **Flu Vaccine Recommendation**

The University encourages all members of the Mount community to get the flu vaccine once it is available. The [CDC recommends pneumococcal vaccination](#) for all children younger than 2, all adults ages 65 years and older, people ages 2 through 64 with certain medical conditions, and adults ages 19 through 64 who smoke cigarettes. The University recommends that you talk to your physician about the flu vaccine. More information about flu vaccines will be shared with the Mount community in the fall.

## **Classroom Protocols**

Throughout the Mount's campus, classroom and laboratory occupancy has been adjusted to comply with the Guidelines. Classrooms and laboratories that are in use are being cleaned and disinfected more frequently to comply with CDC and EPA guidelines. Sanitizing wipes have been placed in classrooms and laboratories for occupant use. Furniture in classrooms and laboratories should not be moved. Instructors have planned for appropriate physical distancing in classrooms and laboratories in accordance with the work stream for each facility. All occupants in classrooms and laboratories must adhere to the Guidelines at all times.

## **Seton Residence Hall Protocols**

Seton Residential Hall will be open in 2020-2021. The Mount's Office of Residence Life has developed COVID-19 safety protocols to supplement these Guidelines in order to address the unique challenges presented with residential living on campus. For complete Seton Residence Hall safety protocols, please contact the Office of Residence Life at (513) 244-4304. Highlights of Seton Residence Hall safety protocols include:

- Students must wear facial masks at all times when they are not in their assigned dorm rooms;
- Social distancing of at least six feet must be maintained at all times when students are not in their assigned dorm rooms;
- No outside guests will be permitted in Seton Residence Hall at any time; and,
- Students must perform daily health checks prior to leaving their assigned dorm rooms each day.

## **Events and Meetings on Campus**

Convening in groups increases the risk of viral transmission. Our goal for the academic year is to continue to allow University community events and meetings on campus that operate in a way that keeps our campus safe and healthy. The Mount has issued the following guidelines for events and meetings on campus:

### **Events:**

Events include, but are not limited to University-sponsored banquets, ceremonies, concerts, theatrical and dance performances, conferences, intramural sports, movies, fundraising activities, exhibits/fairs, receptions, social gatherings, and student activities on campus.

- Events must take place in a reserved and approved space where the program can comply with physical capacity restrictions (see below)
- Events must be attended by a University employee to ensure compliance with these Guidelines
- Attendees, participants, and staff must follow the University's daily health check screening requirements before participating in any event
- All events will follow established social distancing protocols
  - Event spaces and capacity will be limited (see below)
  - Participants are expected to wear masks at all times, except when eating
  - Participants are expected to maintain six-foot social distancing at all times
- All events must require all persons in attendance to wear a facial covering at all times
  - Event organizers are responsible for enforcing the facial covering requirement
- Event organizers must track rsvp's to ensure social distancing, allow for contact tracing, if needed, and avoid capacity concerns
- Event organizers should communicate clear expectations to attendees prior to the event
- Self-service food options (buffet, drink station, etc.) should be avoided
- Social activities where hygiene and health guidelines cannot be followed (dances, receptions, etc.) should be avoided
- Temporary signage throughout the event may be necessary to remind participants to engage in everyday preventive actions to help prevent the spread of COVID-19

### Meetings:

- **To the maximum extent possible, meetings should not take place in person and should be held using the extensive range of available collaboration tools** (e.g. Zoom, telephone, etc.).
- Meetings that cannot be completed using technological tools and are essential for campus course work or essential job functions should adhere to all other Guidelines, including but not limited to protocols regarding facial coverings and social distancing.

### Athletics

The Mount's Athletic Department has developed COVID-19 safety protocols to supplement these Guidelines in order to address the unique challenges presented with athletic practices and competitions, consistent with the recommendations of the State of Ohio, the Heartland Collegiate Athletic Conference, and the NCAA. For complete Athletic Department safety protocols, please contact the Athletic Department at (513) 244-4311. Highlights of the Athletic Department safety protocols include:

- Student-athletes, coaches, and officials will be subject to in-person health screenings prior to each practice and competition;
- The University will conduct surveillance testing on student-athletes and coaches consistent with State of Ohio and NCAA guidelines;
- Athletic spectators will be significantly decreased from prior years to reduce the spread of COVID-19 and shall be subject to the University's daily health screening requirement and hygiene protocols, including but not limited to wearing facial coverings and social distancing, at all times when attending any athletic event at the University; and,
- Athletic travel will be closely monitored and include in-person health screenings prior to departures.

### Facilities

Maintaining a safe social distance while on campus can be challenging. Facilities across campus have been modified to allow for social distancing, maximum occupancy of facilities have been adjusted, and certain facilities may not be used for their traditional purpose to meet the operational needs of the students, faculty, and staff of the institution while allowing for adherence to the Guidelines.

University facilities are not currently permitted for use or rental by third-parties, as the safety and operational needs of the campus community must be our priority.

All individuals using University facilities must adhere to the Guidelines at all times and comply with all campus signage.

University facilities are available for use as follows:

- **[Reserving Campus Facilities for University Events and Meetings \(as defined in these Guidelines\)](#)**

Campus facilities may be reserved by members of the University community for Events and Meetings. To reserve available facilities, contact Katrina Kenton, the University's Director of Auxiliary Services, at [katrina.kenton@msj.edu](mailto:katrina.kenton@msj.edu). Once a campus facility is reserved, the individual who made the reservation will receive an email confirmation that includes the COVID-19 safety requirements specific to the

reserved space that must be followed for the Event or Meeting, which may include but may not be limited to capacity limits, approved seating arrangements, and entrance/exit requirements.

The capacity limits for Events and Meetings in University facilities are:

- Mater Dei Chapel: Maximum Capacity- 75
  - Theatre: Maximum Capacity- 100
  - Recital Hall: Maximum capacity- 25
  - Harrington Gym: Maximum capacity- 100
  - Old Gym: Maximum capacity- 50
  - Fifth Third Dining Hall: Maximum capacity- 100
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- **Campus Study Rooms**

To facilitate studying on campus, provide students with access to Internet service on campus, and to allow students to use the computer lab and printers on campus in a safe manner, the Mount has identified Campus Study Rooms across campus. These spaces have been modified to allow for social distancing, to provide power accessibility for personal computer use, and are set-up for adherence to the Guidelines.

Campus Study Room use is on a first-come basis. Students must follow the maximum capacity limits identified on the exterior of each room. Only study spaces identified with signage may be used to allow for social distancing. In the event that any Campus Study Room is at maximum capacity and no individual study spaces with signage are available, students must exit and check other Campus Study Rooms for availability. At the end of each use, students must clean and disinfect their individual study space using the hand sanitizing wipes provided.

The current list of Campus Study Rooms available to students and their hours of availability are listed on myMount under “Learning Resources” and “Teaching Resources.”

- **Entryways, Elevators, Hallways, and Stairwells**
  - Many entryways into campus buildings, classrooms, and offices have been marked for entry or exit only; please follow directional instructions for all marked entryways.
  - No more than one person may enter an elevator at a time.
    - please use the stairs whenever possible
    - plan for possible time delays for elevator use
    - if you are using an elevator, wear your face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible
    - wash your hands or use alcohol-based hand sanitizers upon departing the elevator.
  - When in stairwells and hallways, wear your face covering, maintain a social distance of 6 feet whenever possible, and avoid touching walls, handrails, and other surfaces if at all possible.

- **Restrooms**

Restrooms present unique social distancing, hygiene, and disinfecting challenges. To address this challenge,

- Restroom facilities will be cleaned and disinfected on a frequent schedule by the University's custodial staff and consistent with CDC and EPA guidelines
- Hygiene and disinfection signage is displayed in each restroom
- Thorough handwashing after using a restroom facility is encouraged to reduce the potential transmission of the virus

- **Offices**

All campus offices are open for business and for in-person, virtual and/or telephonic appointments. To allow for maintaining social distancing and adherence to the Guidelines,

- All campus offices are open for appointment only and appointments can be made by calling the office phone or through MountRoar (**SEE ATTACHED INSTRUCTIONS**) -to make an appointment for any campus office through MountRoar, sign into MountRoar, tap the block "Schedule an Appointment," find the person you would like to meet with and tap "View," click "Meet" and schedule your preferred appointment time and date. If your appointment time and date is not available, please select an open day and time.  
[https://mymount.msj.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout\\_id=0adc9e63-7c8a-423b-a666-b2578aa97a2e](https://mymount.msj.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=0adc9e63-7c8a-423b-a666-b2578aa97a2e)
- Signage is displayed outside of each office to remind individuals that appointments are required for entry
- No walk-in appointments are permitted in any campus office
- Sanitizing wipes have been provided to department managers for employee use in workspaces
- Office furniture in campus facilities should not be moved

- **Custodial Services in Campus Facilities:**

The University's custodial staff are only permitted to complete tasks assigned by their supervisor. If you believe a campus facility needs special attention or you have an urgent custodial need, please call Lynn Miller, Manager of Custodial and Administrative Services, at 513-244-4727 or send an email to [lynn.miller@msj.edu](mailto:lynn.miller@msj.edu).

#### Custodial Services in Offices

All custodial services for offices must be scheduled by contacting Lynn Miller at [lynn.miller@msj.edu](mailto:lynn.miller@msj.edu), and copy Lead Custodians, Debbie Bartles ([debbie.bartles@msj.edu](mailto:debbie.bartles@msj.edu)) and LeRie Dover ([leRie.dover@msj.edu](mailto:leRie.dover@msj.edu)) to help ensure continuous collection during absences, or by making a request through the Buildings & Grounds' work order system on myMount.

To help limit the potential for exposure of COVID-19, faculty and staff are temporarily required to place trash and recycling containers outside their office doors if needed to be emptied. Receptacles should be placed outside of office areas after lunch but before 2:00 PM for collection on first shift. In office areas serviced on third shift (Seton west one, Harrington Center Wellness Center/Campus Ministry and the Children's Center), receptacles will be collected during the hours of 11 PM – 7 AM.

## **Dining on Campus**

Campus food service will be adjusted to adhere to the Guidelines. If a person is dining on campus, please adhere to the following guidelines:

- A face covering must be worn until you are ready to eat and then replace it afterward.
- When eating, maintain at least 6 feet of distance between other persons at all times.
- The use of common kitchen areas, including refrigerators, microwaves, and food storage, is prohibited.
- All persons are encouraged to take food back to their individual dorm rooms or work spaces, or to eat outside if weather permits and it is reasonable for your situation.
- If you dine in a campus facility, wipe all surfaces with a sanitizing wipe after use.
- Furniture in dining areas cannot be moved.

## **Travel**

Travel increases your chances of getting and spreading COVID-19. The CDC has not identified one type of travel as safer than others; however, airports, bus stations, train stations, and rest stops are all places the CDC has indicated that travelers can be exposed to the virus in the air and on surfaces. These are also places where it can be hard to maintain a social distance from others.

All University-related travel outside of the Greater Cincinnati area is banned until further notice, with the exception of travel for athletic competitions that will comply with Athletic Department safety protocols.

The CDC recommends that travelers avoid all nonessential travel to all global destinations and the U.S. State Department has issued a Global Level 4 Health Advisory advising U.S. citizens to avoid all international travel. Students, faculty, and staff considering foreign travel should monitor guidance provided by the CDC and the U.S. State Department and must comply with all applicable governmental restrictions, travel advisories, and requirements. Any travel-related restriction or precaution that is recommended by or on behalf of the State of Ohio or Hamilton County may be deemed mandatory for the University community from time to time and the University will issue a prompt announcement when that is the case.

- Students, faculty, and staff must promptly report (as set forth below) if they will or have traveled internationally or within the U.S. to a “hot spot.” An international or U.S. “hot spot” location is:
  - any U.S. county identified by the Harvard Global Health Institute (HGHI) as COVID Risk Level ‘Red’ during the employee’s dates of travel to that county (access HGHI’s COVID Risk Level Dashboard at <https://globalepidemics.org/key-metrics-for-covid-suppression/>) OR
  - any other destination, whether foreign or domestic, that is subject to a mandatory quarantine or self-isolation order or other directive issued by a governmental authority that is applicable to the returning employee OR
  - any other destination, whether foreign or domestic, that is the subject (generally or specifically) of any travel-related order, directive or guideline issued by or on behalf of the State of Ohio or Hamilton County, while such order, directive or guideline is in effect.



- Individuals who report international or U.S. “hot spot” travel will not be permitted to return to campus until 14 days have passed since leaving that location. Appropriate arrangements must be made for students, faculty, and staff to take classes or to work from home, when possible, during the 14 day self-isolation period.
- **Students must report international or U.S. “hot spot” travel** to the University’s Health Services Manager, Amy Demko, by either:
  - submitting a report through myMount after logging in through the following link [https://mymount.msj.edu/ICS/COVID-19\\_Reporting.jnz](https://mymount.msj.edu/ICS/COVID-19_Reporting.jnz), OR
  - calling 513-244-4408.
- **Employees must report international or U.S. “hot spot” travel** to the University’s Director of the Office of Human Resources, Lisa Kobman, by either
  - submitting a report through myMount after logging in through the following link [https://mymount.msj.edu/ICS/COVID-19\\_Reporting.jnz](https://mymount.msj.edu/ICS/COVID-19_Reporting.jnz), OR
  - calling 513-244-4979.

### **COVID-19 Safety Guidelines Apply to All Employees, Including Those Who Are Telecommuting**

All employees, **including those who are telecommuting**, must follow **all** Guidelines. This includes, but is not limited to, reporting any COVID-19 signs or symptoms, diagnosis, or potential exposures, as set forth in the Guidelines.

### **Enforcement of Policy**

These Guidelines have been enacted for the health and safety of all members of the University community during the global pandemic, and it will be enforced. The University’s Police Department and Office of Public Safety will require **any** non-compliant person to adhere to the Guidelines and will require any non-compliant person to leave campus. Reports of noncompliance with this policy should be directed to the University Policy Department and Office of Public Safety at 513-244-4226.

Students who fail or refuse to comply with the Guidelines will be reported to the Dean of Students, who will address reports of noncompliance consistent with the Student Code of Conduct, which could include the imposition of discipline.

Employees who fail or refuse to comply with the Guidelines will be reported to the Office of Human Resources, which will address reports of noncompliance consistent with the conduct expectations set forth in the Employee Handbook. Employees with repetitive violations of the Guidelines may be subject to discipline, up to and including termination.