



# COVID-19 POLICIES & PROTOCOLS



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# 2020-2021

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## **Introduction**

Important notice to all members of the Walnut Hill College “college community” which includes our returning students, incoming freshmen, the immediate family members of students, college faculty, staff, administrators, and visitors to the campus.

The information included in this document is meant to assist all readers in understanding the college’s protocol and requirements regarding appropriate measures to help manage the COVID-19 challenge. These protocols and requirements will most likely change as further research and news regarding COVID-19 is updated. It is necessary that all students, incoming freshmen, the immediate family members of students, college faculty, staff, administrators, and visitors to the campus keep fully informed of all changes and updates.

The information included in this document is in no way meant to substitute professional medical care by a licensed doctor. As well, these protocols and requirements do not give specific medical directives to students, incoming freshmen, immediate family members of students, faculty, staff, administrators, and visitors.

All readers of this document must review this information carefully, be certain to update themselves with additional information published by Walnut Hill College as well as suggested and reliable government agencies. These agencies are Center for Disease Control (CDC), the Department of Public Health for the City of Philadelphia, and the Pennsylvania Department of Health.

In March 2020 Walnut Hill established a “Health and Safety Team”. This team has 11 members of the college’s administrative staff. The college is in no way suggesting that this team can make specific medical determinations or diagnosis. The efforts of the team are to closely monitor government research, recommendations and directives. As well, the team meets weekly to best determine practical methods to help limit the effects of COVID-19 on the campus and amongst the full college-community.

The headings of each section of this protocol and requirement document are not meant to be all-inclusive of the concepts and directives found within each section. It is important that all readers review each section very carefully to gain the best possible understanding.

## **Campus Health and Safety**

Walnut Hill College recognizes that the worldwide pandemic is a fluid and rapidly changing situation. The college is committed to carefully monitoring and responding to new information about COVID-19 and its effects. Given that news and directives regarding COVID-19 are ever-changing, the college will adjust these protocols and requirements. Adjustments to these protocols and requirements will be sent to all members of the college community. You are expected to keep track of any important changes.

When considering changes to our protocols and requirements, college administrators will primarily rely on research, recommendations and directives from the Center for Disease Control (CDC), the Department of Public Health for the City of Philadelphia, and the Pennsylvania Department of Health. As well, college administrators will consult other government health and education agencies.

The college requires that all students, staff, and visitors to the campus without regards to the reason for their visit, adhere, at a minimum, to the following:

- ✓ wearing appropriate facemask that covers their nose and mouth
- ✓ keeping distant whenever possible
- ✓ following any physical directives such as entry and exit through select doors, and following directions on posted signs
- ✓ continually using Walnut Hill College's adopted handwashing technique
- ✓ staying home if you feel sick
- ✓ contacting your doctor immediately if you feel sick
- ✓ cooperating with any new protocols and requirements established by the college

### **Contact Tracing**

The CDC explains that contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease and their contacts (people who may have been exposed). For COVID-19, a close contact is defined as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

Faculty, staff and students should maintain a list of locations they visit, and any contacts they have had. If you test positive, you will be required to work with the state's Department of Health to support their contact tracing requirements. The Department of Health can use that log to trace your contacts should you become ill or contract the virus. You will not be required to share this information with anyone else and will not be asked to share the information unless you become symptomatic.

## Covid-19 Suspected Illness or Official Diagnoses

Students and staff members who believe they might have COVID-19 due to exhibiting [symptoms of COVID-19](#), or have been officially diagnosed with COVID-19 must do the following immediately:

- **Do not report to class or any other in-person college activity**
- **Send an email immediately** to [health@walnuthillcollege.edu](mailto:health@walnuthillcollege.edu), who is a member of the college's Health and Safety Team
- All information will be kept in strict confidence and reviewed by a limited number of select college administrators
- The email must include the following:
  - ✓ Name of the student or staff member
  - ✓ Cell phone number
  - ✓ Email address
  - ✓ Students should include:
    - Degree program or Major
    - Current term and school year [i.e. freshman, sophomore, junior, senior]
    - Identify if you live in a campus dorm or are a commuter student
    - Dorm students should provide the building name and room number
  - ✓ Detail the symptoms of the illness
  - ✓ State whether an official COVID-19 test was given
  - ✓ State the date and location of the COVID-19 test
  - ✓ Clarify whether the results of the test are available
  - ✓ If possible, forward a copy of the test results
  - ✓ State whether a doctor has been consulted

In accordance with the Health Insurance Portability and Accountability Act of 1996; most often referred to as HIPAA and the Family Educational Rights and Privacy Act; often referred to as FERPA, Walnut Hill College will keep all information about a specific individual confidential. Only required college administrators will have access to a person's medical information. Although, the college, as a place of employment, is required to disclose if someone on campus has the virus, names will never be disclosed.

In order to return to campus/classes, students who have experienced [symptoms of COVID-19](#), have been officially diagnosed with COVID-19, or who have been in close proximity to individuals who have tested positive for Covid-19 must either:

- Provide verifiable evidence of a negative Covid-19 test result;
- Provide written documentation from a doctor that they have been seen by the doctor and are permitted to return to class/campus, and/or;
- Provide an attestation or evidence that they have remained under self-quarantine for a period of at least 10 days as required by the CDC and the Philadelphia Department of Health.

## Covid-19 Testing

Worldwide, doctors and scientists agree that broad-based testing will be one of the most effective methods of managing COVID-19. The wonderful news is that the United States has finally caught up with other parts of the world in terms of the availability and the numbers of tests. As of August 10, 2020 it's reported that there just over 900,000 tests completed in the United States each day. As of August 9, 2020 nearly 62 million Americans have been tested. The number of tests completed each day in the United States will grow exponentially.

The report by "Our World Data" also notes that the United States now has "open public testing which includes asymptomatic conditions". This is a meaningful improvement.

Walnut Hill College is located in the heart of the University City section of Philadelphia. Therefore, we are neighbors with world-class hospitals and medical centers including the University of Pennsylvania and Penn Presbyterian Medical Center, among others.

- There are many walk up and drive through testing centers located nearby. Information on testing and the options changes daily.
- As well, there are several hundred testing centers located in the tristate area of Pennsylvania, New Jersey and Delaware.
- Here are two resources. Carefully check to make sure that you are reading the most current list of testing sites:
  - Department of Public Health; city of Philadelphia - <https://www.phila.gov/covid-testing-sites/#/>.
  - University of Pennsylvania health system - <https://www.pennmedicine.org/coronavirus/drive-thru-testing-sites>

## Face Coverings Are Required on Campus

As part of the college's focus on health and safety, ***all students, staff, faculty and visitors to campus are required to wear a face covering when on campus.*** Face coverings that cover the mouth and nose, which may be homemade or commercially available, must be worn while on campus in building entrances, lobbies, hallways, classrooms, common areas as well as outdoors.

Students, staff and guests are expected to supply their own face covering. Students, faculty and staff, in accordance with the college's existing dress code policies may only wear plain or patterned face coverings while campus. Face coverings that are deemed to be inappropriate by the college administration may not be worn. The staff will require a student who is wearing an unapproved mask to purchase a plain or patterned mask, available in the College Store or Pastry Shop, so that they meet the college's professional casual standard.

## Hand Washing



Students, staff and guests are strongly encouraged to wash their hands at least hourly with soap and warm water. The college embraces the model of hand washing for at least 33 seconds and includes vigorous washing of fingers, finger nails, hands, wrists and forearms. During all kitchen, dining room, and bar courses that are hands-on in nature, students will be required to thoroughly wash their hands every 30 minutes, or more frequently as appropriate. Although not a replacement for hand washing, in between hand washings, use of hand sanitizer is strongly encouraged.

### **Illness or Symptoms Will Require Evaluation by a Doctor**

Students who are sick should not come to campus, attend classes or engage in any other in person college activities. If you have a temperature of 100.4 degrees Fahrenheit or greater, or any other [symptoms of COVID-19](#), you must email to [health@walnuthillcollege.edu](mailto:health@walnuthillcollege.edu) for direction.

In order to return to campus/classes, students who have experienced [symptoms of COVID-19](#), have been officially diagnosed with COVID-19, or who have been in close proximity to individuals who have tested positive for Covid-19 must either:

- Provide verifiable evidence of a negative Covid-19 test result;
- Provide written documentation from a doctor that they have been seen by the doctor and are permitted to return to class/campus, and/or;
- Provide an attestation or evidence that they have remained under self-quarantine for a period of at least 10 days as required by the CDC and the Philadelphia Department of Health.

### **Social Distancing**

Classrooms and common spaces have been organized to allow for a minimum of six feet between individuals, wherever possible. Students, staff and visitors must make every effort to remain six feet, or two arms' lengths, from others at all times to minimize the chance of exposure from another person.

## **Classes**

### **Academic Calendar**

The college's Academic Calendar is available on the college website. The Academic Calendar is subject to change at any time. Students will be notified of changes to the Academic Calendar via Schoology Messages. Students should check and review all Schoology messages at least daily.

### **Classes: Times, Breaks, Entering and Exiting**

Students entering Allison Mansion or the Center for Hospitality Studies for class must go directly to the designated kitchen or classroom. Students are not to congregate in hallways before class and should limit gathering outside of the buildings unless social distancing is practiced and masks are worn.

We ask that students do not enter either building and/or make their way to class more than 15 minutes before the start of class.

The following protocols have been initiated to support social distancing initiatives as it relates to getting to, and from classes:

- Class times have been staggered.
- Students may only enter a building in which their class is being held 5 minutes prior to the start of the class.
- Students who arrive early should appropriately socially distance outside the building while wearing an appropriate face covering.
- Students may not congregate in hallways and other communal areas before or after class, nor while on break.
- Faculty will provide students with scheduled breaks during class. This time should be used by the students to take care of any personal needs, otherwise, they must remain in the classroom.
- Students are not permitted to use any class space including kitchens and dining areas to move between or enter into their classes.
  - To enter kitchen classes, students must use the door adjacent to the Purchasing Center to enter all kitchen classrooms.

### **Class Attendance Requirements**

Students are required to self-monitor their health and make decisions that will help prevent illness, specifically Covid-19, from spreading to campus and amongst our college-community. The college will use a survey based on some suggestions from the CDC that students must complete before coming to campus, leaving the dormitories, or attending class or each day. **The**

**completion of the survey will be a requirement for attending class.** Instructors will review the survey prior to allowing a student to attend class each day.

Students must check their temperature before reporting to the College each day. If you have a temperature of 100.4 degrees Fahrenheit or greater, or any other [symptoms of COVID-19](#), contact a member of the college's Health and Safety Team in writing by sending an email to [health@walnuthillcollege.edu](mailto:health@walnuthillcollege.edu).

**If a student or staff member has a temperature over 100.4°F they are not permitted to report to class or any other in person college activities.**

Additionally, students must follow all college policies, including those that relate to the health and safety of the student, and the entire college community. In addition to monitoring your health daily, the CDC provides details on [how best to protect yourself and the community](#) that includes regular and proper hand washing, wearing appropriate face coverings, maintaining a distance of 6-feet from others when possible, cleaning and disinfecting frequently touched surfaces often, and other recommendations.

### **Covid-19 Related Absences**

Walnut Hill College places a high priority on class attendance and participation. The college's [Student Handbook](#) outlines class attendance and absentee policies. Students should refer to the Handbook for details related to these college policies. Due to the circumstances related to the Covid-19 pandemic, the following addendum to these policies has been developed and implemented.

Any student who is absent from class for documented reasons directly related to Covid-19-19 will be excused from attending class. To be excused from class, students must:

- Provide written documentation of a doctor's order to adhere to a quarantine or self-isolation program due to a confirmed exposure to Covid-19, or,
- Provide written documentation of positive test results for Covid-19, or,
- Be adhering to a college mandated quarantine or self-isolation program due to an exposure to Covid-19.

Students who meet one of the above will be excused from the class without penalty to his or her grade and without being subject to the course withdrawal penalties outlined in the [Student Handbook](#). These students must contact a member of the college's Health and Safety Team in writing by sending an email to [health@walnuthillcollege.edu](mailto:health@walnuthillcollege.edu) as well as his or her instructors and Student Success advisor for support.

As is already expected of students who are absent, students who are healthy enough to complete remote coursework will be expected to:

- a) Contact the instructor to inform them of the absence and to verify assignments for the week.
- b) Access and interface with the week's lesson reviewing the materials covered via Schoology.
- c) Complete the between class assignments for the week.
- d) Complete any missed assignments and/or assessments as directed by the instructor.
- e) Schedule one-on-one Zoom sessions during the instructor's office hours as needed.
- f) Contact a Student Success Advisor to schedule tutoring via Zoom as needed.

Students who provide medical documentation of a positive COVID-19 test will be afforded additional time to complete missed coursework if required, however they are strongly encouraged to keep pace with the course via Schoology.

Upon presentation of medical documentation of a negative COVID-19 test result the student should resume classes and:

- a) Complete all missed assignments and assessments with no penalty within 3 weeks of his or her return or as directed by the instructor.
- b) Review all missed course materials on the course Schoology page.
- c) Contact a Student Success Advisor to schedule tutoring and/or additional kitchen lab time.

In cases where a negative test result is not acquired during the current term of study, students will be given a grade of 'Incomplete' (I) for the term and be permitted to complete the course in the same manner outlined above.

The college places high levels of importance on Experiential Learning providing students with experience in open to the public kitchens and dining rooms. These courses, labeled as Production and Operations courses, are most effective when taught on-ground in a hospitality operation. Should a student be medically required to self-isolate, quarantine, or test positive for Covid-19, missed Production and Operations classes will be considered excused absences.

Students should follow the above outlined procedures for all COVID-19 related absences. However, for Production and Operations courses students will be permitted the opportunity to make up any missed class days following a negative COVID-19 test and his or her return to on-ground classes. Students are strongly encouraged to make up all missed Production and Operations class days. Students should contact the instructor directly to schedule make-up days as outlined in the [Student Handbook](#).

### **Course Modalities**

During the fall term all incoming freshman courses as well as all kitchen, dining room, bar, and major specific courses will be held on-ground. General Education courses for third term freshman and above will meet remotely at the scheduled time. Course locations are clearly

marked on student schedules. Contact your Student Success Advisor should you have any questions regarding course meeting places.

### **Directions and Movement**

Students, staff and guests must follow directional signs and one way halls and stairwells. Students are not permitted to enter any class space including kitchens and dining areas to move between or enter classes. Students must use the door adjacent to the Purchasing Center to enter all kitchen classrooms.

### **Face Coverings in Class**

As part of the college's focus on health and safety, all students, staff and faculty are required to wear an approved plain or patterned face covering when on campus. Face coverings that cover the mouth and nose, which may be homemade or commercially available, must be worn while on campus and while in all classes at all times.

### **Handwashing in Class**

Students taking classes in dining rooms, bars, and kitchens will be required to properly wash their hands at least every 30 minutes, however, food handlers commonly need to wash their hands more often.

### **Seating and Lab Stations**

The college will have specific stations in kitchens and seating in classrooms identified for student use that will be clearly marked. Students should only use these stations and seats.

### **Social Distancing**

Students, faculty, and guests are required to maintain a distance of 6-feet apart at all times whenever possible. When social distancing of 6-feet is not be possible, an appropriate face covering must be worn.

## **Cleaning and Sanitizing Requirements**

### **Cleaning Requirements on Campus**

Students, staff and faculty must oblige by the best-practices, public-laws, community expectations and our college's requirements to fully cooperate to best ensure everyone's health and safety. Students will be required to maintain a clean and healthy living space. Students will be required to clean and sanitize any contact surfaces he or she used during a class with the provided cleaning materials.

## **Health Monitoring**

### **Self-Health Monitoring**

It is imperative that each member of the Walnut Hill College community, their guests, visitors and vendors have an understanding of their own health prior to entering campus. It is also important that each of these constituencies know the [signs and symptoms of COVID-19](#).

Students, faculty, staff, and guests are expected to self-monitor their own personal health status. All individuals attending or visiting the college are expected to follow the CDC recommendations for [preventing the spread of illness and protecting oneself and others](#).

Students should check their temperature daily. If you have a temperature of 100.4 degrees Fahrenheit or greater, or any other [symptoms of COVID-19](#), you must contact a member of the college's Health and Safety Team by emailing [health@walnuthillcollege.edu](mailto:health@walnuthillcollege.edu) for an assessment and direction and ***do not report to class or any other in person college activities***.

## **Library and Resource Center**

All students and staff will wear appropriate face coverings, wash hands, and maintain social distancing while in the library per the College's Covid-19 policies. Only select computers will be designated for use to help keep 6 feet distance between students, and room capacity limits will be posted and must be observed. Students will be required to clean and sanitize their computer, work area, and any contact surfaces they used while in the library with provided cleaning materials.

## **Residential Life: On Campus Housing**

### **Outside Guests in Residential Life Buildings and Dorm Rooms**

Outside visitors, members of the general public, family members of our residential learning students, graduates, and other visitors for any reason are not permitted to enter college residence halls and congregate on any part of the campus including porches, backyards, parking lots, and close to entrances of any college affiliated building until further notice.

## Walnut Hill College Students as Guests in Residential Life Buildings and Dorm Rooms

Walnut Hill College students who are not actively part of the Residential Learning program are not permitted to enter any of the resident halls. Actively enrolled students of the college may visit with resident students on the front porches and outside areas.

## Academic and Student Advising

### Meeting with an Advisor

Student advising is available for all students with the college Student Success Advisors. All advising meetings with Mr. Pilch and Mr. Tumas will be **conducted by appointment only** and will be held remotely via ZOOM or telephone. Students may not visit SSA offices without prior approval from an advisor.

To schedule an appointment, students should message either Mr. Pilch or Mr. Tumas via Schoology or by email ([epilch@walnuthillcollege.edu](mailto:epilch@walnuthillcollege.edu) or [rtumas@walnuthillcollege.edu](mailto:rtumas@walnuthillcollege.edu)) and provide specific details including:

- Days and times they are available to meet
- Topic of the meeting (general advising, schedule adjustment, retakes, transfer credits, etc...)
- Preferred meeting method.

The SSA will respond to the students with details that includes all meeting information including:

- Meeting day and time
- Meeting space and modality including room number, Zoom identification number or telephone number.

Students who are scheduled to meet with an advisor in person must wear an appropriate face covering, wash his or her hands prior to the meeting, and arrive promptly at the agreed upon scheduled time.

### Tutoring

Students requesting a tutor should contact either Mr. Pilch or Mr. Tumas via Schoology or by email ([epilch@walnuthillcollege.edu](mailto:epilch@walnuthillcollege.edu) or [rtumas@walnuthillcollege.edu](mailto:rtumas@walnuthillcollege.edu)). All tutoring will take place remotely with most sessions being held as group sessions. Students must provide specific details including:

- Reason for tutoring need
- Course(s) for which tutoring is required

- Days and times during which they are available
- Any additional specific details which can be provided to the tutor

## **Student Dining**

### **Face Coverings**

Student must wear an appropriate face covering when arriving to and leaving the student dining facilities, as well as if they leave their table to use a restroom.

### **Location**

Student dining will take place in the colleges dining rooms located in Allison Mansion. Students must enter the dining facilities through the front door of Allison Mansion and may not enter the dining facilities via the kitchen spaces.

### **Ordering and Payment**

In order to support social distancing, ordering for lunch may be done at the college store. Students placing an order in the store must go directly to the student dining area to pick up their order and/or sit and eat their meal. Students must keep their face coverings on and maintain an appropriate social distance of 6 feet at all times during the ordering process. Students may be required to wait outside the dining area before ordering as social distancing needs dictate. Payment can be made at any register, including the College Store, using the students WHCard.

### **Seating and Physical Barriers**

Students will be seated at separate tables that are spaced 6 feet apart. Physical plexiglas barriers will be made available to students upon request. Students will be permitted to sit together in small groups (no more than 4) at the same table upon request.

### **Take Out Meals**

Students may order take-out meals if they do not want to dine in the student dining facility. Orders for take-out meals can be placed in the dining facility, Pastry Shop, or College Store. Students must leave the dining facility immediately upon pick up of any take-out meals and may not remain in the dining area to eat their meal.

## **Student Life**

### **Student Activities and Life and Learning Points**



Student activities and organizations will take place both remotely and on campus. Adjustments may be made to help ensure everyone's health and safety. Students are still required to earn 5 SLL points per term.

### **Best Practices from the CDC**

Walnut Hill College encourage you to take all precautions and best-practices to help ensure your health and safety. In addition to the CDC guidelines listed below we also recommend:

- Take your temperature at least every 10 hours
- Talk to your doctor about vitamin supplements to boost your immunity
- Get plenty of rest, which will boost your immunity
- See medical attention immediately if you feel ill or notice some symptoms
- Consider having a COVID-19 test
- Ask questions of your doctor for medical advice

If you have a question about college policies and plans regarding COVID-19 ask one of the Vice Presidents. All college Vice Presidents serve on the college's Health and Safety Team.

### **Know how it spreads**

The best way to prevent illness is to avoid being exposed to this virus. The virus is thought to [spread mainly from person-to-person](#).

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### **Wash your hands often**

- [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, or sneezing.
- It's especially important to wash:
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - After handling your mask

- After changing a diaper
- After caring for someone sick
- After touching animals or pets
- 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.

### **Avoid Close Contact**

- **Inside your home/dorm:**
  - Avoid close contact with people who are sick.
  - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home/dorm:**
  - Put 6 feet of distance between yourself and people who don't live in your household.
  - Remember that some people without symptoms may be able to spread virus.
  - [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)
  - Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)

### **Cover Your Mouth and Nose when Around Others**

- You could spread COVID-19 to others even if you do not feel sick.
- The mask is meant to protect other people in case you are infected.
- Everyone should wear a [mask](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
  - Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a mask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.

### **Cover Coughs and Sneezes**

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **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

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household will work.

### Monitor Your Health Daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
  - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.

## 4100 Center for Hospitality Covid-19 Protocols

### 4100 Staff Hallway, Meetings by Appointment only

The 4100 Staff Hallway will be closed to students due to inadequate space to social distance. A sign will be placed at the entrance of the hallway asking students to please wait until a staff member is available or to contact the staff member via Schoology or email to schedule an appointment.

Staff members directing students to the 4100 building to meet with an instructor or academic team member regardless of reason should inform the student that an appointment is required and to contact the staff member via email or Schoology. The staff member can also call the specific instructor or academic team member to determine their availability before directing the student to the 4100 building.

## **Provisional Meetings**

Provisional meetings will continue to be held over the phone or via zoom unless otherwise organized and agreed upon with an academic team member.

## **Classrooms**

Instructors are responsible for monitoring students for college approved face coverings (plain or patterned only), sitting in designated seats for social distancing, and proper sanitation of all seats used including any demo and desk areas, computer equipment that has been touched, whiteboards and markers.

Instructors should also ensure that class breaks do not occur at the same time of other classes running at that time to maintain lower numbers in the hallway, using the bathrooms, and entering and leaving the building.

## **Study Rooms**

Study rooms will be available for student use only as approved by the instructor and/or an academic team member. Students are not permitted to use the study room without approval.

The following protocols must be followed:

- The instructor must walk the student to the study room. Instructors should not simply permit the student to go to the study room as the hallway is closed to students.
- The instructor should inform a staff member in the hallway of the student's presence in the study room.
- The instructor is responsible for making sure the study room is properly sanitized after the student's use.
- Only 1 student is allowed in a study room at a time.

If possible, the instructor should provide advance notice to an academic team member prior to a student using a study room.

## **Resources and Websites**

CDC symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Use the CDC's "Self Check". Go to their website and look at the "Self Check Symptoms" on the lower right-hand side. <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Review the CDC's "Support for Teens and Young Adults" - <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/stress-coping/young-adults.html>

CDC – PDF - How to Protect Yourself and Others - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

CDC – PDF -Symptoms of COVID-19 - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

CDC – Back to College Tips - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/College-Poster-COVID-Tips-for-Students.pdf>

CDC Video – Latest Information on COVID-19 - <https://www.youtube.com/watch?v=kEhNyxKopsg>

CDC Video – Know Your Risk of Getting COVID-19  
<https://www.youtube.com/watch?v=4-aloGTYmlc>

CDC Video – Symptoms of COVID-19  
<https://www.youtube.com/watch?v=F70BzSFAZfw>

CDC Video – Key Times to Wear a Mask  
[https://www.youtube.com/watch?v=tnS9yC\\_bYHY](https://www.youtube.com/watch?v=tnS9yC_bYHY)

CDC Video – How to Wear a Face Mask  
<https://www.youtube.com/watch?v=vMCS6gT8SzQ>

CDC Video – COVID-19 Stops with Me  
<https://www.youtube.com/watch?v=P5RD-VK34XQ>

CDC Video – Protect Those Who Might BE at Higher Risk of COVID-19  
<https://www.youtube.com/watch?v=i7387bbel5g>

CDC Video – Considerations for Bars and Restaurants  
<https://www.youtube.com/watch?v=B9D2RHaA68c>

CDC Video – Key Times to Practice Social Distancing  
<https://www.youtube.com/watch?v=nOa8wlhQdzo>

CDC Video – Key Times to Wash Your Hands  
<https://www.youtube.com/watch?v=B5Aj1dNz0oo>

CDC Video – Taking Care of Your Daily Health During COVID-19  
<https://www.youtube.com/watch?v=OSie2SsVXqQ>