

# COVID-19 Handbook

## Guidelines and Protocols for the 2020-2021 Academic Year

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Updated: August 13, 2020

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# TABLE OF CONTENTS

3	General Risk Mitigation and Community Safety Guidelines
11	Facilities Guidelines
12	Dining Guidelines
14	Teaching & Learning Guidelines
19	Supervisor Guidance
20	On-Campus Housing and Occupancy Guidelines
22	Sports & Recreation Facilities Use Guidelines
24	Resource List

## Introduction

St. Mary's College of Maryland is committed to the health and safety of our students and employees. As the College prepares for reopening for the fall 2020 semester, the following guidelines and plans have been developed. Our aim is to reopen in the spirit of The St. Mary's Way in as safe a manner as possible given the challenges of the COVID-19 pandemic. Together, our vibrant community will do what we've always done: **embody, embrace and commit to living the St. Mary's Way** with respect for self, respect for others, and respect for the environment in which we each live.

These guidelines were written as the result of the Reopen SMCM Task Force initiated over the summer. The charge for the task force was to oversee the development and implementation of policies and procedures that facilitate the re-opening of SMCM as a residential campus in fall 2020 and are compliant with federal and state COVID-19 guidelines.

St. Mary's College will continue to work with the **St. Mary's County Public Health Department** and make the determination to shift to a non-residential experience should that become necessary.

# GENERAL RISK MITIGATION AND COMMUNITY SAFETY GUIDELINES

## FACE COVERINGS

Per guidance from the state and local health departments and the Centers for Disease Control and Prevention (CDC) the use of a face covering can potentially slow the spread of COVID-19 by preventing people who may have the virus but are asymptomatic from transmitting it to others.

### THEREFORE,

- ◇ All students and employees must wear face coverings while on campus, this includes buildings, grounds, classrooms, shared laboratory areas, conference rooms, elevators, hallways, etc. Face coverings must cover the mouth and nose at all times, except when eating/drinking, or alone in a private room or private vehicle.
- ◇ Individuals who cannot wear a protective mask due to a medical issue, like trouble breathing or the inability to remove the cover without assistance should contact the Office of Human Resources (for faculty and staff) or Accessibility Services (for students) for accommodations.
  - ◇ Students approved for an accommodation due to a medical inability to wear a mask will reside off campus and engage in remote instruction only.
  - ◇ Employees whose job duties performed while wearing a face covering or mask present a hazard (e.g. caught-in/entanglement hazards) should speak to their supervisors. The supervisor will advise on whether a face covering is permissible while performing such work and may determine that additional instruction is needed to ensure the safe use of a face covering while performing work tasks.

## GENERAL HEALTH AND HYGIENE REQUIREMENTS

- ◇ All students and employees will refrain from visiting campus community spaces whenever they are sick or have symptoms of respiratory illness (see below).
- ◇ All students and employees must follow these health guidelines as outlined below:
  - ◇ Monitor temperature and health daily using the SMCM daily attestation tool through Qualtrics. If experiencing any symptoms of COVID-19, or other respiratory illness, do not visit campus community spaces or report to campus work in person until such symptoms are no longer present and as directed by the St. Mary's County Department of Public Health and the CDC guidance. The CDC maintains a current list of symptoms associated with [COVID-19](#).
  - ◇ Wash hands frequently for at least 20 seconds, preferably with soap and warm water, particularly after coming into contact with high-touch surfaces, such as doorknobs, handrails, and commonly used equipment. When soap and warm water are not immediately available, use hand sanitizer containing ethanol (ethyl alcohol) or isopropanol (isopropyl alcohol) not methanol (methyl alcohol) or use sanitizing wipes.

- ◇ Cough/sneeze into sleeves, preferably into the elbow. When using a tissue, discard it properly into a wastebasket or plastic bag and clean/sanitize hands immediately.
- ◇ Avoid touching your face – particularly your eyes, nose, and mouth – with your hands to prevent infection.
- ◇ Clean and disinfect frequently touched objects and surfaces in personal study and work spaces.

## COVID-19 SPECIFIC HEALTH REPORTING REQUIREMENTS

- ◇ Testing is available for symptomatic students and employees through the Wellness Center during regular business hours (call 240-895-4289 during business hours or 24/7 helpline at 240-895-4200 after hours to arrange). Employees can also coordinate testing through their own health providers or through public health testing facilities.
- ◇ In the event of a positive or suspected COVID-19 diagnosis, students and employees will cooperate fully with the College’s self-isolation, contact tracing, and notification protocols, in alignment with St. Mary’s County Public Health Department and the CDCI.

## SOCIAL DISTANCING RULES

- ◇ Students and employees will maintain at least six feet of social distance from others whenever possible.
- ◇ All managers and supervisors must develop a plan for facilitating and implementing the social distancing of employees, utilizing resources and guidance provided by the College.
- ◇ Managers, supervisors, staff, and faculty are required to follow any capacity and space restrictions.
- ◇ Students and employees will follow any signage or instruction regarding the use of common spaces, hallways, or pathways through campus.
- ◇ Students and employees will report to Public Safety locations or examples of social distancing congestion to assist with identifying potential problem areas

## PERSONAL ILLNESS

- ◇ Students and employees will not visit or remain in any campus community spaces while experiencing any symptoms of COVID-19 (or other respiratory illnesses), such as cough, shortness of breath or difficulty breathing, fever, new loss of taste or smell, sore throat, muscle pain or body aches, headache, or chills.
- ◇ Students and employees who experience an onset of symptoms while at any campus community space will leave campus or return to their residence immediately. Staff should contact their manager and the Office of Human Resources to request leave. Faculty should contact their department chair or coordinator. Student workers should contact their work supervisors.

- ◆ Employees who are unable to work due to personal illness should use available sick time. If an employee’s available sick time has already been exhausted, they should contact the Office of Human Resources to discuss available leave options.
- ◆ Employees who are unable to work due to COVID-19 should review the College’s [Families First Coronavirus Response Family Medical Leave and Sick Leave Policy](#). Submission of documentation for leave under the policy and questions regarding the policy should be directed to the Office of Human Resources. .

## TRAVEL

- ◆ Until further notice, no College-sponsored international travel is allowed.
- ◆ Until further notice, no College-sponsored domestic travel is allowed, unless it is to states that do not have an active shelter-in-place requirement and the travel is for COVID-19-related research and/or approved by the Provost and Dean of Faculty or Vice President of Business and Finance.
- ◆ The College does not regulate the personal travel of employees but will inform employees about government requirements regarding travel where applicable.
- ◆ Students will restrict travel only to campus and for essential items including food, supplies, and medical appointments.

## MEETINGS, EVENTS AND VISITORS

- ◆ Meetings should continue to take place in a virtual setting whenever possible.
- ◆ When in-person meetings are essential to business operations, a minimum of six feet of distance must be maintained between attendees.
- ◆ No on-campus events are allowed until further notice. “Events” refer to one-off or recurring programming or social activities on campus primarily targeted towards visitors or larger cross-sections of the campus community. “Events” are not intended to cover internal, student or unit/department-level meetings.
- ◆ All external visitors to campus must comply with the College’s risk mitigation measures. This includes:
  - ◆ Visiting students enrolled in courses, or prospective students on individual campus visits;
  - ◆ Visiting faculty teaching courses;
  - ◆ Visiting scholars, volunteers, researchers, or human research participants
  - ◆ Contractors delivering goods or services to campus.
- ◆ As a condition for continuous or intermittent access to the campus or facilities, contractors must have their own COVID-19 risk mitigation policies or procedures. Such policies and procedures must be provided to, and receive approval from, the Vice President of Business and Finance prior to their phased return to campus for the delivery of goods and/or services.

# COVID-19 TESTING, SYMPTOM MONITORING, QUARANTINE/ISOLATION, & CONTACT TRACING GUIDELINES

## Students and employees who live on campus must obtain COVID-19 testing and results before moving into their on-campus accommodation

- ◆ Seven to 10 days before your arrival date you must take a COVID-19 test.
- ◆ Call your personal healthcare provider for testing options.
- ◆ For more information, including location, contact information, and scheduling, visit: [COVID-19 test sites](#).
- ◆ Testing is available through the [St. Mary's County Health Department](#).

## Informing SMCM of your COVID-19 test results

- ◆ A reporting form, along with directions to upload the form, is available at [www.smcm.edu/wellness](http://www.smcm.edu/wellness).
- ◆ Contact Laurie Scherer [lkscherer@smcm.edu](mailto:lkscherer@smcm.edu) or the Wellness Center main line at 240-895-4289 with any questions or concerns.

## Required COVID-19 testing during the semester

- ◆ Out-of-state students who travel to campus using mass transportation will need to take another test upon arrival.
- ◆ Out-of-state students who are from hot-spot locations as defined by the State of Maryland will need to take another test upon arrival.
- ◆ International students who travel to campus using mass transportation will need to take another test upon arrival.
- ◆ The St. Mary's County Health Department will offer on-campus testing in partnership with the SMCM Wellness Center.
- ◆ During the semester, randomized testing will likely be conducted. Those selected in this process will be required to participate.

## All members of the community should self-monitor for symptoms of COVID-19

### Symptoms include:

- ◆ Coughing
- ◆ Shortness of breath
- ◆ Fever
- ◆ Chills and shaking
- ◆ Muscle pain
- ◆ Headache
- ◆ Sore throat
- ◆ New loss of taste or smell
- ◆ Diarrhea
- ◆ Vomiting
- ◆ Anyone who is experiencing a medical emergency, should call 911

## For the health of the campus community, all students and employees who will be on campus at any time during the semester must record their symptoms on a daily basis

- ◇ Emails will be sent each morning with a link to record your symptoms in the **SMCM DAILY SYMPTOM CHECK**. A text option is being planned. For those without access to email, alternate arrangements may be made. Please contact your supervisor.
- ◇ Based on your information, you will be cleared to come to campus/go to class.
- ◇ Results will be monitored by the SMCM Wellness Center.
- ◇ For those who will not be on campus at any time during the semester, daily symptom tracking is not required..

## What to do if you're experiencing symptoms

- ◇ Stay home or in your residence hall room and away from others (except for necessary medical evaluation or COVID-19 testing).
- ◇ Contact a medical provider to arrange for consultation and testing within 48 hours of the start of symptoms.
- ◇ **If you are on campus:**
  - ◇ The Wellness Center will provide testing for symptomatic employees and students during business hours.
  - ◇ Call the Wellness Center at 240-895-4289 Monday - Friday, 8 a.m. – 5 p.m. to arrange for testing.
  - ◇ Outside of normal business hours, call the 24/7 Wellness Center Helpline at 240-895-4200.
- ◇ **If you are off campus:**
  - ◇ Call your personal healthcare provider to discuss symptoms and testing options.
  - ◇ Testing is available through the [St. Mary's County Health Department](#).
  - ◇ For more information, including location, contact information, and scheduling, visit [COVID-19 test sites](#).
- ◇ [Click here for more information on what to do if you're sick.](#)

## What to do after being tested for COVID-19

- ◇ **If you live on campus:**
  - ◇ In consultation with Residence Life and the Wellness Center, you will be advised on the location for quarantine. While in quarantine you will follow the "SMCM Quarantine & Isolation Guide for Students" beginning page 10.
  - ◇ While in quarantine, you must continue to submit your SMCM Daily Symptom Check.
  - ◇ Contact the Wellness Center main line at 240-895-4289 with any questions or concerns during business hours. After business hours, call 240-895-4200.
- ◇ **If you live off campus:**
  - ◇ You should stay home (except to get medical care), separate yourself from others, continue with risk mitigation, and monitor your health.
  - ◇ While in quarantine, you must submit your **SMCM DAILY SYMPTOM CHECK**.
  - ◇ Students will participate in remote learning.
  - ◇ Employees will continue to teach remotely or telework.
  - ◇ If employees are unable to complete their duties, they should contact their supervisor or Human Resources to discuss options.

## Receiving your test results

- ◊ If testing was administered at the SMCM Wellness Center, Wellness Center medical staff will call you with your results.
- ◊ If the test is administered off campus, the provider who ordered the test will notify you of your test results.
- ◊ Once you receive your test results, contact the Wellness Center main line at 240-895-4289 whether or not the results are positive or negative.

## What happens if you test positive or if you are symptomatic and decline testing

- ◊ **If you are on campus:**
  - ◊ You will follow the “**SMCM QUARANTINE & ISOLATION GUIDE FOR STUDENTS**” beginning on [page 10](#).
- ◊ **Commuter students, faculty, and staff** in these cases should stay at home, separate themselves from others, continue with risk mitigation practices, and be in contact with their healthcare provider.
  - ◊ A St. Mary’s County Health Department case worker will check in with you periodically. If you live outside St. Mary’s County, this will depend on that jurisdiction’s protocols.
  - ◊ You must continue to submit your **SMCM DAILY SYMPTOM CHECK**.
  - ◊ During isolation, students will participate in remote learning.
  - ◊ During isolation, employees will continue to teach remotely or telework.
  - ◊ If employees are unable to complete their duties, they should contact their supervisor or Human Resources to discuss options.
  - ◊ You should maintain a supply of food at home and be knowledgeable about ordering food delivery from your local grocery store.
- ◊ Each positive test will be reported to the State of Maryland so that the St. Mary’s County Health Department can follow up with [contact tracing](#).

## If your roommate is tested for COVID-19 because they have symptoms

- ◊ The SMCM Wellness Center and Residence Life will be in contact with you to advise on further risk mitigation practices and any other next steps.
- ◊ You must continue to submit your **SMCM DAILY SYMPTOM CHECK**.

## What happens if you are informed through the contact tracing process that you were in contact with a COVID-19 positive person

- ◊ **If you are on campus:**
  - ◊ You will learn this from the St. Mary’s County Health Department who will advise you on your next steps. If the contact was outside St. Mary’s County, you will hear from that jurisdiction;
  - ◊ You must continue to submit your **SMCM DAILY SYMPTOM CHECK**.
  - ◊ If you are asymptomatic, meaning you do not have any symptoms, you will need to get tested 4-6 days after exposure to the positive person.
  - ◊ If you start to experience symptoms, please follow the guidance listed in the “What to do if I’m experiencing symptoms” section.

### ◊ If you live off campus:

- ◊ You will learn this from your local health department who will advise you on your next steps.
- ◊ You should stay home (except to get medical care), separate yourself from others, continue with risk mitigation practices, and monitor your health.
- ◊ You must continue to submit your **SMCM DAILY SYMPTOM CHECK**.
- ◊ During isolation, students will participate in remote learning.
- ◊ During isolation, employees will continue to teach remotely or telework.
- ◊ If employees are unable to complete their duties, they should contact their supervisor or Human Resources to discuss options.
- ◊ If you start to experience symptoms, please follow the guidance listed in the “What to do if I’m experiencing symptoms?” section.

### **How you will know when to return to campus and/or in-person classes after being in quarantine or isolation**

- ◊ Your personal healthcare provider, the St. Mary’s County Health Department, or the SMCM Wellness Center will assess your symptoms and review your test results and give guidance about when you can return to regular activities.
- ◊ Quarantine typically lasts 14 days (the duration of the incubation period).
- ◊ Isolation typically lasts 10 days from the date symptoms first started or when you were tested for COVID-19. If you have symptoms, you may end your isolation after 10 days as long as the last 24 hours are fever-free (without any fever-reducing medication) and your symptoms are improving. Those with severe illness or are immunocompromised, may need at least 20 days of isolation.
- ◊ At the end of your isolation period, you must inform the SMCM Wellness Center in writing before you return to campus.

# COVID-19 PATIENT CASE PROTOCOL

**QUARANTINE** is for individuals who have not tested positive and are waiting to see if they develop infection or are waiting for test results.

**ISOLATION** is for individuals who have tested positive, or are symptomatic and declined testing.

Case Scenario	How Identified	Patient Status	Testing Protocol	Next Step(s)
Develops COVID-19 like symptoms	Self-ID and consultation with the SMCM Wellness Center	Quarantine for 14 days unless there is an alternate medical diagnosis.	Get tested within 48 hours after the start of symptoms	If <b>positive</b> , move to isolation status. The SMCHD* will be notified. If <b>negative</b> release when the period is over.
Has close contact** with a COVID-19 positive person and is <b>asymptomatic</b>	By contact tracing from the positive person	Quarantine for 14 Days from the most recent date of possible exposure	Get tested 4-6 days after exposure of remains asymptomatic	If <b>positive</b> , move to isolation status. The SMCHD* will be notified. If <b>negative</b> release when the period is over.
Has close contact with a COVID-19 positive person and is <b>symptomatic</b>	By contact tracing from the positive person	Quarantine for 14 days from the most recent date of possible exposure	Get tested within 48 hours after the start of symptoms	If <b>positive</b> , move to isolation status. The SMCHD* will be notified. If <b>negative</b> release when the period is over.
Tested positive for COVID-19 and is <b>asymptomatic</b>	Viral Testing	Isolation for 10 days from the test as long as remains asymptomatic	N/A	-Contact Tracing -When the period is over, the SMCHD, a private physician, or the patient informs the Wellness Center
Tested positive for COVID-19 and/or are <b>symptomatic</b>	Viral Testing OR diagnosis by the SMCM Wellness Center or other medical professional	Isolation for 10 days from the date symptoms first started as long as the last 24 hours are fever- free and symptoms are improving	N/A	-Contact Tracing -When the period is over, the SMCHD, a private physician, or the patient informs the Wellness Center

\*SMCHD is the St. Mary's County Health Department

\*\*Close Contact means being within 6 feet of an individual for more than 15 minutes; or had direct physical contact, or cared for a positive person, or shared eating utensils, or were sneezed or coughed on.

# FACILITIES GUIDELINES

## CREATING A SAFE LIVING AND LEARNING ENVIRONMENT

- ◇ The College has worked extensively with Environmental Health and Safety to learn, understand, and adapt the cleaning and disinfecting changes and guidance provided by the CDC and other infection control experts.
- ◇ Detailed cleaning and disinfecting protocols have been developed to ensure consistency.
- ◇ The staff has been trained in the proper cleaning and disinfecting protocols required to create the safest environment possible.
- ◇ Campus spaces and furnishings have been reconfigured to facilitate and support social distancing protocols.
- ◇ Signage and physical markers have been placed throughout campus to ensure that proper social distancing protocols are followed.
- ◇ Each student, and employee will receive a SMCM logo drawstring backpack that will include enough masks, gloves, and sanitizer to last for the entire semester, as well as an individual thermometer for daily personal temperature readings.
- ◇ Disinfection stations have been placed throughout campus to allow users to disinfect areas independently.
- ◇ Disinfectant supplies will be provided for individuals to sanitize their work spaces.
- ◇ Plexiglas partitions have been installed in all public customer service areas.
- ◇ Protocols have been developed for the cleaning and disinfection of any area that has been exposed to COVID-19.
- ◇ Buildings have been evaluated and modified to maximize fresh air intake.
- ◇ Higher efficiency filters are being installed in buildings throughout campus.

## HOW BUILDINGS ARE BEING CLEANED AND DISINFECTED

- ◇ In order to ensure maximum effectiveness of cleaning and disinfection efforts, the entire campus community will need to work collectively.
- ◇ In addition to routine custodial cleaning, the College has implemented an enhanced cleaning protocol with increased frequency to clean and disinfect common areas and commonly touched surfaces.
- ◇ The College has secured external, third-party cleaning vendors to assist with the daily cleaning and disinfection of campus.
- ◇ Cleaning and disinfecting supplies will be available for students to use in their residences.

# DINING GUIDELINES

## A SAFE DINING EXPERIENCE

- ♦ Bon Appétit will continue to provide an excellent, high-quality dining experience in accordance with all FDA, CDC, State, and local Health Department guidelines.
- ♦ Cleaning and sanitizing of all dining and food distribution areas will be done in accordance with health and safety regulations.
- ♦ Hand sanitizing stations have been placed within all dining and food dispensing locations.
- ♦ Plexiglas has been installed accordingly throughout the Great Room Servery, the Breakfast Nook, and Solomon's Kitchen. Additionally, instructional signage, floor markings, and stanchions have been placed to guide the flow of traffic and to ensure proper social distancing.
- ♦ **Masks must be worn in all dining and food distribution areas.**

## WHERE AND HOW YOU WILL GET FOOD

- ♦ The Great Room Servery: There will be a separate entrance and exit to enable a steady flow of traffic and to maintain social distancing. Floor markings and stanchions are in place to provide direction and separation. Upon entering the Servery, there will be two lines for acquiring food, both of which will have identical food and drink choices. Bon Appétit staff will hand out beverage cups and condiments. All food will be placed in to-go containers by Bon Appétit staff.
- ♦ Solomon's Kitchen: There will be a separate entrance and exit to enable a steady flow of traffic and to maintain social distancing. Floor markings are in place to provide direction and separation. Only pre-packaged grab & go food and beverages will be available. All food will be placed in to-go containers by Bon Appétit staff. Students will have the option of acquiring food for all three meals during one visit.
- ♦ Breakfast Nook: There will be a separate entrance and exit to enable a steady flow of traffic and to maintain social distancing. Only pre-packaged grab & go food and beverages will be available. All food will be placed in to-go containers by Bon Appétit staff. Students will have the option of acquiring food for all three meals during one visit.

## WHAT KIND OF FOOD YOU WILL GET

- ♦ Great Room Servery: Hot foods, pre-made salads, pre-made sandwiches, pre-packaged desserts, and grill items.
- ♦ Breakfast Nook: Pre-packaged grab & go food and beverages only.
- ♦ Solomon's Kitchen: Pre-packaged grab & go food and beverages only.

# DINING HOURS OF OPERATION

## The Great Room

*Great room hours have changed:  
Bon Appetit Summer Hours of Operation*

### Week of August 17 – August 23, 2020

Service in the Great Room

#### Monday August 17, 2020

**Breakfast:** 7:00 am – 10:30 am  
**Continental Breakfast:** 10:30 am – 11:00 am  
**Lunch:** 11:00 am - 2:00 pm  
**Light Lunch:** 2:00 pm – 5:00 pm  
**Dinner:** 5:00 pm - 8:30 pm

#### Tuesday August 18, 2020

**Breakfast:** 7:00 am – 10:30 am  
**Continental Breakfast:** 10:30 am – 11:00 am  
**Lunch:** 11:00 am - 2:00 pm  
**Light Lunch:** 2:00 pm – 5:00 pm  
**Dinner:** 5:00 pm - 8:30 pm

#### Wednesday August 19, 2020

**Breakfast:** 7:00 am – 10:30 am  
**Continental Breakfast:** 10:30 am – 11:00 am  
**Lunch:** 11:00 am - 2:00 pm  
**Light Lunch:** 2:00 pm – 5:00 pm  
**Dinner:** 5:00 pm - 8:30 pm

#### Thursday August 20, 2020

**Breakfast:** 6:30 am – 10:30 am  
**Continental Breakfast:** 10:30 am – 11:00 am  
**Lunch:** 11:00 am - 2:00 pm  
**Light Lunch:** 2:00 pm – 5:00 pm  
**Dinner:** 5:00 pm - 8:30 pm

#### Friday August 21, 2020

**Breakfast:** 7:00 am – 10:30 am  
**Continental Breakfast:** 10:30 am – 11:00 am  
**Lunch:** 11:00 am - 2:00 pm  
**Light Lunch:** 2:00 pm – 5:00 pm  
**Dinner:** 5:00 pm - 7:30 pm

#### Saturday August 22, 2020

**Brunch:** 10:00 am - 1:30 pm  
**Light Lunch:** 1:30 pm – 5:00 pm  
**Dinner:** 5:00 pm - 7:30 pm

#### Sunday August 23, 2020

**Brunch:** 10:00 am - 1:30 pm  
**Light Lunch:** 1:30 pm – 5:00 pm  
**Dinner:** 5:00 pm - 7:30 pm

## Solomon's Kitchen, Breakfast Nook, Coffee Shop

The Breakfast Nook and Solomon's Kitchen Grab and Go's will be closed (for now, until we get more students on campus.) Only the Great Room servery will be providing food.

# TEACHING & LEARNING GUIDELINES

## Academic Calendar

- ♦ Regularly scheduled fall classes will begin on August 17, 2020 and conclude on November 20, 2020.
- ♦ No classes will be held on September 7 (Labor Day) and October 20 (Advising Day).
- ♦ Final exams will be taken remotely between November 30, 2020 and December 4, 2020.
- ♦ Grades will be due by noon on December 10, 2020

## Syllabi

- ♦ Faculty will be encouraged to include the following compliance language on all course syllabi.
- ♦ For the health and safety of our community, within all campus buildings, including classrooms and laboratories, all students are required to wear face coverings over the nose and mouth and comply with social distancing guidelines to the extent possible.

*Students who are unable or unwilling to wear a face covering are required to enroll in the remote option of this course.*

## Regular Course Format

- ♦ All regular courses will be available through face-to-face and synchronous remote instruction.
- ♦ **FACE-TO-FACE** and remote students will participate in class sessions using Zoom.
- ♦ Students may elect to attend class sessions either **FACE-TO-FACE** or remotely according to their own learning and personal safety preferences.
- ♦ To the extent practical, students electing to attend a class session remotely must inform the instructor 24-hours prior to the class session. Likewise, to the extent practical, faculty needing to teach a class session remotely must inform the students 24-hours prior to the class session.

## Face-to-face Classroom Rotation Schedules

- ♦ Physical classroom capacities will be set based on CDC guidance.
- ♦ When necessary to comply with CDC guidelines, residential students will rotate between **FACE-TO-FACE** and synchronous remote instruction according to a schedule established by the course instructor.
- ♦ Students may choose to attend class remotely, even if they are assigned within a specific rotation group.
- ♦ Instructors will create distinct rotating student groups which remain the same throughout the semester. Instructors are encouraged to consider student housing assignments or commuting status when grouping students to minimize in-person contacts with the College community. This information will be provided by the Office of Residence Life upon request.
- ♦ Instructors may rotate students through the class in a manner that best suits their instructional needs. For example, rotations may be assigned for a full class period, or (when appropriate), groups of students may rotate through within the same class period. If multiple groups within the same class time are utilized, measures (and time) to sanitize surfaces and safely dismiss groups to prevent the spread of COVID-19 between rotations should be utilized.

## Laboratory/Studio/Performance Course Format

- ♦ Laboratory, studio, and performance courses will be available through **FACE-TO-FACE** and remote instruction.
- ♦ Student groups, once established, will be used for the entire semester to minimize contact tracing.

## Class Period Lengths

- ♦ To ensure appropriate social distancing in hallways, class sessions will occasionally start a few minutes later than regularly scheduled and/or end a few minutes earlier than regularly scheduled to ease crowding in hallways.
- ♦ The Office of the Provost and Dean of Faculty will determine the altered start/stop times based on building capacities and will make every effort to communicate the specifics prior to the start of the semester.

## Faculty/Student Collaborative Scholarly/Creative Activity (Outside Classes)

- ♦ Out-of-class faculty/student collaborative scholarly/creative activity that requires physical interactions (i.e., laboratories, studios, etc.) will be permitted but no student will be required to participate during the 2020-2021 academic year. Students for whom such a requirement is a condition of graduation will be given alternative learning experiences or will have the requirement waived.
- ♦ Faculty will develop written protocols for the use of shared faculty/student collaborative spaces that adhere to CDC social distancing guidelines to the extent practicable. Such protocols will include:
  - ♦ scheduling of shared facilities to reduce the number of individuals present in the facility at one time;
  - ♦ cleaning of shared equipment and materials between uses;
  - ♦ use of protective gloves and face masks.

## Grading

- ♦ The “P/D/F” grading option first introduced during the 2020 spring semester will be available during the 2020-2021 academic year.

## Shared Learning Spaces

- ♦ In consultation with instructors, furniture will be limited or partitioned off to ensure appropriate social distance between learning stations and between those stations and the teaching station.
- ♦ Instructors will be able to rearrange furniture to meet pedagogical needs as long as appropriate social distancing is maintained.
- ♦ Learning spaces will receive a deep cleaning twice per day according to a schedule developed by the Director of Facilities.
- ♦ Learning spaces will be equipped with hand sanitizer and sanitizing wipes.
- ♦ Students will be required to wipe down their individual learning station prior to and after use. Some departments may have additional expectations for student cleaning. Instructors from those departments will communicate expectations to enrolled students.
- ♦ Faculty will be required to wipe down their teaching station prior to and after use.

## Outdoor Classrooms

- ♦ The College's WiFi may be insufficient to support synchronous remote and face-to-face in outdoor spaces.
- ♦ Faculty may investigate possible locations but should be cognizant of likely bandwidth limitations when students are present.
- ♦ At any given class period, faculty who have all enrolled students physically present may teach their class session outdoors. However, class sessions with any remote students must be accessible through synchronous remote technology.

## Experiential Learning

- ♦ All College-affiliated international programs (study abroad, study tours, etc.) are canceled for the 2020 Fall semester and the subsequent winter break. International programs for the 2021 Spring semester and subsequent summer break are still under consideration and may be canceled.
- ♦ Domestic experiential learning opportunities (field trips, internships, etc.) will be permitted but no student will be required to participate during the 2020-2021 academic year. Students for whom such a requirement is a condition of graduation will be given alternative learning experiences or will have the requirement waived.
- ♦ Faculty will ensure that remote partner locations have protocols in place that adhere to CDC social distancing guidelines to the extent practicable.
- ♦ Faculty conducting domestic experiential learning opportunities will develop written protocols for the travel to/from the experiential location that adhere to CDC social distancing guidelines to the extent practicable. Such protocols should include:
  - ♦ cleaning of shared vehicles, equipment, and materials between uses;
  - ♦ use of protective gloves and face masks while in transit.

## Mission-Centric Events

- ♦ Events that are central to the College's academic mission will ensure that audiences, when allowed, adhere to appropriate social distancing guidelines.
- ♦ Event spaces will receive a deep cleaning in between uses, to the extent practicable.
- ♦ Student physical attendance at such events will not be required. Programs for which such events are a requirement will provide students with a means for remote attendance.
- ♦ Student participation in such events will adhere to the guidelines under **Laboratory/Studio/Performance Courses Format**. Student participation in off-campus events will adhere to the guidelines under **Experiential Learning**.

## Academic Advising

- ♦ To the extent practicable, the College will provide faculty and students with access to technology, including high-speed Internet, sufficient to engage in learning experiences.

## Technology Needs

- ♦ **FACE-TO-FACE** advising sessions, if provided, will adhere to appropriate social distancing guidelines.
- ♦ Students will be provided with a remote advising option

## Class Attendance Policies

- ◇ The College's **attendance policy** will remain in effect for the academic year.
- ◇ Students will be expected to attend each class meeting, either **FACE-TO-FACE** or remotely.
- ◇ Students who experience extended illness that reasonably prevents them from completing the course objectives may use the College's **course withdrawal policy**.
- ◇ Waivers are not required for voluntary activities that may not comply with COVID-19 social distancing guidelines. However, instructors should make students aware of potential risks before these activities occur so that students may decide where to participate in-person or remotely. Students will not be penalized for choosing a synchronous remote option under these circumstances. A single conversation at the beginning of the semester will suffice; an instructor need not provide language before every similar activity within the course.

## Office Hours

- ◇ Faculty may conduct **FACE-TO-FACE** office hours in such a manner as to be compliant with appropriate social distancing guidelines including any time in which students are waiting in line to see the faculty member.
- ◇ Faculty will provide remote access to office hour support.
- ◇ Faculty offices will be equipped with hand sanitizer and sanitizing wipes.

## Classroom Management

- ◇ Student work will be submitted and returned using remote technology.
- ◇ Class handouts will be distributed using remote technology.
- ◇ Students will comply with appropriate College guidelines when entering, exiting, and using classrooms. Students who are non-compliant with the College guidelines will be required to leave their class and the incident reported to Public Safety. If a student is unwilling to leave, faculty will notify Public Safety to have the student removed from class. Faculty may cancel the class session if they are uncomfortable with calling Public Safety or they believe that the circumstances may escalate beyond their control. Faculty will immediately report the incident to Public Safety.
- ◇ **FACE-TO-FACE** class sessions may be assigned a "technology teaching assistant" to facilitate classroom management. Funding for such teaching assistants will be provided by the Office of the Provost and Dean of Faculty. Instructors may, at their discretion, provide classroom assistant credit for such teaching assistants.
- ◇ Remote examinations will be proctored or recorded to ensure integrity.
- ◇ Class waiting lists will be maintained by individual instructors or departments and will be reported centrally to the Office of the Provost and Dean of Faculty.
- ◇ Students participating in **FACE-TO-FACE** learning experiences who do not feel safe from COVID-19 exposure may report their concern to the instructor. Instructors may attempt to change the experience to make the student feel safe. If no acceptable change can be made, the instructor will dismiss the student from the face-to-face learning experience without a course penalty. The student, however, will bear the responsibility for completing the learning experience on their own and for submitting any assigned work related to the experience.
- ◇ Faculty will dismiss students in an ordered manner so as to support compliance with all social distancing and COVID-19 College guidelines.

## Remote Teaching

- ◆ Faculty who meet eligibility requirements ([see Human Resources website](#)) will be allowed to teach remotely with prior written permission.
- ◆ Faculty who request and accept remote teaching assignments will not be allowed on campus during the semester without express written permission from the Office of the Provost and Dean of Faculty.

Faculty who have not requested or accepted remote teaching assignments but who are experiencing COVID-19 symptoms or are otherwise temporarily unable to teach face-to-face may teach remotely for the affected class periods without prior approval but must inform the Office of the Provost and Dean of Faculty

# SUPERVISOR GUIDANCE

## **Supervisors are required to comply with the following instructions for protecting the health of their employees and reducing transmission:**

- ◇ Inform the Office of Human Resources (HR) by sending an email to the AVP of Human Resources when each employee returns to work on campus. The email should include the employee name and the date they will return. In order to track completion of the required training HR should receive this information prior to the employee's first day of work on campus.
- ◇ Require each employee returning to campus to complete the COVID-19 Hygiene Best Practices training. Employees who have already returned to campus must complete the training as a condition of their continued work on campus.
- ◇ Schedule the use of shared facilities to reduce the number of individuals present in the facility at one time;
  - ◇ Supervisor's instructions on when and how to email their direct reports to ensure the timely completion of the training may be found here.
- ◇ Conduct meetings electronically, even while working on campus. If meetings cannot be conducted virtually, keep participation to fewer than ten (10) participants and enforce appropriate physical distancing and wearing of face coverings.
- ◇ Encourage those with increased risk of severe illness or over the age of 65 to continue working remotely and avoid gatherings of greater than ten (10) people, or other situations that potentially increase the likelihood of contracting the virus. Consider multiple options for decreasing the density of your office space(s).
  - ◇ Encourage those who can work effectively from home to continue to do so.
  - ◇ Stagger shifts to reduce the number of people in the workplace at the same time.
  - ◇ Where possible, encourage single occupancy in work rooms.
- ◇ Procure sufficient disinfectant products and cleaning supplies so employees can frequently clean their own workspaces. General disinfectants can be obtained through the Physical Plant.
- ◇ Specific products desired by a department should be procured through departmental budgets.
- ◇ Ensure that employees and all office visitors and contractors comply with the College's risk mitigation measures, which are available here.
- ◇ Report locations or examples of social distancing congestion to the Director of the Physical Plant and the Director of Facilities Planning to assist with identifying potential problem areas.
- ◇ Understand and promote the contact tracing protocols of the St. Mary's County Health Department, which are available here. Contact tracing is a tool used by public health workers to stop the spread of disease.
  - ◇ When someone tests positive for COVID-19, their doctor notifies the Health Department. The Health Department calls the person who tested positive to see who else might have been exposed.
  - ◇ When the Health Department is contact tracing, they ask where people have been in recent days and the names and contact information of the people they have had close contact with. The individual who tested positive chooses whether or not to give the Health Department permission to reveal their identity to their contacts. The Health Department does not ask for social security numbers, credit cards, or immigration status.
  - ◇ Everyone contacted by the Health Department is believed to have been in close contact with the individual who tested positive and is asked to self-isolate for at least ten (10) days to stop the spread of COVID-19. During the self-isolation period, the employee may continue to perform their College responsibilities via telework. During the self-isolation period, the employee may continue to perform their College responsibilities via telework.

# ON-CAMPUS HOUSING & OCCUPANCY GUIDELINES

## General Guidelines

- ◆ Students will wear facemasks outside their assigned rooms.
- ◆ Furniture in community spaces will be reduced and arranged to support social distancing guidelines.
- ◆ College staff will deep clean shared spaces at least twice per day.

## Building Access and Visitation

- ◆ Students will have card access only to their own residence hall.
- ◆ Residence Hall Assistants will monitor and control the number of students in the building to ensure social distancing.
- ◆ Nonresident students will only be given access by a resident student.
- ◆ Each assigned resident will have no more than one visitor at a time and must be present during the visit.
- ◆ Occupancy restrictions will be reduced to one visitor per assigned resident with a maximum occupancy of 10 students in one area at a time as follows:
  - ◆ Single occupancy rooms can have only one student visitor at a time.
  - ◆ Townhouses can have at most four student visitors at a time.
  - ◆ Eight-person suites can have at most two guests at a time.
  - ◆ Fourteen-person units are limited to 14 students (including the official occupants of the unit) at a time.
- ◆ Other than move-in day and move-out day, students will not have non-student guests in the traditional residence halls, Waring Common blocks, Townhouses, Lewis Quad units, or laundry rooms or study spaces.
- ◆ Students will return to their assigned residence hall, hallway, or unit to use the restroom.
- ◆ Students will not have overnight guests.

## Travel Restrictions

- ◆ Students commuting to campus will restrict travel only to campus and for essential items including food, supplies, and medical appointments.
- ◆ Residential students will only travel off campus for essential items including food, supplies, and medical appointments.

## Outdoor Gatherings

- ◆ Students will gather in groups of 10 or less in outdoor spaces.
- ◆ Outdoor gatherings will maintain a minimum of 10 feet apart from other groups.
- ◆ Outdoor gatherings will not be allowed between midnight and 6:00 a.m. except on the assigned residence patio if available.
- ◆ No more than 50 total students may gather on the Townhouse Greens at one time.
- ◆ No more than 30 total students may gather on the Lewis Quad lawn at one time.

## Initial 14-Day Self-Quarantine

- ♦ Resident students arriving to the campus from abroad or out-of-state will self-quarantine in their assigned residence for 14 days upon arrival.

## Student Staff Training

- ♦ Student staff will complete the standard College online COVID-19 training.
- ♦ Student staff will complete specialized training on the impact of COVID-19 on their assigned duties.

## On-Call Procedures

- ♦ Resident Assistants, Residence Hall Coordinators, Professional Staff, Physical Plant Staff and Public Safety Officers (on-call staff) will be permitted inside residential units to perform work functions.
- ♦ On-call staff will adhere to social distancing guidelines to the extent practicable in completing their assigned duties.
- ♦ On-call staff will wear facemasks while in the residence halls and/or interacting with students.

# SPORTS & RECREATION FACILITIES USE GUIDELINES

## General Guidelines

- ◆ When using College sports and recreation facilities, students and employees will wear appropriate facemasks at all times, except when hydrating or eating, and will adhere to all College COVID-19 guidance including social distancing.
- ◆ Facility restrooms will be available for use and will receive deep cleaning at least twice per day.
- ◆ College cleaning staff will wear latex gloves while deep cleaning shared equipment.
- ◆ Students and employees will come to the facility dressed to engage in physical activity and leave immediately afterwards; locker rooms will not be available for showers or changing.
- ◆ Facility hours will be restricted (and posted) to allow for deep cleaning at least twice per day.

## Varsity Athletics

- ◆ Starting September 1, 2020, varsity athletic teams will use the outdoor fields for practices. No organized varsity team practices will be allowed prior to September 1, 2020.
- ◆ Coaches will reserve access to facilities for a specific day and time with a 90-minute limit per day.
- ◆ Athletes will come to the facility dressed to practice and leave immediately afterwards; locker rooms will not be available for showers or changing.

## Recreational Equipment Checkout

- ◆ Students will check out recreational equipment from the Michael P. O'Brien Athletic & Recreation Center and the Waterfront during hours posted at each facility; equipment is available on a first-come, first-served basis.
- ◆ Staff will deep clean recreational equipment between checkouts.
- ◆ Students will sanitize recreational equipment before and after use; cleaning supplies will be provided.
- ◆ Community members will not be permitted to check out recreational equipment.

## Facility-Specific Guidelines

### Michael P. O'Brien Athletic & Recreation Center (MPOARC)

- ◆ Reduced capacity limits will be posted for the Cardio Room, Climbing Wall, Fitness Center, Arena, Recreation Courts, Aquatic Center and Classroom.
- ◆ Equipment will be positioned to support social distancing standards with some equipment marked as offline to ensure safe distancing.
- ◆ Students and employees will enter the MPOARC using the Main Entrance by the Welcome Desk only. You will exit the MPOARC using any other exit not posted for emergency use only.
- ◆ Students and employees will reserve access for a specific day and time to use the facility with a 45-minute limit per day.
- ◆ Students and employees will swipe their ID at the Welcome Desk prior to using the facility and sanitize all equipment before and after use; cleaning supplies will be provided.
- ◆ Students and employees will use the Recreation Courts for individual activities only, no team sports permitted.
- ◆ Group fitness classes (e.g., Barre, Yoga, Zumba, Seahawk Pump, and Total Body Fitness) will be offered remotely with no in-person attendance.
- ◆ Aqua exercise classes will be limited to eight patrons and held in the 25-yard pool only.

## Facility-Specific Guidelines

### The Waterfront

- ◆ Students will take swim tests in small groups and by reservation only.
- ◆ The Awesome Room, Conference Room, and Upstairs Porch are reserved for specific College use.

### Facility Rental and Community Memberships

- ◆ Access to College sports and recreational facilities will be limited to students and employees.
- ◆ Paid community memberships and guest passes will not be permitted during the pandemic.

# RESOURCE LIST

## The Office of Residence Life

- ◇ Tel: (240) 895-4207
- ◇ Email: [dlbrush@smcm.edu](mailto:dlbrush@smcm.edu)
  - ◇ Questions about your residence or services on campus

## Academic Concerns

Contact individual professors with specific questions

## The Office of Student Support Services

- ◇ Tel: (240) 895-4388
- ◇ [studentsupportservices@smcm.edu](mailto:studentsupportservices@smcm.edu)
  - ◇ Help you communicate with professors
  - ◇ Offer tutoring and academic support
  - ◇ Discuss options to delay work or take time off

## The Office of Accessibility Services

- ◇ Office of Accessibility Services
- ◇ Tel: 240-895-4388
- ◇ TTY: 240-895-4327
- ◇ Email: [adasupport@smcm.edu](mailto:adasupport@smcm.edu)
  - ◇ Help with accommodations if you are feeling unwell

## Health Concerns

### Wellness Center

- ◇ 240-895-4289 | 8 a.m. – 5 p.m. weekdays
- ◇ Email: Laurie Scherer, director of the Wellness Center, at [lkscherer@smcm.edu](mailto:lkscherer@smcm.edu)
  - ◇ For ahealth questions request a telehealth appointment with the nurse
  - ◇ For general information
  - ◇ To schedule counseling

### 24/7 Counseling Helpline

- ◇ 240-895-4200
- ◇ For emotional support or referral to on-campus and community services

### Public Safety

- ◇ 240-895-4911 | 24/7
- ◇ For safety issues on campus
- ◇ To obtain over-the-counter medication (note: call to ask for delivery of items you need)

### 911 Local Emergency Services

- ◇ To obtain immediate help for severe symptoms
  - ◇ Significant difficulty breathing
  - ◇ Chest pain
  - ◇ Blue lips
  - ◇ Loss of consciousness
  - ◇ Any other symptoms that are severe or concerning to you
- ◇ *Let the dispatcher know you have tested positive for COVID-19 or have been tested and are waiting for test results*
- ◇ Please put on a face covering before the first-responders arrive

## For more information about COVID-19

Contact individual professors with specific questions

### St. Mary's County Health Department

- ◇ <http://www.smchd.org/coronavirus/>
- ◇ COVID-19 Community Hotline at 301-475-4911, Monday – Friday, 8 a.m. – 5 p.m.

### State of Maryland Department of Health

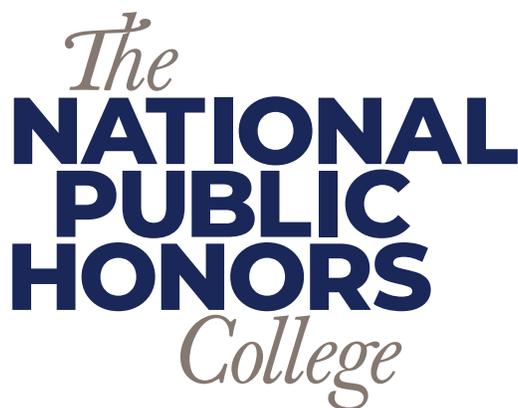
- ◇ <https://coronavirus.maryland.gov>
- ◇ <https://govstatus.egov.com/md-coronavirus-rumor-control>

### Centers for Disease Control (US)

- ◇ <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### World Health Organization

- ◇ <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>



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