

COVID-19 Handbook

Guidelines and Protocols for the 2020-2021 Academic Year

Updated: August 4, 2020



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Introduction

St. Mary's College of Maryland is committed to the health and safety of our students, faculty and staff. 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, faculty, and staff 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, or mask is permissible while performing such work and may determine that additional instruction is needed to ensure the safe use of a face covering or mask while performing work tasks.

GENERAL HEALTH AND HYGIENE REQUIREMENTS

- ◇ All students, faculty, and staff will refrain from visiting campus community spaces whenever they are sick or have symptoms of respiratory illness (see below).
- ◇ All students, faculty, and staff 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, faculty, and staff 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, faculty, and staff 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, faculty, and staff 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, faculty, and staff will follow any signage or instruction regarding the use of common spaces, hallways, or pathways through campus.
- ◇ Students, faculty, and staff will report to Public Safety locations or examples of social distancing congestion to assist with identifying potential problem areas

PERSONAL ILLNESS

- ◇ Students, faculty, and staff 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, faculty, and staff 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 faculty and staff 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.

GUIDELINES FOR COVID-19 TESTING, SYMPTOM MONITORING, QUARANTINE, AND CONTACT TRACING

Updated July 23, 2020

Students, faculty, and staff who will be living 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.
- ◇ Location, contact information, and scheduling information for other COVID-19 test sites in Maryland can be found [here](#).
- ◇ Testing is available through the [St. Mary's County Health Department](#).

How to inform SMCM of your COVID-19 test results

- ◇ A reporting form is available at www.smcm.edu/wellness. Directions for uploading the form to the Wellness Center will be included.
- ◇ Contact Laurie Scherer LKSCHERER@SMCM.EDU or the Wellness Center main line at **240-895-4289** with any questions/concerns.

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 9-1-1

All students, faculty, and staff who will be on campus at any time during the semester must record their symptoms on a daily basis

- ◇ For the health of the campus community, record your symptoms in the "SMCM-Wellness" (Qualtrics) App on a daily basis.
- ◇ Based on your information, you will be cleared to come to campus/go to class.
- ◇ Results will be monitored by the 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.
- ◊ **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](#).
 - ◊ Location, contact information, and scheduling information for other COVID-19 test sites in Maryland can be found [here](#).
- ◊ [Click here for more information on what to do if you're sick.](#)

What to do after being tested for COVID-19

- ◊ **If you are 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 separate yourself from others, continue with risk mitigation practices, and take your courses remotely.
 - ◊ Twice daily contactless in-room meal delivery will be coordinated by Residence Life and the College's Bon Appétit Food Services. Hot food will be provided as well as food you can prepare on your own (e.g. sandwiches, cereal, etc.)
 - ◊ While in quarantine, you must submit your symptom screening.
 - ◊ Contact the Wellness Center main line at 240-895-4289 with any questions/concerns during business hours. After hours, call 240-895-4200.
- ◊ **If you are 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 symptom screening.

What to do if your roommate has been tested for COVID-19 because they have symptoms

- ◊ The Wellness Center and Residence Life will be in contact with you to advise on further risk mitigation practices and any other next steps.
- ◊ Continue to monitor your own symptoms.

How you receive your test results

- ◊ If testing was administered at the 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

- ◊ **If you are on campus:**
 - ◊ You must advise the Wellness Center of your results by calling the main line at 240-895-4289.
 - ◊ A St. Mary's County Health Department case worker will contact you periodically to check on your status.
 - ◊ The Office of Residence Life will assign you to an isolation location for 10 days after illness onset and, at least 3 days (72 hours) after recovery with a resolution of fever without the use of fever-reducing medications.
 - ◊ If you have to move out of your room to isolation housing, you must bring personal items (clothing, toiletries, bedding) and anything you need for class. The Office of Residence Life will assist with this process, as needed.
 - ◊ Twice daily contactless meal delivery will be coordinated by Residence Life and the College's Bon Appétit Food Services. Hot food will be provided as well as food you can prepare on your own (e.g. sandwiches, cereal, etc.)
 - ◊ During isolation you will participate in remote learning.
 - ◊ The Wellness Center will check in with you on an ongoing basis. Call the Wellness Center at 240-895-4289 with any questions or concerns.
- ◊ **Commuter students, faculty, and staff** who test positive should stay at home, separate themselves from others, continue with risk mitigation practices, and be in contact with your healthcare provider.
 - ◊ A St. Mary's County Health Department case worker will check in with you periodically. The case worker will notify you when you are able to return to campus and will provide appropriate supporting documentation for your return.
 - ◊ During isolation, students will participate in remote learning.
 - ◊ During isolation, employees may continue to teach remotely or telework, as is possible.
 - ◊ If employees are unable to complete their duties, they should contact their supervisor or Human Resources to discuss options.
- ◊ 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](#).

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 next steps.
 - ◊ Continue to monitor and record your symptoms on a daily basis.
 - ◊ If you start to experience symptoms, please the guidance listed under "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 next steps.
 - ◊ You should stay home (except to get medical care), separate yourself from others, continue with risk mitigation practices, and monitor your health.
 - ◊ If you start to experience symptoms, please follow the guidance listed under "What to do if I'm experiencing symptoms?" section.

Returning to campus and/or in-person classes after testing positive for COVID-19

- ◊ You may return after being cleared by your local health department which will provide documentation before employees or students can return.
- ◊ Individuals returning to campus must provide this supporting documentation to the Wellness Center and, if an employee, to Human Resources in order to return.

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, faculty, and staff member 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, including students, faculty, and staff, 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 GUIDELINES

(CONT.)

HOURS OF OPERATION:

The Great Room

Monday through Thursday 7:00 a.m. to 10:30 a.m.
10:30 a.m. to 11:00 a.m. (closed)
11:00 a.m. to 8:30 p.m.

Friday 7:00 a.m. to 10:30 a.m.
10:30 a.m. to 11:00 a.m. (closed)
11:00 a.m. to 7:30 p.m.

Saturday and Sunday 10:00 a.m. to 7:30 p.m.

Solomon's Kitchen

Monday through Friday 7:30 a.m. to 2:00 p.m.
2:00 p.m. to 4:00 p.m. (closed)

Monday through Saturday 4:00 p.m. to 12:00 a.m.

Breakfast Nook

Monday through Friday 8:00 a.m. to 4:00 p.m.

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

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 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, all patrons 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.
- ◆ Patrons 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.
- ◆ Patrons will enter the MPOARC using the Main Entrance by the Welcome Desk only. Patrons will exit the MPOARC using any other exit not posted for emergency use only.
- ◆ Patrons will reserve access for a specific day and time to use the facility with a 45-minute limit per day.
- ◆ Patrons will swipe their ID at the Welcome Desk prior to using the facility.
- ◆ Patrons will sanitize all equipment before and after use; cleaning supplies will be provided.
- ◆ Patrons 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 and are not available for patron use or scheduling.

Facility Rental and Community Memberships

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

The **NATIONAL PUBLIC HONORS** *College*

DISCLAIMER

St. Mary's College of Maryland reserves the right to provide some or all of the course content through alternative methods of course delivery, including remote methods of delivery, and it reserves the right to change the method of delivery at any time before or during the academic term, in the event of a health or safety emergency or similar situation when it determines, in its sole discretion, that such change is necessary and in the best interests of the College and the campus community.