

Kentucky Wesleyan College
Office of Admissions and Financial Aid
PHASE III – REOPENING

I.	FACILITIES	PLAN
	Obtaining and distributing personal protective equipment to staff, students, contractors, visitors, etc.	The Office of Admissions and Financial Aid has implemented required face coverings for all employees and guests. This information is communicated regularly. The Admissions Office has purchased 500 masks, and are maintaining a supply of hand sanitizer and disinfecting spray. These supplies will be on hand for employees and visitors.
	Disinfecting and cleaning of all facilities.	The campus facilities team has taken added steps to ensure the added cleanliness of AFA offices, copy room and conference room daily. Additionally, the office has a supply of disinfectant spray, wipes and hand sanitizer.
	Social distancing reminders (signage, one-way walkways, areas closed, floor markings, etc.)	Signage is included across campus and in Admissions and Financial Aid offices.
	Physical barriers at all areas which require interaction with public	A plexiglass barrier has been placed in the AFA Lobby to maximize distance between guests and front office staff.
	Limiting occupancy of rooms and spaces to ensure appropriate distancing (removing chairs, signage, barriers within rooms, etc.)	Meetings in individual offices are limited to two participants only with proper distancing and masks required. Meetings of 4 participants are permitted in the Conference Room and Admissions Lobby.

II.	SCREENING AND CONTACT TRACING	PLAN
	Screening students, staff, and visitors (temperature checks, testing, etc.)	All visitors are required to complete a screening form to verify health status prior to entry to campus facilities. Additionally, all students are required to verify health status daily, as managed by other campus resources.
	14 day quarantine of any staff or students returning from out of state (if required in phase)	AFA will support quarantine policies adopted by Human Resources and Student Services related to quarantine of students and staff.
	Quarantining of students showing symptoms	Visitors who report symptoms will be asked to reschedule campus visits or asked to remain in vehicle upon arrival. Student quarantine decisions will be administered by Student Services.
	Ensuring staff with symptoms are not on campus	AFA staff who report symptoms or believe they have been in contact with someone who is symptomatic are informed of self-reporting responsibility to supervisor and necessary work adjustments.
	Working with local health departments or other partners to trace contacts of any individuals testing positive	Staff are informed of the necessity of complying and actively participating in contact tracing activities.
	Quarantining all individuals testing positive and any of their direct contacts for 14 days	AFA will support quarantine policies adopted by Human Resources and Student Services related to quarantine of students and staff.

III.	STAFF	PLAN
	Determining which employees are required/allowed to return to campus	Beginning in Phase III, staffing in AFA will be increase to between 50% - 66% in person. Staffing may be higher depending on needs of students – beginning of semester, for example.
	Establishing staggered work schedules, changes in meeting formats or other modifications to ensure proper social distancing	Staff meetings will continue in a Zoom format for the foreseeable future. Currently, work schedules are scheduled where no more than a maximum of 5/11 staff are present at any given time. >75% of daily in-office population is less than 4.
	Accommodations for employees that are members of vulnerable populations	Employees who meet HR defined criteria and request accommodations will be afforded flexibility in work location and/or time shifting to minimize risk to the employee and to students.
	Minimizing travel and isolation following travel (if required by phase)	Professional development travel has been eliminated. Travel for college promotion events is undetermined at this time, as college fair schedules have not yet been created.
	Closing of common areas to minimize contact	Seating has been removed from AFA common areas (lobby and conference room) to minimize potential for gathering.
	Ensuring appropriate distancing and use of PPE in research and laboratory environments	Decision is handled by Academic Affairs.

IV.	ACADEMIC SERVICES	PLAN
	Ensuring appropriate distancing during on-site instruction	Decision is handled by Academic Affairs.
	Evaluating alternative learning environments for each course, lab, etc., if the Governor or CDC require a second or subsequent shutdown	Decision is handled by Academic Affairs.
	Faculty professional development for alternative learning environments	Decision is handled by Academic Affairs.
	Accommodations for students with illness due to COVID-19	Decision is handled by Academic Affairs.

V.	STUDENT SUPPORT	PLAN
	Minimizing contact between students and staff for administrative services (bursar, financial aid, etc.)	As many processes that previously required one-on-one contact are being handled in a virtual format. More than 2 participants are not permitted to meet in AFA offices, and no more than 4 participants in meetings in AFA Conference Room or Lobby.
	Operations of Student Health Services	Decision is handled by Student Services.
	Communication of COVID-19 restrictions, protocols, requirements.	AFA Staff will reinforce campus advisories related to restrictions, protocols and requirements.
	Safe delivery of mental health, advising, tutoring, and other student focused services	As many processes that previously required one-on-one contact are being handled in a virtual format.

VI.	ATHLETICS	PLAN
	Communication of NCAA and Conference decisions to local and state authorities relating to events with spectators	Decision is handled by Athletics Department.
	Bringing student athletes to campus and providing appropriate distancing and support (if needed by phase)	Decision is handled by Athletics Department.
	Addressing when spectators will be allowed at athletic events	Decision is handled by Athletics Department.
	Protocol for temperature screening, testing and contact tracing of athletes, coaches, officials, etc.	Decision is handled by Athletics Department.
	Concession operations at athletic events (if needed by phase)	Decision is handled by Athletics Department.

VII.	RESIDENCE HALLS	PLAN
	Reduced occupancy in residence halls (if needed by phase)	Decision is handled by Student Services.
	Cleaning and disinfecting residence halls	Decision is handled by Student Services.
	Role of RAs in screening students for illness, contact tracing, enforcing quarantine, etc.	Decision is handled by Student Services.
	Meal and supply delivery (if needed by phase)	Decision is handled by Student Services.
	Closing common areas, limit gatherings, curfew, etc.	Decision is handled by Student Services.

VIII.	DINING	PLAN
	Plan for "grab and go" dining or delivery (if required by phase)	Decision is handled by Student Services in partnership with Food Service.
	Reducing occupancy of dining areas	Decision is handled by Student Services in partnership with Food Service.
	Installing physical barriers between customers and staff	Decision is handled by Student Services in partnership with Food Service.
	Cleaning and disinfecting dining areas	Decision is handled by Student Services in partnership with Food Service.

IX.	EVENTS	PLAN
	Communication with local and state authorities regarding any public events	AFA does not host public events – event attendees are targeted and registered.
	Limiting size of public gatherings	AFA will follow CDC and KDPH guidance on event attendance numbers related to visitation events, with appropriate PPE.
	Install signage and physical distance markers in any common areas in use	Signage is included across campus and in Admissions and Financial Aid offices.
	Moving gatherings to a virtual environment	As many events will be hosted in a virtual format as possible. Events where attendance is likely to exceed recommended in-

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person attendance, will be reconfigured to decrease in-person attendance to comply with appropriate guidance.