

## Student Services Re-Opening Fall 2020

**Phase 3-Socially Distant: The fall semester is conducted in-person with on campus residents and facilities open. However, there are strict physical distancing guidelines imposed limiting students to small groups, enhanced cleaning measures, close monitoring of students & employees for further outbreaks.**

- **General**

- **Staffing**

- The Office of Student Services, located in Winchester Campus Community Center, will be partially staffed through July 6 with each staff member working virtually four days of the week and working in the office on one.
    - July 6 – Staff will begin working in the office as normal with proper physical distancing in place – unless they are deemed immunocompromised or have COVID19 related reasons for needing to continue to work virtually. This will be determined based on the College’s Workplace Adjustment Plan.
    - August 1 – Health Services and Counseling staff will return to campus as normal.

- **PPE**

- Students and employees will be expected to wear masks when inside campus buildings – except in their residence hall room.
    - Students will be provided with two washable face masks branded with the KWC logo. These are provided by the Student Activities Programming Board.
    - Students will also be provided with a 1.8 oz. hand sanitizer by SAPB.
    - Students will be provided a camping chair by SGA and SAPB at move-in to bring to different programming events to limit the amount of seating sanitation needed.

- **Expectations**

- Every student will be expected to electronically sign the Panther Promise before arriving to campus.
    - There will be added wording in the student handbook related to the policies related to the PPE and recommended physical distancing. If a student intentionally goes against our safety regulations, they would be charged with “behavior that endangers the health and safety of self and others” and go through the student conduct process.

- **Safe Colleges**

- Each student will be required to complete approximately 3 online modules related to COVID19 before arriving on campus. This is provided at no-cost by our pre-existing online training system.

- **Common Areas**

- Common areas in Winchester Campus Community Center will have furniture removed to encourage physical distancing.

- **Office Hours**

- The Office of Student Services will be open for normal office hours but will also have specified virtual office hours for students to be able to access us without having to be face to face if they have questions or concerns.

- **Residence Life**

- **Room Assignments**

- Students will continue to be housed in both double and private rooms. Students will be guided to keep their beds at least six feet apart and also to sleep head to foot per the CDC recommendations. Cleaning guides will be placed in every room.
- **Accommodations**
  - Students who are immunocompromised and must be placed in a private room (determined by disability services) will be placed in a single room if space allows. If space does not allow, they will be permitted to live off campus.
- **Move-in**
  - In order to promote physical distancing and limit contact with families and outsiders, move-in days will be staggered. Instead of the typical mass move-in process, we will assign students a specific move-in time based on their residence hall and room so that we can limit traffic. Student move-in days will take place between Wednesday, August 5 and Sunday, August 16. Students will be informed of their specific move-in date and time by Friday, July 17 via email.
- **Bathrooms**
  - Facilities will be cleaning the common restrooms twice a day – one deep-clean in the morning and one disinfecting in the afternoon.
  - We will place cleaning supplies in each restroom similar to that of a fitness center so that students can spray down surfaces before and after use.
  - In Deacon, Peeples, and Kendall, each resident assistant will develop a community bathroom plan with their residents that determines use of facilities that allows for physical distancing and safety. Suggestions will be to assign specific toilets and showers to each student and to limit the number of students in the restroom at one time based on the size of the restroom.
  - Stadium and Massie residents will have a restroom shared with a maximum of three other people. While housekeeping doesn't clean those spaces, we will provide each room with a cleaning kit that includes shower cleaner, paper towels, hand sanitizer, toilet paper, window cleaner, and disinfectant spray.
- **Laundry**
  - Each residence hall laundry room will have a limit on the number of people in the space at a time. Facilities will clean the laundry facilities each day.
- **Stairwells/Elevators**
  - Each stairwell in the residence halls will be designated as either up or down so that there is limited contact. The elevator in Kendall will be limited to one student at a time.
- **Common Areas**
  - The furniture in common areas in the residence halls – such as the lobbies of Kendall and Peeples – will be reduced by 50% and spaced out in order to encourage physical distancing.
- **Guests**
  - Guests will not be able to enter the residence halls. Residential students will be able to visit other halls. Residence Directors' guests will be required to fill out the campus health check form before entering any buildings. Athletic recruits and prospective students will not be permitted to stay in the residence halls.
- **Community Building**
  - Resident Assistants will continue to do community builders that follow physical distancing guidelines in addition to virtual check-ins with each of their residents.
- **Isolation/Quarantine**

- The top floor of Stadium Apartments will be held for potential quarantine/isolation space.
  - *If a student tests positive:* They will be placed in quarantine for two weeks or the time period as instructed by the Green River District Health Department.
  - *If a student has come in contact with someone who has tested positive within 6 feet, no masks and for an extended period of time (more than 15 minutes):* They will be placed in quarantine until their test results come back negative or as instructed by the Green River District Health Department.
  - *If a student has been in indirect contact with someone who has tested positive:* they will self-monitor for symptoms and limit their contact with others. We will recommend that they get tested.
  - While in isolation/quarantine, Aladdin will prepare “sick boxes” for students that will have a breakfast, lunch, and dinner included that will be delivered outside of the students’ Stadium unit.
  - In the Stadium unit, we will provide toiletries, bedding, and linens. Students will be allowed to retrieve minimal things from their room in order to complete class remotely.
- **Dining**
  - **Hocker Dining Hall**
    - Seating in Hocker Dining Hall will fall under the same limitations placed by the State of Kentucky on restaurants – 50% capacity. Students will be encouraged to sit with those in their “family units” – students on their residence hall floors or athletic teams.
    - There will no longer be self-serve options in the dining hall.
    - Tables and chairs will be socially distanced and limited to 4 chairs per table for larger tables and 2 chairs for smaller tables.
    - All Aladdin Employees will go through an Aladdin web training of 3 sessions.
    - Aladdin is ordering Plexiglas shields that facilities will install.
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  - **Panther Café and Grille**
    - All of the seating in the Panther Café and Grille area will be removed and all options will be to-go.
    - There will be physical distancing recommendations on the floor for students while waiting in line.
    - There will be sanitation supplies by the ordering screen so that it is cleaned before and after their use.
  - **Panther Pantry 24-hour convenience store**
    - We will limit the number of students in the space to two at once.
    - There will be sanitation supplies by the ordering screen so that it is cleaned before and after their use.
- **Student Activities**
  - **Meetings**
    - In person meetings are permitted based upon current health standards. Capacities may be limited to 25%, 50% or 70% depending on the ability to physical distance in space. Smaller rooms may not be used given the inability to appropriately physical distance in a smaller space with limited entrances and exits. Meetings should be held in spaces where an exit and entrance into and out of the space are present. Groups like SAPB and SGA may need to consider hosting meetings in a larger space in the Wesleyan Activity Center to accommodate appropriate physical distancing. If groups are unable to move to a

larger space, meetings may need to continue to meet in a virtual environment or some sort of hybrid thereof.

- **Campus Event Programming**
  - Campus programming can begin, pending an approved safety plan proposed for the safe management of said program. Capacities for each event will be based upon current health standards and guidance. Appropriate spacing will be required for events and all layouts should follow appropriate physical distancing guidelines. Entry and exit points for these events should be clearly defined.
- **Events with Food**
  - Events with food should still avoid served meals as it allows for food service staff to physical distance appropriately. Groups should still consider grab and go options instead of buffet. If buffet is the only option, there will be no self-service and food will be served by a member of the Food Service staff. Pre-plated hot meals may be another options assuming appropriate precautions are taken.
- **Outdoor Events**
  - Outdoor events allow for more flexibility during this time as physical distancing rules ease. During set-ups for these events, efforts still need to practice physical distancing for both participants and those hosting the program.
- **Organizational Activities**
  - Organizational activities will need to practice physical distancing guidelines still in place. Events like dances and other activities that typically mean closer contact with people will still be prohibited during this time.
- **Large Scale/Traditional Events**
  - Large scale/traditional events can start to be considered assuming appropriate physical distancing and spacing can be managed and controlled. Traditional events with crowds over the state-mandated occupancy limit that cannot move to a room that allows for appropriate physical distancing or that cannot be moved outside as per guidance will be prohibited.
- **Intramural and Recreational Events**
  - Intramural and recreational events may occur, but should only include events that are no touch. All appropriate measure need to be taken to ensure that equipment used by participants is sanitized after each game. Rooms where events are held should be limited to event participants only during each play period. Groups wishing to host an intramural or recreational event should submit a KDub Connect proposal.
- **Health Services**
  - Office visits requiring assessment of students will be limited to one student in the office at a time. At all other times, only three students maximum will be permitted in the Health Services office.
  - Back packs, books, cell phones, etc. will be left in a designated area by the door during the visit.
  - Students may obtain non assessment items (Band-Aids, personal hygiene products, etc.) on a self-serve basis with a maximum of 3 students distanced appropriately within the office.
  - 5 minute fitness program will continue with a maximum of 2 students at a time using separate exercise equipment in an assigned area at least six feet apart. All equipment will be sanitized after each use by the staff of the Health Services office.
- **Counseling Services**

- In-person sessions, meetings, trainings and other events will be conducted using appropriate guidance based on current health standards. Students will be asked to call the office if they are experiencing COVID-19 symptoms instead of coming in person.
- Students attending in-office sessions will be screened for COVID-19 symptoms and temperatures will be taken prior to each session.
- Onsite appointments will be scheduled in such a way to decrease number of students in the CSO at any one time and to allow time for disinfecting surfaces between sessions by the counseling staff.
- Telehealth services will be an option for students after initial in-person assessment.