



WILLIAM WOODS  
UNIVERSITY



# Returning to Campus Guidelines for Students

COVID-19 Pandemic

## PRIMARY PURPOSE

William Woods University's policies and protocols are designed to protect the safety of our students, faculty and staff (employees) and the public with whom we interact. Our plans will be aligned with local, state and federal guidelines. As our knowledge and understanding of the COVID-19 virus continues to evolve, our policies and plans may be updated as appropriate. We have spent the summer developing and redeveloping plans for students' safe arrival and, just as important, our ability to keep our campus community safe so we can remain open for classroom education through November 24, 2020.

## EXPECTATIONS

All students are expected to comply with the guidelines outlined in this document as they would the Community Code, the Student Handbook and other WWU policies. Following these guidelines will help limit the spread of COVID-19 and ensure we are able to remain on campus through November 24, 2020.

## PRIOR TO ARRIVAL

Two weeks prior to your August move-in and for commuters the start of classes on August 17th we suggest you begin to quarantine and closely monitor any changes to your health. We encourage you to monitor your health using a daily symptom checklist like you will do when you arrive. Make sure your temperature does not exceed 100.4 F (38 C) and that you have not experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing). If you experience any of the symptoms of COVID [Symptoms of Coronavirus](#), to protect both you and the WWU community you should reach out to your health care provider before you arrive on campus and/or our Health Services at [health.services@williamwoods.edu](mailto:health.services@williamwoods.edu) or 573.592.4222.

## PREVENTION GUIDELINES

Students should be familiar with and follow current COVID-19 prevention strategies, as outlined here by the CDC: [How to Protect Yourself & Others](#). It's important to wash your hands often with soap and water for 20 seconds.

Students will be required to practice physical distancing while on campus. This means that all individuals should strive to remain at least six feet apart, both inside and outside of buildings.

All individuals are required to wear face coverings (defined as a material that keeps the nose and mouth covered) while on campus in all situations where physical distancing is not possible, including when entering a classroom, in hallways, and in common areas of residential halls, Tucker Dining Hall (except when seated and eating) or other campus buildings.

Exceptions include the following:

- After you have taken your seat in a classroom and/or meeting space for a class or meeting.
- When you are alone in a private work space or office.
- When you are in your residence hall (single or double) room and/or apartment.
- When you are outdoors and maintaining six feet or more of physical distancing from others.
- When participating in an athletic practice, conditioning and/or competition as per NAIA and AMC guidelines.
- When exercising either indoors or outdoors while maintaining physical distancing.



Students with medical conditions and concerns about face coverings are encouraged to talk with their primary care providers about the best face covering options for them. Additionally, there is a lot of information available online on successful strategies for managing various health conditions and face coverings (e.g. practice with wearing a covering, use coverings with moisture wicking and breathable material, neck gaiters, bandanas, face shields). Some faculty may choose to require masks in their classes, so students will want to find a good option for themselves. While we want all students to be able to be to return to regular classroom learning, we understand some students may not be comfortable in classes due to COVID and/or campus policies and, therefore, we have virtual options available.



Residential students are required to diligently clean and disinfect their personal spaces including bedrooms and bathrooms on a daily basis and as needed throughout the day. Maintenance or a janitorial subcontractor will clean and disinfect common areas, public restrooms and community baths in the residence halls daily. Maintenance will clean high touch surfaces such as exterior door handles several times each day.

Students should pay attention to signage on doors and floors, etc. for distancing and occupancy limits for certain spaces. Desks, chairs, couches and lounge furniture have been removed/reduced in some common areas and classrooms to support safe learning and socializing.

Digital meetings through ZOOM or similar platforms are strongly encouraged. We understand that students will still want to meet and gather with friends and peers. In person meetings should be in a room large enough to allow for physical distancing. Students can reserve spaces on campus for meetings, study groups and events on campus. Occupancy numbers for rooms that can be reserved will be accessible through the Events calendar. Outdoor events should also be considered as they pose a lower risk and allow more room to physically distance.

Electronic delivery of paper items is highly encouraged. Students should avoid sharing items whenever possible.

Students at higher risk for COVID-19 illness and complications due to certain medical conditions (asthma, diabetes, immunosuppressive drug therapy including chronic systemic corticosteroid treatment, heart disease, HIV, morbid obesity) are encouraged to talk to their health care providers about their level of risk. Residential students with these or other medical conditions or concerns should contact [reslife@williamwoods.edu](mailto:reslife@williamwoods.edu) to discuss concerns and living options.

## CLASSES

Faculty are looking forward to being back in class in August. Physical distancing will be in place during class sessions to better serve the comfort and safety of students and faculty. Desks will be arranged to allow students to walk between them while keeping at least six feet apart. Students will also find that most classes are now scheduled in a different room than initially assigned. Classes are assigned rooms based on new occupancy guidelines.

To assist with contact tracing, should someone become ill, students should sit in the same seat throughout the semester.

Highly touched surfaces will be cleaned after every class session. Students should not share papers, pens, pencils, calculators, or other personal classroom supplies. Students should expect an increased amount of work turned in electronically to avoid documents being passed around.

All classes will maintain a virtual presence through OwlNet, allowing students who cannot attend a class the flexibility and opportunity to keep up with course content and requirements. Students must have their own resources for completing classes remotely and must communicate directly with faculty to resolve any questions regarding access to course materials.

Classes will meet in regular session on Labor Day and our previously scheduled Fall Holiday. The final day of face-to-face instruction for the Fall semester will be Tuesday, November 24th. A last week of online instruction will occur after Thanksgiving to complete any remaining work in each class.

## LEAD PROGRAM

LEAD is a vital part of our student culture and, therefore, at this time, we anticipate LEAD remaining an active part of our student experience. LEAD events will follow WWU guidelines for events and meetings. Students should anticipate smaller events and innovative and interactive online experiences. For in-person, indoor LEAD events, the sponsors will be responsible for cleaning any high touch surfaces immediately after the event.

## CAMPUS EVENTS

Any students or organizations hosting campus events or meetings are responsible for ensuring their event adheres to all guidelines in this document. They should check the Events calendar for updated occupancy requirements for all indoor spaces on campus. Virtual and outdoor events are encouraged whenever possible. Sponsors of in-person, indoor events are responsible for cleaning any high touch surfaces immediately after the events. Contact the Center for Student Involvement at [studentinvolvement@williamwoods.edu](mailto:studentinvolvement@williamwoods.edu) for checking out cleaning supplies for events and additional assistance in safely hosting events on campus.

## RESIDENCE HALLS

There will be posted occupancy limits for common areas in residence halls. At times these areas may be locked. Furniture may be limited in these spaces to reflect these occupancy numbers and promote physical distancing.

At this time, Residential Life is reviewing the implementation of a phased approach to room moves. We would begin

the semester with no moves for the first 4 weeks. After this time room moves would be evaluated in consultation with health experts and review of transmission of Covid-19.

Visitation hours, or number of guests allowed in the building and individual rooms, may temporarily change to address campus response.

We are implementing a phased approach to visitation. We will begin the semester with no visitation through August 31st. This means that no one (student or otherwise) that does not live in a residence hall is allowed to enter it, only assigned residents are allowed. Following evaluation of the transmission of COVID-19, and in consultation with health experts, we could move to limited visitation. This may include allowing WWU student visitors in halls but limiting outside guests.

Residential students are encouraged to bring multiple face coverings, hand sanitizer, cleaning supplies, soap, thermometer and fever reducing medications for their personal care. With the anticipated increase in outdoor events, students are also encouraged to bring an outdoor folding chair or outdoor blanket.

Students with suite style restrooms should clean them at least twice per day (in the morning and evening or after times of heavy use), keep them stocked with soap, paper towels and hand sanitizer, and make sure trash cans are emptied regularly. Sinks could be an infection source and residents should avoid placing toothbrushes directly on counter surfaces. Totes can be used for personal items to limit their contact with other surfaces in the bathroom.

Residence halls with community style restrooms will be cleaned more frequently by staff; however, students are encouraged to wipe down areas with their own supplies before and after use to help promote safety in the hall.

In communal kitchens, students should not share dishes, drinking glasses, cups, or eating utensils. The use of disposable food service items is encouraged. Non-disposable food service items used should be handled with gloves and washed with dish soap and hot water immediately after use.

## COUNSELING AND HEALTH SERVICES UPDATES (C & HS)

These services will remain available for students with both in-person and telehealth options. Appointments will be necessary to access services. To best reduce the risk of spread of COVID-19 counseling services will be relocated to offices in Aldridge. Scheduling of appointments for both counseling and health services will occur using the main C & HS number 573 592-4222 during business hours. (In the event of an emergency students should use 911.) Visits will be by appointment only, for the safety of all, and walk-ins will not be accepted.

## SYMPTOM MONITORING REQUIREMENTS

Prior to arrival if students or anyone accompanying a student to campus have: traveled in the prior 14 days outside of the United States; had a positive COVID-19 test; had close contact with or cared for someone diagnosed with COVID-19 within the prior 14 days or are experiencing any illness symptoms in the prior 14 days they must contact **studentlife@williamwoods.edu** before coming on campus.

International students arriving from out of the country are required to quarantine for 14 days upon arrival. Students should contact **reslife@williamwoods.edu** for arrangements.

Students should conduct symptom monitoring every day, including monitoring for a fever by taking a body temperature reading each day. You must be free of symptoms potentially related to COVID-19 to attend class and participate in campus activities. For the most up-to-date symptoms consult the CDC website: [Symptoms of Coronavirus](#). Students exhibiting symptoms should contact health services or their health care provider for further screening and advice. Students should not attend classes until they have followed up with a health care provider and/or are fever free for at least 24 hours without the use of fever reducing medication.

## PREVIOUSLY COVID-19 POSITIVE OR ANTIBODY TESTED

Students that have previously had COVID-19 and/or tested positive or negative for COVID-19 on a viral or an antibody test must still follow all guidelines in this document and on campus. Current research and guidance has not confirmed these as standards for unlimited immunity.

## GUIDELINES FOR POSITIVE COVID-19 CASES ON CAMPUS

Positive COVID-19 cases among students, faculty, and/or staff are anticipated on campus in the fall.

In an effort to keep our campus community safe, William Woods University requires all students (and employees) to report positive COVID-19 test results to the appropriate on-campus entity immediately upon receiving notification of a positive result. This is required whether the WWU nurse practitioner, Kristen Oesch, provides the order for testing or not. Students are required to contact WWU Health Services at (573) 592-4222; **health.services@williamwoods.edu**.

WWU will release personal information regarding COVID-19 to all public health officials and WWU administrators who have an interest in the student's health and the health of the William Woods community. Personal information would only be released on an as needed basis regarding COVID-19 results, exposure, or concerns. Confirmation of a positive case on campus will be shared with employees and students but individual names will not be included.

## POSITIVE COVID-19 IN RESIDENCE HALLS

Students who test positive will be encouraged to isolate at home if it is safe and possible to do so. If remaining on campus, current guidelines from our local health department advise that residential students testing positive for and/or exposed to COVID-19 self-isolate/quarantine in their assigned rooms or same building where possible so as not to create new "hot spots" around campus. Thus, students will quarantine/self-isolate for 14 days or until they are released by the health department or a health care provider.

Students in quarantine/self-isolation will be assigned a member of our Care Corps, a group of faculty and staff volunteers helping support student safety and success. Processes will be in place for quarantining/self-isolating students to request meals, personal items, medications, etc. be delivered to their room/hall. Telehealth will also be available for all students to access our campus counseling and health services. More information on quarantine and isolation will be available soon.

If you find yourself concerned about housing based on COVID-19 worries, please contact **reslife@williamwoods.edu**. We are happy to discuss options and answer questions. For example, if you are currently planning to live with a roommate in the fall and would feel more comfortable with a single room, please complete the single room request form found here: [https://www.williamwoods.edu/eforms/student\\_life/Single\\_Room\\_Request\\_Form.aspx](https://www.williamwoods.edu/eforms/student_life/Single_Room_Request_Form.aspx).

There is no deadline for completing the form; however, available rooms will be assigned on a first come, first served basis. If you have already completed the single room request form, there is no need to resubmit your request.

We continue to work on policies and procedures for adapting residential spaces, activities and living communities for safe living and learning with an emphasis on physical distancing, social interaction and other recommendations in mind. This may result in times of limited access to various buildings.

## DINING SERVICES

Fresh Ideas, our food service provider, is using a mindful innovative approach to connect students and staff safely without compromising a quality and creative fresh food experience for our students. Staff will use modified food serving models to accommodate a safe experience for all. Dining hall staff policies will include, but are not limited to, such measures as pre-shift temperature screenings, extensive training on food service under COVID-19 and face coverings being worn by food service staff at all times. Cleaning and hygiene protocols in the food services will be increased and use of COVID-19 specific products will be in use.

Last year many students used the new Fresh Ideas app to order drinks ahead of time in the Owl's Nest. This year use of the app will be expanded to include ordering meals ahead of time in the Owl's Nest and new Text for Food technology will allow for contact-less ordering within the dining hall. Imagine ordering ahead for a salad, build your own pasta or a sandwich!

We know students value enjoying a meal with friends and thus, at this time, we anticipate the dining hall will be open with limited seating and physical distancing expectations. When the dining hall is at capacity, students may still get food but will not be able to eat it in the dining hall. Additional outdoor seating options are being planned. Students are strongly encouraged to use the green take-out boxes and meals on the go. The Owl's Nest will be open with reduced occupancy. Students should download the Fresh Ideas app and plan to preorder for the Owls Nest. Orders will be filled and ready when students arrive.

Students will be expected to wear face coverings in the dining hall when getting food and moving around the facility. When they are seated and physically distanced from others, they may remove face coverings to eat and drink.

Additional food service and meal plan information will be added as new information and guidance become available.

## TRAVEL

Students should limit travel as much as possible.

U.S. Travel - If you are considering traveling, follow any state and local travel restrictions currently in place. It is possible that some state and local governments may put in place travel restrictions, stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures while you are traveling. This also includes traveling to towns/cities within Missouri.

For more information and travel guidance, check with the [state or local health department](#) where you are, along your route, and at your planned destination. Just because there are no restrictions at the time you plan to leave does not mean there won't be restrictions in place when you arrive or upon your return to campus.

International Travel/Cruises - There is widespread, ongoing transmission of the COVID-19 virus worldwide. CDC recommends that all people avoid non-essential international travel and travel on cruise ships, including river cruises, worldwide. Any student traveling internationally or on cruise ships should anticipate needing to quarantine for 14 days upon return.

*This document will be updated as new information and guidance becomes available.*

*Last updated: August 3, 2020*