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# **2020-2021 COVID OPERATING PLAN**

## EXECUTIVE DIRECTOR'S MESSAGE

Hello MSMS family:

As we continue to navigate this pandemic, we have worked diligently to create a plan with two major priorities. First, we seek to create and maintain a safe and secure environment. You will see in this plan the many steps taken to ensure the safety of students and employees inside the classroom, inside the residence halls, and around the campus. The second priority is to provide learning experiences both inside and outside the classroom that promote scholarship, service, creativity, and community to the fullest extent possible.

The MSMS community has always been close, but this experience causes us to reflect even more on how important each member of this community is. Though things will be different, I know we will look out for the well-being of others by wearing masks and by social distancing. As members of this MSMS community, it will be important for everyone to hold others accountable for following proper guidelines. If we all act diligently and with consistency, we can greatly minimize the impact of COVID-19 on our learning community.

As I always do, I want to specifically thank parents for trusting us with their children. Whether you are choosing to start the year utilizing the remote-only option or participating face to face, we are honored to serve you and humbled by your unwavering trust in us to provide the best possible experiences for your children. I also want to thank PLUS for its continued support. This year, PLUS has provided funding for the face masks being provided for students and employees. Next, I want to thank Mississippi University for Women (MUW) personnel in various departments for the guidance and support they have provided. MSMS could not have a better host institution to work with, especially during these difficult times. Finally, I want to thank our directors, members of the Executive Leadership Team, and other employees who have served on sub-committees to develop parts of this plan.

Inside this document, you will find general information such as the slightly revised school calendar. Please note that we are still hopeful that we will be able to return to normal at some point during this school year. Until then, we will limit one student per room by alternating between juniors and senior on campus approximately every 4.5 weeks. We have attempted to address all questions posed in focus groups and other discussions. If you still have questions, please feel free to contact the appropriate departments.

Wishing you a safe and prosperous year,

Dr. Germain McConnell  
Executive Director

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## GENERAL INFORMATION

### **Academic Calendar**

A full academic calendar is available on the MSMS website and can also be found in Appendix A.

#### August:

- 1: **Senior Registration/Room Setup**
- 2: Senior Orientation
- 3: Senior Orientation
- 8: **Junior Registration/Room Setup**
- 9: Junior Orientation
- 10: First Day of Classes
- 12: Junior Orientation
- 16: Ceremony of Lights (Postponed to October)
- 22: Virtual Parents' Day

#### September:

- 7: Labor Day Holiday
- 8: Classes resume

#### October:

- 17: Juniors Move in**
- 19: 2nd Quarter Begins
- 25: Ceremony of Lights**
- 26-30: Virtual Parents' Meetings (Class Introductions)**
- 29: PSAT for Juniors

#### November:

- 6: Early Release/**Juniors Leave**
- 8: Seniors Move in**
- 23-27 Thanksgiving Holiday
- 30: Classes Resume

#### December:

- 6: Seniors Return**
- 17: Tutorial Day
- 18-21 Exams
- 22: Make-Up Exams/End of Q2/S1: Academic/Behavior Review

#### January:

- 4: Faculty Contract Day/Professional Development
- 5: 3<sup>rd</sup> Quarter begins
- 10: Juniors Return**
- 18: Martin Luther King Holiday
- 19: Classes resume

#### February:

- 5: Academic Support Day/**Juniors Leave**
- 8: **Seniors Return**/No classes/Extended Weekend
- 9: Classes Resume

#### March:

- 9: Tutorial Day
- 10-11 Exams
- 15-19 Spring Break
- 21: **Juniors Return**

22: 4<sup>th</sup> Quarter Begins

April:

3-5: Easter Holidays

6: Classes Resume (juniors on campus)

16: Tutorial Day/**Juniors leave**

18: **Seniors Return**

May:

18: Tutorial Day

19-20 Exams

21: Make Up Exams/End of Q4/S2: Academic/Behavior Review

22: Graduation

### **Student Move-In & Orientation**

Move-in and orientation days have been arranged by class. Move-in times will be assigned according to the floor of the residence hall for each student with several precautions in place. Students and families are encouraged to follow instructions to ensure safety and social distancing during the move-in process.

#### Seniors

Senior Registration and Room Setup: August 1<sup>st</sup> ; Alternate date: Tuesday, August 4<sup>th</sup>

Senior Orientation: Sunday, August 2<sup>nd</sup> – Monday, August 3<sup>rd</sup> (Virtual)

#### Juniors

Junior Registration and Room Setup: August 8<sup>th</sup> from 8:00 am to 5:00 pm

Junior Orientation: Sunday, August 9<sup>th</sup> – Wednesday, August 12<sup>th</sup>

### **Employee Meetings and Professional Development**

Employee meetings and professional development will take place Wednesday, Aug 5<sup>th</sup> - Friday, Aug 7<sup>th</sup>.

A schedule of meetings will be provided via email the week prior.

### **Opening Convocation**

Opening Convocation will be held virtually on Monday, August 10, 2020. The program will be livestreamed using Zoom webinar. Juniors on campus will view the program in small groups. Seniors and juniors utilizing the virtual-only option will access the program remotely using a link, MSMS website, or Facebook live.

### **Visitors on Campus**

Visitors on campus will be screened before entering MSMS buildings and offices. Upon a successful screen, they will be issued an armband. Though families can visit their students **on campus**, we encourage them to wait until students return home after the 4 ½ weeks. In all cases, visitors will be required to abide by the health and safety protocols set forth by the school. **Students are not allowed to leave campus. Families are allowed to bring items to campus for their children, but if families choose to take students off campus, the students will be required to complete the remainder of the term at home.**

### **Dining**

MUW Dining Services will operate its normal hours. It is taking a cautious, measured approach that gives students the confidence to enjoy meals on campus, as well as the flexibility to choose the dining options that make everyone feel most comfortable.

Below are some of the steps being taken to ensure MSMS students can safely dine:

- Signs posted to encourage social distancing with the use of one-way flow to reduce congestion of crowded walkways.
- Face masks will be worn by all staff members and patrons of the dining services.
- Two cashiers will be monitoring patrons entering the dining hall as well as reducing the crowding in the waiting areas.
- Crowd dividers for each serving station to enforce social distancing.
- Each serving station including drink stations will serve the students and be equipped with prep-packaged utensils. There will be no self-serving of any food or beverage at this time.
- All condiments are prep-package and given out with the student's request.
- Grab and go as well as takeout options that will be offered to students.
- To-go plates will be free of charge until further notice.

MUW Dining Services will maintain a strict policy on the designated area for MSMS high school students only. No one from the public, W staff, or even Dining Services staff will sit in the MSMS designated area. This area will also be designed with social distance seating for at least **70** students at a time.

### **Stark Recreation**

Stark Recreation will have a three-phase reopening plan and will operate under limited hours: Monday – Friday, 6:00am – 6:00pm. Phase One has been implemented. The subsequent phases will be launched according to the success of the first phase. Students can use the facility before 8:00 a.m. and after 2:00 p.m. Monday through Friday.

Participants must reserve a 50-minute workout spot via Signup.com, 24-hours in advance, and will need to follow our COVID-19 protocols. Employees and students can follow this link <https://signup.com/go/JXDownC> to sign-up for a time slot of your choosing. Sign-ups are limited to one day, and one time slot per day. More details can be viewed in Appendix B.

## Library

The library will be physically open to MUW and MSMS faculty, staff, and enrolled students via swipe access for the following hours:

**Sunday:** 12:00PM-8:00PM  
**Monday-Thursday:** 7:30AM-8:00PM  
**Friday:** 7:30AM-5:00PM (virtually only)  
**Saturday:** Closed

Important precautions will be taken as described below to keep patrons safe.

- **Curbside pickup:** Fant Memorial Library will offer curbside pick-up. Text the library at 662-596-1053 to let us know which book you would like, and we'll arrange a time for you to pick it up.
- **Swipe Card Access:** MUW and MSMS staff, faculty, and enrolled students may enter the library by swiping their Galaxy-enabled ID card. Card readers are installed on the front doors of the library as well as the doors beside the coffee shop.
- **Safety:** All patrons are required to wear face masks and practice social distancing in the library to maintain a healthy, safe environment. Sanitizing wipes and hand gel will be provided.
- **24 Hour Computer Lab Access:** In order to provide a clean environment, the 24-hour study space will be open 24 hours a day from Sunday morning until Thursday night. The lab will be closed on Friday and Saturday for cleaning purposes. Fill out an [application](#) to access the computer lab outside of library hours. *MSMS students must abide by MSMS policies regarding times.*
- **Study rooms:** Study room use will be restricted for social distancing purposes. One person at a time may occupy the small study rooms. The larger study rooms will accommodate two people with social distancing.
- **Archives and Special Collections:** Patrons must make an appointment to visit the archives. To make an appointment or request more information, please email Vic Jones at [archives@muw.edu](mailto:archives@muw.edu).
- **Appointments for Public Patrons:** Public patrons may make appointments to visit the library to use computers, available resources, and services. At this time, public patrons will not have access to printing services. Please contact the library for an appointment by [phone, chat, email, or text](#).

## Travel

All school-sponsored, non-essential travel for faculty, staff, and students is prohibited.

## Student Fees

All student fees must still be paid by the required deadline, regardless of students participating remotely or face to face. At the end of each semester, the reduction amount for the room and board fees will be determined. Families will be notified of this amount and will be able to apply this amount to the next payment. **As an important note, refunds will only be paid once at the end of the year in May.**

## HEALTH AND SAFETY

Campus will look different this fall. MSMS, as well as MUW, will put measures in place to ensure the health, safety and well-being of the campus and the community. To mitigate spread, we must identify possible cases, isolate positive cases, and conduct contact tracing in collaboration with the Mississippi Department of Health (MSDH).

All members of the MSMS community are expected to:

- Comply with current COVID-19 protocols while on campus.
- Keep their MSMS ID with them at all times.
- Continue practicing preventative measures including symptom monitoring, personal safety practices, physical distancing, and cleaning and disinfection.

### Testing

On the day students arrive to campus to move in, students will be asked to submit to COVID testing at no cost to the families. **Students who are not tested for COVID prior to moving in will be quarantined for one week.** Specific details will be provided prior to students moving in. Random testing for COVID will also be conducted each week. In addition, employees will be asked to submit to COVID testing prior to students moving in.

### Symptom Monitoring

All members of our community are responsible for understanding and recognizing COVID-19 symptoms, <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. People with the following symptoms could have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Before entering the workplace or classroom space daily, all students, faculty, and staff should perform a self-assessment of possible COVID-19 symptoms. In addition, all employees and students will have a temperature check. Students will have their temperatures checked and symptoms monitored before leaving the residence halls, and employees will be checked by office staff in their departments. If they have no fever (**below 100.4**) and no symptoms, they will receive a special armband for confirmation. Employees experiencing symptoms of COVID-19 (or any other illness) should stay home and contact their direct supervisors immediately. Students should remain in their rooms and notify residential staff and their parents immediately, and the campus health professionals will determine if students need to be tested for COVID-19.

### Quarantine



Students and employees will be asked to quarantine for a 14-day period if they have:

1. Been required to test because of symptoms
2. Been identified as a close contact

Students required to quarantine will have the option to quarantine in the residence halls (if asymptomatic and assuming we have enough space) or at home. Since students in quarantine are required to have their own bathrooms, students in quarantine will not be allowed to share a suite with another student, even if the suitemate is also in quarantine. The reason is that one person may be positive for COVID-19 and the other negative. Once a positive case has been confirmed, a student must go home immediately. Even if a student **or employee** tests negative, he or she will complete the 14-day quarantine for extra precaution.

## **Personal Safety Practices**

For the safety of our community, members of The MSMS family should make the following part of their personal safety routines.

### *Personal Items*

Each member of the campus community should bring their own personal hand sanitizer and disinfectant wipes to campus. These items will also be made available in campus buildings in various locations.

### *Masks*

Subject to a change in guidance from medical professionals and the CDC, all faculty, staff, and students are required to wear masks unless walking alone in an outdoor space or working alone in a personal office space. Individuals visiting campus are also subject to the same mask requirement.

Washable masks will be made available to students, faculty and staff. Masks will also be sold by our PLUS officers. Masks should be worn in interactions with the public and in groups. In the rare instance that members of the campus community forget their masks, a limited number of disposable facemasks will be available.

Cloth masks should be kept in a safe, sterile place when not in use and should not be used more than one day without being laundered.

Learn more about caring for your mask at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

Individuals are asked to exercise social responsibility, as well as kindness, with respect to the mask requirement. If you encounter students, faculty, and staff who are not wearing masks, be mindful that there could be health-related reasons. Accommodations are addressed in the Faculty/Staff Well-Being sections of the plan.

### *Hand Washing*

Hands should be washed for at least 20 seconds especially after being in public places, blowing one's nose, coughing, sneezing, or touching one's face. In the absence of soap and water, a hand sanitizer containing at least 60% alcohol should be used.

### *Coughing/Sneezing Etiquette*

When not wearing masks, please be sure to cough or sneeze into the inside of your elbow or into a tissue. Hand washing (see above) should be performed immediately. If a tissue is used, it should immediately be thrown into the trash.

### *Signage*

Appropriate signage will be developed and posted throughout campus to educate and promote adherence to public health practices, including hand hygiene, physical distancing, proper cough/sneeze etiquette, frequent disinfection of common and high traffic areas, symptom assessment, temperature checks, and face masks/coverings in public.

## **Physical Distancing Measures**

Physical distancing while on campus should be maintained at a minimum of six feet.

- In an office or classroom environment, that means a separation of desks and limiting the usage of common areas whenever possible.
- Where possible, we have rearranged desks to maximize the space between individuals. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- When meetings are unable to adhere to this physical distancing standard, consider moving to a larger space or conduct an online virtual meeting.
- In physical workplaces, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, a mask should always be worn (**the mask is not a substitute for social distancing**).
- In buildings with two or more stairwells, building managers should consider designating one as an "up" stairwell and another as a "down" stairwell with appropriate signage.
- Elevator usage should be limited to one person at a time **in academic buildings and two at a time in residence halls**. Those who can easily utilize the stairs are strongly encouraged to do so in order to preserve use of the elevators. Anyone using an elevator should wear a mask.

## **Cleaning and Disinfection**

Cleaning and disinfecting campus will follow the recommended CDC guidelines.

- All MSMS buildings will receive increased cleaning and disinfection, including high-touch surfaces, such as elevator buttons, tables, hard-backed chairs, doorknobs, push bars, light switches, handles, handrails, desks, toilets, urinals, sinks, soap and paper dispensers, etc. by the Custodian and Work Service team.

- MSMS will keep all buildings stocked with COVID-19 prevention supplies, such as soap, alcohol-based hand sanitizers, tissues, etc. **MSMS community members should report when supplies are out to the appropriate office.**
- It is the responsibility of all members of the MSMS community to clean their personal items, spaces, and used surfaces prior to using them.

## **HVAC**

Heating and cooling will be adjusted to increase fresh air flow, add efficient filtration, and use technology to combat infectious particles while continuing to control temperature and humidity.

## **Campus Health Center**

The Campus Health Center will be open on weekdays 8 a.m. – 5 p.m. MSMS will work alongside the Campus Health Center for anyone exhibiting symptoms. Students who are experiencing COVID-19 symptoms are to immediately notify a residence life staff member. The staff member will quarantine the student in a sick room with a private bathroom in the residence hall and then call ahead to the Health Center at (662) 329-7289.

### *Flu Shots*

The Campus Health Center is working toward acquiring flu shots for campus. To mitigate the impact that increases in both cases of flu and COVID-19 campus and community health resources, members of the MSMS and MUW community are **very strongly encouraged** to have a flu shot during the fall.

## **Preventing Spread and Promoting Recovery**

While exhaustive preventative measures will be in place to minimize the risk of infection for MSMS community members, the possibility remains that students, staff, and faculty may become ill due to COVID-19 while engaging in activities on or off campus.

Effectively supporting our MSMS community members who become ill and clearly communicating these efforts are essential both to promote health and support recovery from infection. MSMS will make every effort in these circumstances while respecting the privacy of individuals to support their recovery and return to the classroom or workplace.

## **Contact Tracing**

A case manager will work within the Campus Health Center to manage and coordinate contact tracing in collaboration with the Mississippi Department of Health.

## ACADEMIC CONTINUITY

### **Instructional Delivery Formats**

The Mississippi Department of Education has partnered with a workgroup of nine superintendents from a diverse range of school districts to outline the key issues districts need to address for the eventual reopening of schools. In accordance with their outline, MSMS will use a hybrid approach to instruction. Students will reside on campus approximately half of each quarter. During that time, they will receive face to face and virtual instruction. When students are at home, they will receive virtual instruction. This plan will also allow students who are unable to be on campus due to illness or extenuating circumstances to continue with course instruction.

Our class schedule has been changed to a 4x4 Block system of four quarters with four academic periods each day. Students will have 3-4 classes per quarter. Courses that are 0.5 Carnegie Units will meet for one quarter. Courses that are 1.0 Carnegie Units will meet for two quarters. Classes each day will begin at 8:00 a.m. and end at 4:20 p.m. Classes will meet five days per week. Because we know the learning environment and structure at homes may limit students from being as focused as they need to be, one of the five days will be used as an academic support day. Students will still be required to meet during scheduled class times, but they will have an opportunity to receive additional assistance with meeting learning objectives.

It should also be considered that there is a definite possibility that classroom instruction may transition to remote instruction at any point in the semester. All faculty should be prepared to offer high quality instruction in an online format from the beginning of the semester by utilizing Canvas.

All students should be prepared to participate in online courses effectively by meeting with their classes at the appointed hour for class. Only in extreme cases of connectivity issues will students not be expected to meet virtually with the instructor and students.

### **Classrooms**

Classrooms will look different with seating reconfigured to allow 1/3 to 1/2 the normal capacity.

A minimum of six feet must separate all student seating. Faculty will wear face masks and/or face shields, and a clear barrier has been installed between the teachers and students for additional safety measures in each classroom. All students are required to wear face masks inside the classroom. Students not able to wear face masks will participate remotely.

### **Course Materials**

All course materials will be made available in Canvas. To reduce the number of transactions, transmission of course materials to and from faculty and students should be done electronically, to the greatest extent possible. These steps are necessary in the event the fall semester transitions to full remote instruction.

## **Student Attendance**

Attendance will be taken at the beginning of each class period in person and through Canvas (for those participating remotely). Attendance policies will be followed as written in the Student Handbook.

All members of our community are responsible for understanding and recognizing COVID-19 symptoms. Before entering the workplace or classroom space daily, all students, faculty, and staff should perform a self-assessment of possible COVID-19 symptoms. Any person experiencing symptoms of COVID-19 (or any other illness) should stay home.

Students who are sick or suspect they may have come in close contact with someone who is sick should not come to in-person classes or participate in in-person activities, but should contact the respective faculty member for guidance and/or consult the Canvas course shell available.

## **Meetings**

Faculty office hours, tutorials, counseling visits and any out-of-class meetings are to be conducted virtually when physical distancing cannot be achieved.

## **Grading Policy**

The grading policy will be the same as described in the Student Handbook.

## **FACULTY / STAFF WELL-BEING**

### **Families First Coronavirus Response Act (FFCRA)**

The Families First Coronavirus Response Act (FFCRA) was signed into law on March 18, 2020 and is in effect April 1, 2020 through December 31, 2020. The FFCRA provides additional paid sick time and expands family and medical leave (FMLA) through the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act as outlined below. The website provides important definitions, an overview of eligibility, process information, tools and guidelines, and frequently asked questions.

The Office of Human Resources encourages supervisors and employees to collaborate to achieve maximum flexibility to meet the needs of both individuals and departmental business needs during this time. While some example scenarios are addressed in the FAQs at <https://www.muw.edu/hr/employees/wellness/ffcra>, employees and supervisors are encouraged to work with Human Resources to address any relevant questions or concerns.

For more information or questions regarding FFCRA, please contact Colleen Jernigan within the Office of Human Resources at 329-7222.

## **Mental and Physical Well-Being**

Please know that the Humana Employee Assistance Program (EAP) and Work-Life program is here to help during this pandemic, in every way. Counselors are offering telephonic EAP sessions and publishing webinars and other Coronavirus resources on the Humana EAP website: <https://humana.eapwl.com/login?returnUrl=/> or call 1-866-440-6556. The username is *muw* and the password is *muweap*.

### **ADA Accommodation Requests**

The Centers for Disease Control and Prevention (CDC) has determined that individuals with certain underlying medical conditions might be at higher risk from COVID-19. Requests from faculty and staff for an accommodation due to COVID-19 will be handled through the University's existing Americans with Disabilities Act (ADA) accommodations process.

Employees may request an accommodation to not wear a mask with proper documentation and through making a reasonable accommodation request with employee's department director.

Repeated failure to wear a mask could result in employee discipline.

## **STUDENT WELL-BEING**

### **Student Activities**

MSMS will continue to host engaging programs to reach students that are both on-campus and remote. Our staff will work to offer as full an experience as possible for students through creative methods and ideas. We will announce more detailed plans as campus guidelines for group sizes, use of spaces and equipment, and cleaning practices are finalized.

### **Athletics**

MSMS will follow the guidelines set forth by MHSAA

### **Clubs and Organizations**

Student clubs and organizations will continue to operate during the school year, mostly virtual. Guidelines are in place to ensure social distancing and maintaining a safe environment if meetings are held face to face. Club sponsors are responsible for scheduling physical or virtual spaces for meetings.

### **Counseling and Mental Health Services**

Our Professional School Counselors will continue to provide guidance for students related to college and careers. They will still meet one on one throughout the year with students and in small groups as needed either face to face or virtually.

MSMS is committed to continuing to support student mental health through counseling and related services, especially given all the challenges students will continue to face as a result of the health crisis. MSMS will contract with two mental health counselors to provide virtual counseling sessions. To schedule a counseling appointment or for any other questions, students are encouraged to contact Ms. Shelle Bates or Dr. Heath Stevens.

## Housing and Residence Life

Providing a healthy living environment for residential students is a top priority for MSMS Residence Life. To maintain wellness within the congregate housing setting of residence halls, additional policies and procedures should be expected by residents as follows:

1. All who enter the building will be required to wear a mask.
2. Daily temperature checks will be required each morning before leaving the residence halls, and a wristband will be issued if cleared.
3. Upon entrance, each student, guest, or staff member must sanitize hands. A wall mounted sanitizer dispenser will be available to the right of both front entrances.
4. Students are encouraged to supply their own writing utensils for the purpose of signing in and out.
5. Students are encouraged to wash their hands frequently.
6. Students are encouraged to sanitize their door handles to their rooms and bathrooms daily.
7. General hygiene is a must. Students are **STRONGLY** encouraged to shower daily.
8. Staff members will increase their number of room inspections to ensure level of cleanliness is maintained.
9. Thorough cleaning is expected in student rooms.
10. No furniture will be allowed to leave the student's room.
11. We have decreased the amount of seating in common lobbies.
12. **Students will be allowed no more than two other students in their rooms at one time. Doors must remain open, masks must be worn, and students must still practice social distancing.**

Students should perform a self-assessment of possible COVID-19 symptoms daily. As the temperature checks are being conducted, students will be asked to verbally confirm they have no symptoms. Any resident experiencing symptoms of COVID-19 (or any other illness) at any time during the day should not interact with other resident and immediately contact a staff member. The staff/faculty member will then notify his or her department office, which in turn will notify the Campus Health Center.

## Emergency Care Closet

The Emergency Care Closet was created by our Parents Lending United Support (PLUS) Officers as a safeguard for our students to provide necessities such as: shampoo, toothpaste, deodorant, feminine products, laundry detergent, etc. To decrease travel off campus, the Emergency Care Closet will be available for students who need items. Students can notify their respective Hall Directors for items they need.

## COMMUNICATION AND EVENTS

### **Informing Campus**

To ensure that campus remains abreast of the latest developments, a communication plan will be constructed that:

- informs the campus community of changes in daily operations, policies, events, etc.,
- shares health and safety guidelines, instructions, information and social responsibilities,
- continues excellence by sharing academic information (schedules, class structure, etc.),
- increases internal communication through the sharing of administrative messages, and
- increases alumni support by sharing avenues of giving and volunteering.

### **Messaging**

The communication plan will utilize a variety of methods to effectively deliver messages to all institutional stakeholders, including:

- Increased use of official faculty and staff and student listservs,
- increased use of on-campus signage,
- increased social media outreach through the school's social media accounts including (Facebook, Twitter, Instagram, etc.),
- partnered messaging with student groups,
- MSMS-Alert messaging system and W-Alert messaging system
- frequent updates to the COVID-19 Operating Plan page on the MSMS website.



JULY 2020						
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26	27	28	29	30	31	

**4 Independence Day**

**1-3 Winter Holidays**

4 Prof. Dev. / Fac Cont Day 5  
**5 3<sup>rd</sup> Quarter Begins**  
**10 Juniors Return (Tentative)**  
**18 Martin Luther King Holiday**  
 19 Classes Resume

JANUARY 2021						
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AUGUST 2020						
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30	31					

**1-3 Senior Registration / Orientation**

5-7 Professional Dev/ Fac. Cont. Days 1-3

**8 Junior Registration / Orientation**

10 Classes Begin  
 16 Ceremony of Lights (Postponed)  
 22 Parents' Day / Faculty Contract Day 4

1 Application Deadline

5 Early Release/**Juniors Leave**  
**8 Extended Weekend Seniors Return**  
 9 Classes Resume  
 20 Application Review Cmt. / Faculty Contract Day 6

FEBRUARY 2021						
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SEPTEMBER 2020						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**7 Labor Day Holiday**

8 Classes Resume

9 Tutorial Day  
**10-11 Exams/Midterms Q3**  
 12 Makeup Exams/Midterms  
**Seniors Leave**  
**15-19 Spring Break**  
**21 Juniors Return**  
**22 4<sup>th</sup> Quarter Begins**  
 27 Interview Day  
 30 Make-up Interview Day

MARCH 2021						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER 2020						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

13 Tutorial Day  
 14-15 Exams/Midterms Q1  
 16 Makeup Exams/Midterms  
**17 Juniors Move In**  
**19 2<sup>nd</sup> Quarter Begins**  
 25 Ceremony of Lights  
 26-30 Virtual Parents' Meetings

1 Final Selection Cmt  
**3-5 Easter Holidays**  
 6 Classes Resume  
 16 Early Release/**Juniors Leave**  
**18 Seniors Return**  
 24 New Student Orientation / Faculty Contract Day 7

APRIL 2021						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOVEMBER 2020						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6 Early Release/**Juniors Leave**  
**8 Seniors Move In**  
**23-27 Thanksgiving Holidays**  
**29 Seniors Return**  
 30 Classes Resume

18 Tutorial Day  
 19-20 Exams/Midterms Q4  
 21 Make-up Exams  
 22 Graduation/Fac Cont Day 8  
**31 Memorial Holiday**

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**6 Seniors Return (Tentative)**  
 17 Tutorial Day  
 18,21 Exams/Midterms Q2  
 22 Make-up Exams / End of 2<sup>nd</sup> Qtr/1<sup>st</sup> Semester  
**23 – 31 Winter Holidays**

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## APPENDIX B: STARK RECREATION CENTER

### PHASE 1

July 29, 2020

Participant Capacity: 20

Student/Staff/Faculty ONLY

Membership Office Closed

No Track Access

No RecFit Classes

#### **MUW Campus Rec COVID-19 Policies:**

- Patrons must reserve 50-minute spot, 24 hours in advance via Signup.com link (Must use MUW/MSMS email address to sign-up)
- All guests will be screened for COVID-19 symptoms upon entry
- If you are experiencing COVID-19 symptoms, entry will not be permitted
- Must sanitize hands frequently
- Must maintain 6 feet apart at all times
- Must wipe down equipment after each use
- Look for detailed list of altered/suspended services posted throughout facility
- Must arrive no later than 20 minutes for your time-slot or it will be nullified

#### **Your Health is Our Priority:**

*We have implemented the following measures:*

- Additional cleaning shifts have been created to ensure all equipment is frequently sanitized
- A sanitizing mister using a COVID-19 EPA approved solution will be used throughout the day
- Additional hand sanitizers have been placed around facility
- Equipment has been moved to allow for social distancing
- Capacity has been limited to reduce exposure
- Towel, locker, shower access, and all equipment checkout has been suspended
- Basketball courts and racquet ball courts are closed
- All fee-based fitness programming suspended

#### **Suspended Services:**

- No towel service
- No shower access
- No equipment checkout of any sort
- No cash
- No track in Phase 1 & Phase 2
- No basketball gyms
- No racquetball courts
- No guest passes
- No Functional Fitness classes
- No Personal Training