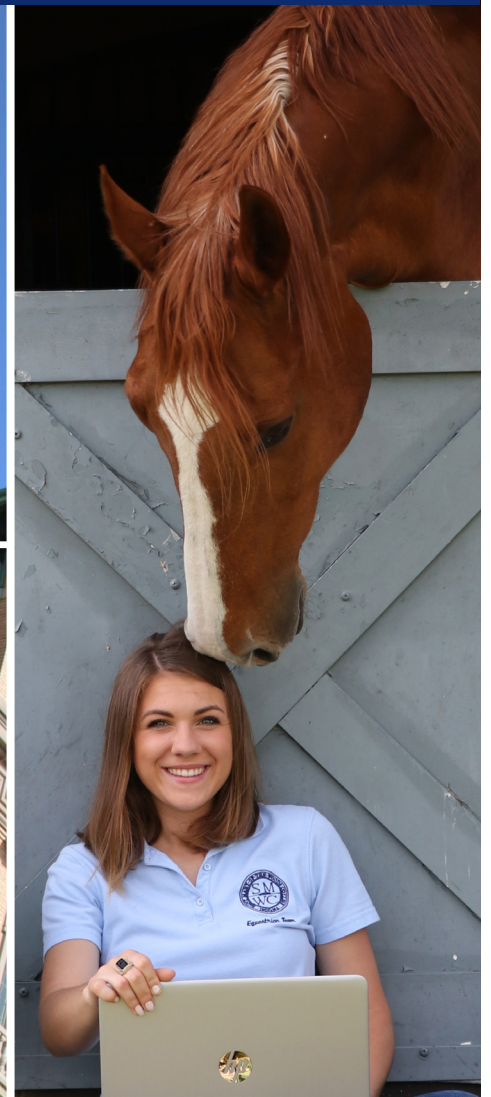
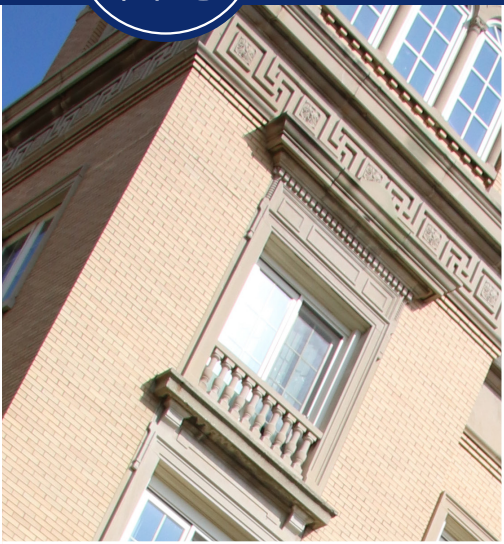




# The Avenue to Reopening Plan



SAINT MARY-OF-THE-WOODS COLLEGE





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## A message from the President

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A global pandemic has shone a light on the tenacity of our students, faculty and staff, and I have been inspired as our Woods community successfully navigated the challenges that accompanied this unprecedented time in history.

With great intentionality, the Saint Mary-of-the-Woods College (SMWC) COVID-19 Task Force has put in place **steps to reopen the campus to return to work and in-person instruction** as we implement the Avenue to Reopening Plan. Providing a safe environment for learning and working is of utmost importance to the College as we look to resume operations this fall.

The following plan outlines expectations for students, faculty and staff to return to class and work safely, following guidelines from the CDC and incorporating Indiana's Back on Track Plan. Thank you for your continued cooperation as we ramp up operations in a safe and responsible manner.

As we continue to follow the progression of the COVID-19 pandemic, SMWC will remain vigilant, and we will be ready to adapt and evolve – something we've known how to do for 180 years. At the same time, everyone must be prepared for adjustments if changes in conditions require us to do so.

Should there be a necessity to once again shelter in place, we are prepared for that reality too. With a 46-year history of distance education, no school could be better prepared for remote learning. Our plans include equipping you with the latest technology to facilitate your success in the classroom and in remote learning, if the need arises. We are prepared for many scenarios!

Sincerely,

A handwritten signature in blue ink that reads "Dottie L. King". The signature is fluid and cursive, with the first name "Dottie" being the most prominent.

Dottie L. King, Ph.D.  
President, Saint Mary-of-the-Woods College

# The Avenue to Reopening Plan

Over the course of the summer, the SMWC COVID-19 Task Force has been thoughtfully and carefully building a plan to ensure the safety and success of our Woods community, and as such, **SMWC is planning for in-person instruction this fall.**

We have adjusted our environments and activities to promote physical distancing and protect the health and safety of our students, faculty, staff, and communities, while maintaining as robust a student experience as possible. Our planning takes into consideration measures to:

- Address classroom sizes and locations to allow for physical distancing.
- Offer a staggered orientation and move-in schedule for residential students.
- Implement plans to address student population density including protocols for resident room setup.
- Offer special accommodations for athletic, academic and co-curricular events.
- Implement new infectious disease protocols for the campus which call for the continued practice of physical distancing and wearing of masks when physical distancing is not possible and in public spaces.
- Ensure special protocols for dining.
- Implement a one-to-one technology initiative for students.
- Implement special protocols for cleaning and sanitizing classrooms, offices and student areas throughout campus including new procedures for self-sanitizing of shared equipment and spaces.
- Make provisions to adjust the academic schedule if needed.
- Suspend school sponsored international travel indefinitely.

The following pages will provide information regarding the plan for reopening this fall. Additional information from the work of the COVID-19 Task Force will be shared with students, faculty and staff.







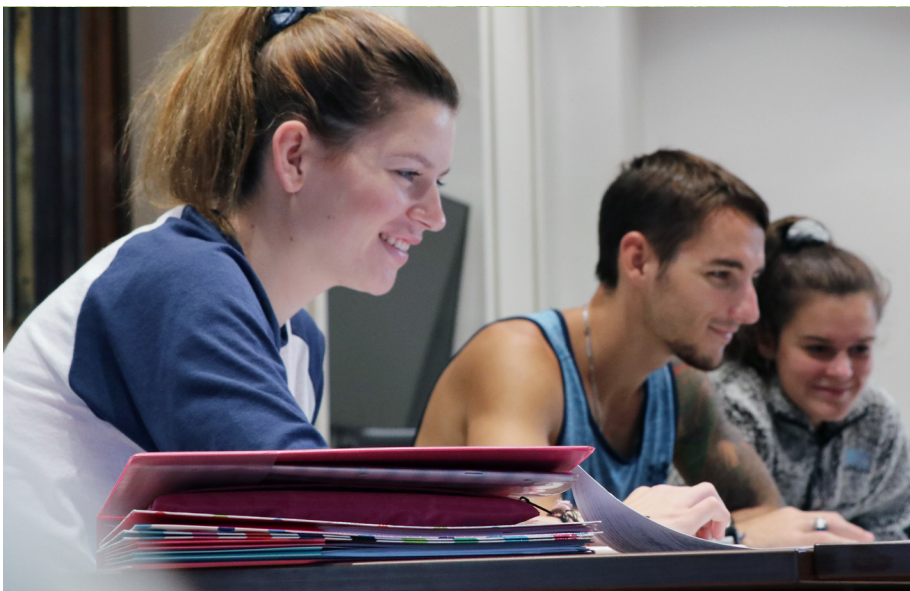
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## SMWC's Commitment to Providing a Safe Environment

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The College is committed to providing a safe environment. The following measures will be followed as part of the COVID-19 Protocols:

- Housekeeping will include twice daily cleaning of high traffic and high touch areas.
- Cleaning of individual offices or work spaces or student rooms will be done on an as-needed basis or by appointment only.
- Athletic areas including Club '64 will receive special cleaning protocols.
- Work spaces may be adjusted in order to keep employees at a safe distance from one another.
- Self-sanitizing protocols will be implemented in classrooms and for shared spaces.
- Students, faculty and staff will help clean common places before and after use.
- Cloth masks will be provided to all students and employees and will be required in class, in public spaces of all buildings and outside when physical distancing is not possible.





# How SMWC is Preparing for In-Person Instruction for Fall 2020

The College is developing protocols, consistent with the recommendations from the Centers for Disease Control and Prevention (CDC), the American College Health Association, and the State of Indiana, for contact tracing and establishing spaces to isolate students who tests positive for COVID-19. We are also developing plans to appropriately quarantine resident and commuter students on campus or in their homes who have been exposed to COVID-19 to decrease transmission and prevent outbreaks. Additionally, the College has provided contact tracing training to individuals who will work directly with students, faculty and staff in order to work collaboratively with the Vigo County Health Department.

Our goal is to minimize the possibility of an escalation of positive cases on campus through mitigation, testing and quarantine. As they are identified, all cases will be reported to the Vigo County Health Department for ongoing consultation and guidance.

The SMWC COVID-19 Task Force will monitor ongoing COVID-19 related reports on the campus, infection rates at the local and state levels and adjust campus activities accordingly. Although there are no industry standards or regulations about conditions that trigger an evacuation of a building, a campus facility, or the campus as a whole, the College will continue to monitor the level of risk and take reasonable precautions as needed to protect students, faculty and staff.

## Required Daily Monitoring with CampusClear

All campus resident and commuter students and employees will be required to complete daily health monitoring this fall. Students, faculty and staff who feel ill, are experiencing COVID-19 symptoms or believe they have been exposed should seek consultation with their health care provider and may utilize the SMWC Health Clinic by appointment only.

The College is utilizing a free mobile application called **CampusClear** which will ask students and employees to report on their health each day. If symptoms are occurring, the app will give instructions to contact a healthcare provider or the SMWC Health Clinic before going to work or class. The app will help individuals to be aware of their health as the College encourages students and employees to stay home from class or work when sick or feeling ill in order to help prevent the spread of the virus throughout our community.

Students, faculty and staff must download the app on a mobile device and complete the following steps:

1. Go to the Apps Store and **download** the #CampusClear FastPass Application

**Students can use the app on following devices:**







2. **Register** with the application using your SMWC email address.

3. **Answer** the daily question.

A reminder notification will be sent to individuals daily if a check-in is missed. Students and employees who are not submitting health screenings after a few consecutive days will be contacted.

This new process along with other COVID-19 protocols and expectations will be part of New Student Orientation.

### **SMWC Health Services Clinic**

The clinic located in Rooney Library will be open Monday-through Thursday during the fall semester with the following hours:

#### **Fall semester:**

Monday 9 a.m. – 4 p.m.

Tuesday 10 a.m. – 3 p.m.

Wednesday 9 a.m. – 4 p.m.

Thursday 9 a.m. – 3 p.m.

Friday CLOSED

Individuals exhibiting COVID-19 or flu-like symptoms should call the clinic at 812-535-5200 for a consultation and to schedule an appointment as walk-in services will not be available. Students and employees exhibiting COVID-19 or flu symptoms will be able to receive a COVID-19 rapid test from the clinic with a turnaround time of 24 hours or less.

### **Contact Tracing and Quarantine**

If a student, faculty or staff member tests positive for COVID-19, contact tracing will begin through the Vigo County Health Department.

The contact tracer (a Vigo County public health contact tracing officer) will interview the individual who tested positive to identify those who were in close contact with the person during the time the individual may have been exposed, infected and become infectious. The list of contacts may include other students, faculty and staff who had been within six feet of the individual for more than 10-15 minutes. If so, the contact tracer will contact those who were potentially exposed immediately, notify them that they have been named as a close contact by



the individual who tested positive. Individuals who were potentially exposed will be referred to their personal healthcare provider for assessment.

Resident and commuter students who are able to travel to their homes will be directed to isolate or quarantine at their off-campus residences.

- Residents with a positive test for COVID-19 who are unable to travel home will be isolated in designated residence hall rooms.
- Residents who are symptomatic or have been exposed to a COVID-19 positive individual will quarantine in their rooms pending their test result and guidance from the health department. We will supplement these spaces as needed with off campus accommodations.
- Provisions will be made to provide ongoing support services, medical oversight through health services and food delivery to isolated students.
- Faculty and staff who may have come in contact with COVID-19 positive individuals will be required to quarantine at home.

### Campus Communications

The College will assess each report of a COVID-19 case individually, based on the circumstances at the time, and decide whether the report represents a broader health and safety threat to the campus community. In that case, a notification will be sent alerting students, faculty and staff who are currently on campus. Additionally, the community may be informed of any significant updates, such as multiple reported cases, signs of community spread, however, the College will follow guidelines to protect personal health information of students, faculty and staff in compliance to Health Insurance Portability and Accountability Act of 1996 (HIPAA) requirements.

Persons who have been in close contact with anyone testing positive for COVID-19 will be individually notified by the Vigo County Health Department as a function of contact tracing. Those individuals will be advised to quarantine and monitor their symptoms.

**Close contact:** Close contact is defined by the CDC as an individual who was within approximately six feet (two meters) for more than 15 minutes of someone who has COVID-19 symptoms or who has tested positive for COVID-19. This is irrespective of whether the individual with COVID-19 or the one in contact with them was wearing a cloth face covering or whether the contact was wearing respiratory personal protective equipment (PPE). Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with someone who has COVID-19 or having direct contact with infectious fluids from a person who has COVID-19 (e.g., being coughed or sneezed on, sharing utensils, keyboard, writing instruments).







When any member of the campus community is found to have COVID-19, the College will work with trained staff of the Vigo County Health Department to screen and assess with whom the community member has been in contact, in which areas of campus, and when they were last on campus. With this information, the College will alert those who have been in regular contact or “close contact” as defined by the CDC and will require individuals who may have been exposed to quarantine for 14 days.

- The College will monitor the health status for students in quarantine and take steps to permit students to continue their academic progress.
- The College will assess each case individually, adhering to orders from the Vigo County Health Department regarding the timeline an individual is allowed to return to class or work following an order to quarantine.

Additionally, the College will alert Facilities to complete a deep cleaning of the impacted areas.

### **Return to Class and Work Following a COVID-19 Positive Exposure**

The College will adhere to the guidance from the Vigo County Health Department as to when students, faculty and staff may return to class and work following a COVID-19 infection and/or exposure:

- Individuals who are infected with the COVID-19 virus will be allowed to return to in-person class and work with written documentation from the health department and following three consecutive asymptomatic days and a COVID-19 negative test.
- Individual who are exposed to a COVID-19 positive person will be allowed to return to class or work with written documentation from the health department and following 14 days of quarantine from the date of last exposure.





- Individuals who self-disclose that they may have been exposed to a COVID-19 positive person or have received guidance from a testing site or their healthcare practitioner to quarantine but have not been officially notified by the health department, may return to work in consultation with their supervisor and with written documentation of a COVID-19 negative test.

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## Mask Up Pomeroy's!

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The SMWC COVID-19 Taskforce continues to follow the progression of the pandemic and monitor the ever-changing situation in our local area as well as the country. As Indiana remains in Stage 4.5 of the Indiana's Back on Track Plan, we are following advice from Governor Holcomb as the state implements the #MaskUpHoosiers campaign to help slow the spread of the virus.

SMWC COVID-19 is requiring masks to be worn in all public areas throughout the college at all times. Employees and students may remove masks when in their office spaces or residence hall rooms and when eating in a dining area. This will last throughout the fall semester or until further notice. A SMWC mask will be issued to every student, faculty and staff member. Additional masks may be provided upon request.

As always, keep following the SMWC COVID-19 safety protocols to do your part in keeping our SMWC community safe and healthy.

- Athletic areas including Club '64 will receive special cleaning protocols.
- All employees are asked to stay home when sick or having been notified of contact with an individual who tested positive for COVID-19.
- Use proper physical distancing and do not congregate in public areas in buildings.
- Wear a face mask in public spaces specifically in public areas and in other spaces where physical distancing is not possible or may be difficult to maintain.
- Employees will be required to wear masks during all College-sponsored events.
- Disinfect common or shared equipment such as printers and copiers before and after use.
- Limit sharing of paper documents.
- Limit in-person meetings by utilizing technology.

### CDC's Mask Guidelines Overview:

- Wear masks with two or more layers to stop the spread of COVID-19.
- Wear the mask over your nose and mouth and secure it under your chin.
- Masks **should be worn by people two years and older**.
- Masks **should NOT** be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance.







- **Do NOT** wear masks intended for healthcare workers, for example, N95 respirators.

When selecting a mask, the CDC says people should avoid any masks with exhalation valves or vents because those will allow the coronavirus particles to escape.

Employees who exhibit symptoms, have been tested or who believe they have been exposed to the virus by a person who has tested positive are required to complete the COVID-19 Self-Reporting Form. (All personal health information will be confidential and HIPPA compliant.)

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

## 2020 Student Move-In

### New Student Orientation

Move-In for new students will take place Friday, August 14. Students will be asked to arrive within an assigned block of time based on their last name starting at 8 a.m. with the last group assigned to move in at 3 p.m. The number of people will be limited and only the students that are working to help with move-in will handle carts. They will not handle new students' belongings.

### Returning and Transfer Students Move-In

Move-In for most returning and transfer students will take place on Sunday, August 16. Students will be assigned blocks of time based on their last name. This will begin at 8 a.m. with the last group assigned to arrive at 3 p.m. Student athletics in women's and men's soccer, women's and men's cross country and volleyball will move in August 10.

### First Monday

Students will check-in on Monday, August 17 with assigned times: Freshman will begin at 11 a.m. sophomores at 12 p.m., juniors at 2 p.m. and seniors at 3 p.m.

**Fall classes begin in-person  
Tuesday, August 18!**



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## Pomeroy Pledge

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Members of the SMWC community are being asked to commit to taking the recommended precautions to help protect the campus community from illness through taking part in the Pomeroy Pledge: [smwc.edu/pledge-video](http://smwc.edu/pledge-video).

Follow this link to make your Pomeroy Pledge: [smwc.edu/pledge-form](http://smwc.edu/pledge-form).

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## Implementation of Infectious Disease Protocols

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All employees are asked to follow the SMWC COVID-19 Protocols until otherwise advised:

- Stay home when sick or having been notified of contact with an individual who tested positive for COVID-19.
  - Use proper physical distancing and do not congregate in public areas in buildings.
  - Wear face masks in public spaces including hallways. Employees are allowed to bring their own masks, however, a cloth mask can be provided for you by contacting Josh Wood: [joshua.wood@smwc.edu](mailto:joshua.wood@smwc.edu) or 812-261-8239.
  - Disinfect common or shared equipment such as printers/copiers before and after use. Limit sharing paper documents.
  - Limit in-person meetings by utilizing technology and holding virtual meetings.
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## Campus Health

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Beginning Fall Semester the Health Clinic hours will be:

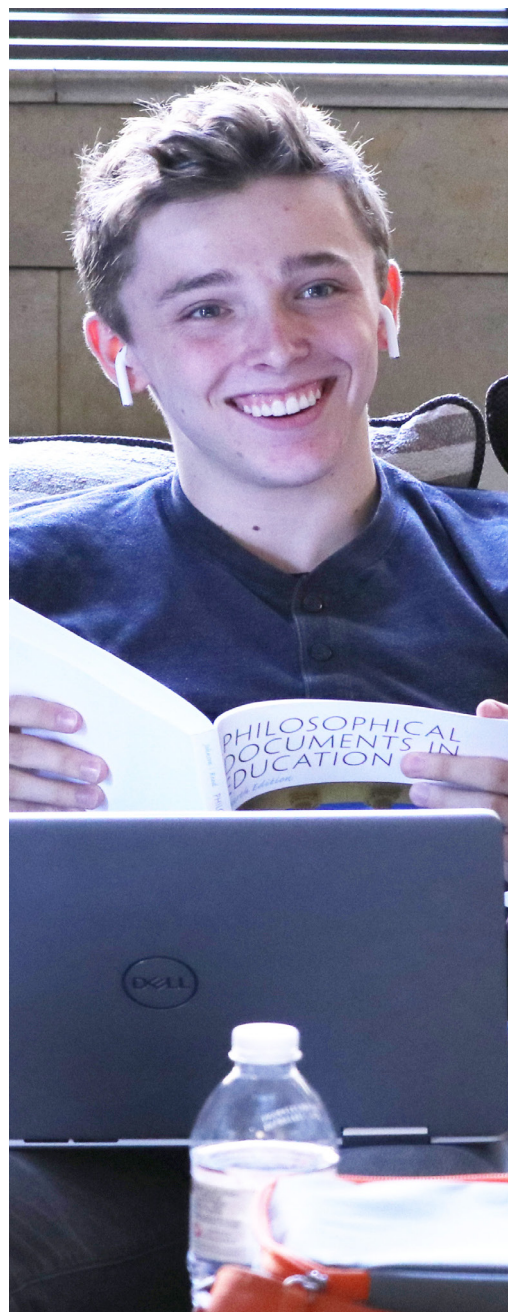
Monday .....	9 a.m. - 4 p.m.
Tuesday .....	10 a.m. - 3 p.m.
Wednesday .....	9 a.m. - 4 p.m.
Thursday .....	10 a.m. - 3 p.m.
Friday .....	Closed

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## Student Health

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Student health is a priority. The Office of Campus Life has prepared guidance if a student has a need for self-quarantine due to contact with someone that has tested positive for COVID-19 or has symptoms consistent with COVID-19. There is also guidance for students that need isolation because of a positive test for COVID-19 or have symptoms that are suspicious for COVID-19.





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## Fall 2020 Dining Enhancements

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As Woods students return to campus this fall, they will be making decisions on what to eat and how to eat - all with a “safety first” mentality.

SMWC Dining Services will be prepared to meet the needs of the campus as significant steps are being taken to provide students and employees with the highest possible standards of service and safety. Expanded sanitation and improved take-out and packaging, as well as technology solutions that provide a high level of trust, confidence and flexibility in all that we do will be instituted as part of the daily fabric of the workday.

The health and safety of the campus will remain the focus of the SMWC Dining Services operations as significant resources and guidance are being provided to ensure that goal. Enhancements to the SMWC Dining Services Program in O’Shaughnessy Dining Hall, The Woods Café and the Oakley Student Center (OSC) are being made in the following ways:

**As guests enter dining spaces, they will experience:**

- A friendly greeting by staff, wearing appropriate PPE at the checker stand.
- Augmented signage that includes floor decals to reinforce traffic patterns and physical distancing.

**In the serving area in O’Shaughnessy, there will be:**

- Floor decals and consistent signage to reinforce traffic patterns and physical distancing.
- A clockwise travel pattern that allows efficient movement through select stations.
- No self-service stations, including beverages – all stations attended by uniformed staff wearing and using appropriate PPE.





- Staff frequently sanitizing serving stations to ensure safety and instill confidence.

**Guests may expect to discover:**

- Meal packaging that is appropriate to the specified menu item, along with wrapped utensils, napkin and portioned condiments, if no available seating.
- Menu toppings and condiments to be portioned by the attendant.
- No personal refillable containers to be utilized in the dining room to ensure safety for our staff and guests.

**In the dining spaces, Sodexo will ensure:**

- Adjustments in seating availability, based on local government regulations and seat capacity of the space.
- Constant sanitation and cleaning by uniformed staff members.
- Tables that are cleaned and disinfected after each use and free of any items like salt/pepper shakers or napkin dispensers.
- Traffic patterns that lead from the seating area to the exit with designated instructions along the way for returning dishes or disposing of packaging or waste into marked receptacles.

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## For New and Returning Students

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For new and returning students, health and safety as well as academic, athletic and co-curricular experiences are at the forefront of our minds as we continue to plan for what the fall will look like at The Woods.

Students can expect the following as they come to campus for in-person, face-to-face instruction in August:

- The residential experience will use protocols that carefully follow health and safety guidelines in response to the COVID-19 pandemic. All move-in protocols will be designed to minimize interactions and provide proper physical distancing measures. You will receive more information about the schedule from Student Life.
- The fall academic calendar will be adjusted to minimize the likelihood of spreading the virus. In-person classes will begin for campus students on August 18 and will continue in-person through November 20, at which time campus students will move home. Following a week-long break for Thanksgiving, students will finish the last two weeks of the semester with remote finals. There will be no fall break.
- Classrooms are being evaluated with the safety of students and faculty in mind. The College will be utilizing several new spaces to provide proper physical distancing standards, allowing for time in the schedule for cleaning in between classes.
- O'Shaughnessy, The Woods Café and The OSC dining hall options are being reengineered to meet safety standards and dietary needs. Students will dine differently as meals will be either served or carryout with new prepared on-the-go options.
- The College is requiring everyone wear face masks in public spaces and common areas as well as when it is difficult to maintain physical distancing standards. Masks will be provided for all students, faculty and staff by the College. Usage of masks in classrooms will be required.







- All athletics will be required to follow strict health and safety precautions as set by the USCAA and NAIA, but what the fall schedule might look like has yet to be determined.

Of course, even the most carefully laid out plans for fall have to be flexible. While much is still unknown about COVID-19, we appreciate your understanding and patience as we continue to navigate through this new era of learning. A contingency plan may be necessary, which could include a period of remote learning with little advanced notice.

The SMWC website offers the latest guidance on the College's response to COVID-19 ([smwc.edu/covid19resources](http://smwc.edu/covid19resources)).

### **Protocols for Student-Athletes**

SMWC is taking a number of precautions to keep student-athletes safe during practice and competitions. The following are protocols for student athletes and athletic facilities:

- Student-athletes and coaches will be required to complete daily monitoring using the CampusClear app; temperature checks will be required prior to all practices and competitions.
- Face coverings will be required in the public areas of all athletic facilities including but not limited to the gyms, training room, Club '64, press box, concession stands and coaches offices.
- Regular cleanings and sanitation will be required before and after practices and games of the gym floor and all equipment.
- Only one team will be allowed use of the gym at a time.
- Locker rooms will be restricted for athletes and coaches only.
- Student-athletes will be provided with individual water bottles which may be filled at touchless water filling stations.
- Hand washing and hand sanitizing will be required upon entering any athletic facility.



- Athletic training facilities will be open by appointment only.
- Gameday staff will be limited to essential personnel only.
- Student-athlete travel will be minimal during the fall season; special travel protocols will be implemented.
- Spectators may be allowed; communication regarding spectators and protocols will be shared a minimum of 72 hours in advance of a competition.

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## Fall 2020 Semester Residence Hall Updates

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The Campus Life staff has worked hard to determine how SMWC's residence hall, Le Fer Hall, may be best configured to support students living on campus within guidance from the State of Indiana and the CDC for 2020-2021.

This communication will cover the following important information related to student housing for this fall and the College's COVID-19 response.

### Residence Hall Adaptations and Policies

It is important to recognize that there are health and safety risks associated with interacting with others during the COVID-19 pandemic. While we cannot anticipate every scenario or eliminate all risks, a number of policies and adaptations are planned to support public health and reduce risk. At this time, SWMC will be taking the following steps to minimize risks:

- The required use of face coverings in all residence hall public areas (i.e. main level spaces and hallways, centers, kitchens, and laundry areas).
- There will be a No-Guest Policy in Le Fer residential floors 2-4 to limit the number of people entering. This includes commuter student visitors. There will be an exception for move-in and move-out times, which will allow families to help.
- Elevator occupancy limits will be in place. Use of stairwells will be strongly encouraged for residents medically able to use stairs.
- Community restrooms will be limited to 5 students at a time.
- Physical distancing guidelines (6 ft. apart) will be in place, and there will be limitations for all student gatherings.
- Cleaning supplies will be provided in centers, kitchens, restrooms, and common areas.
- Students will be expected to manage health and cleaning precautions together within the room/suite.

### Changes in Programs and Services

You should also be aware that other campus programs and services will have adaptations, that new policies will be enacted, and that some programs may be altered or suspended. This list is not exhaustive:

- Face coverings and physical distancing practices will be implemented across campus.







## SMWC Campus Academic Calendar 2020-2021

Fall	2020
August 12 .....	International Students arrive
August 14-17 .....	New Student Orientation
August 16 .....	Returning Students arrive
August 17 .....	Transfer Student Orientation
August 17 .....	First Monday Check-In/ Opening Day Celebration and Blessing
August 18 .....	On-Campus classes begin
September 7 .....	Labor Day (no classes)
October 2-4 .....	Homecoming
October 20 .....	Foundation Day
October 27 .....	Spring Registration opens
November 15 .....	Senior Christmas Dinner
November 20 .....	Le Fer Residence Hall closes
Nov 23-27 .....	Thanksgiving Break (no classes)
December 1 & 3 .....	Final Exams (remote)
December 7, 9, 11 .....	Final Exams (remote)
December 11 .....	Undergraduate courses end
December 15 .....	Campus Grades due

- Campus dining services will be implementing a number of modifications. Expect to see increased grab-n-go options, elimination of self-service stations, and limited and spaced seating to meet physical distancing guidelines among other changes.
- Seating areas in common areas throughout campus will be spaced out or have furnishings temporarily removed to promote physical distancing.
- Guidelines limiting campus programs and events are currently under review and subject to change.

### Community Commitment

It is important to realize that spikes in COVID-19 cases in the state or on campus may jeopardize our ability to remain on campus. Accordingly, we need the commitment of all students to respect College policies and adaptations related to public health and to personally follow everyday preventative actions. Students are asked to carefully consider when and how they expose themselves to others on and off campus because such behavior could increase risks of others. We ask that during the semester you limit travel and excessive mingling with others – particularly without taking protective measures and physical distancing – in interest of your fellow Pomeroy.

It is also important for all members of the community to remember that there are students who have pre-existing medical conditions placing them at greater risk for COVID-19 illness. Similarly, faculty, staff, and those close to your friends and neighbors may also have increased risk. We ask all Pomeroy to act in a way that shows we care about one another's wellbeing.

### Pre-Existing Medical Considerations

Students with pre-existing medical conditions placing them at greater risk for COVID-19 are encouraged to speak with their doctor(s), assess risks, and make a personal determination about whether living in a shared residential community is in your best interest at this time. If you decide you need an accommodation please contact Campus Life (CampusLife@smwc.edu). If you need an accommodation beyond a room assignment, please contact Christy Gunderson with the Learning Resource Center.

We are committed to working to keep our residence hall open while mitigating public health risks for our College community. While this fall will be different from other semesters, we believe that the on campus housing provides students important access to in-person academic programs and the ability to make connections with other students. Please contact our office if you have any questions.





SAINT MARY-OF-THE-WOODS  
C O L L E G E  
**smwc.edu**

Version: September 8, 2020

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This plan is dynamic based on adjustments or changes to be made depending on current events, information or circumstances that are both expected and unexpected. SMWC's ability to pivot and redirect is historic and constant. We will continue to focus on delivering a top education no matter the circumstances.

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