



Pandemic Response Plan

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The “Olivet College CARES” document has been developed by members of the Olivet College community who make up the Pandemic Response Team to outline our institutional response to and plan for COVID-19. As outlined in the pages to follow, it is important to remember that this is a living document that will continually be revised throughout the year as the world continues to better understand this virus. The pandemic response team asks that people continue to show patience and love for those in the world around us during these difficult times. We would also like to thank the faculty, staff and students at Olivet College who have spent countless hours over the last few months working to make this document possible.

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INTRODUCTION

The Olivet College CARES PLAN, developed by the college's Pandemic Response Team (PRT), prioritizes the health and well-being of students and employees and is guided by the advice from medical and health associations and professionals. The plan that follows details the latest recommendations for the campus community establishing the necessary conditions for a residential campus experience in alignment with the public health guidelines developed by local, state, and federal sources including the Barry Eaton County Health Department, the State of Michigan, and the Centers for Disease Control and Prevention.

The plan is a living document; it will continue to be revised as understanding of the virus deepens, best practices change, and medical measures become available. Changes made to this document will be announced to the college community and each member will be expected to remain apprised of these changes as they occur. The response team will continue to coordinate its response with the Barry Eaton County Health Department, the State of Michigan, and the Centers for Disease Control and Prevention and will update this document as needed to reflect the most recent guidance from these local, state, and federal sources.

The Olivet College CARES Plan

All Students and Employees

In recognition of our shared commitment to *Individual and Social Responsibility*, we ask everyone to do their part to maintain their own health and to support the health and well-being of all members of our campus community. While recognizing the college cannot guarantee a COVID-19-free campus, we ask everyone to take responsibility for the following:

1. Their own health.
2. The protection of the health of others.
3. The protection of our community from the spread of COVID-19.

Fully Vaccinated Students and Employees

As per the CDC, individuals are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine such as Johnson & Johnson's Janssen vaccine.
- All others are considered non-vaccinated.

All students and employees who reside on campus or work on campus **who are fully vaccinated** are required to complete a personal daily health screening at home based on the following questions:

- Have I been in contact with someone suspected of a COVID-19 infection or someone who has tested positive for COVID-19?
- Do I have any of the following symptoms that are new/different/worse from baseline of any chronic illness:
 - Fever of 100.4 or higher or felt feverish.
 - New or worsening cough.

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- Shortness of breath or difficulty breathing.
- Chills.
- Headache.
- Sore throat.
- Loss of smell or taste.
- Runny nose or congestion.
- Muscle aches.
- Abdominal pain.
- Fatigue.
- Nausea.
- Vomiting.

If no symptoms are present you are cleared to come to campus.

If symptoms are present, use the ClearPass OC CARES screening app or web-based version to report your status immediately and follow the guidance in the “If you FAIL the Daily Screening Process” section of this document.

As per CDC guidelines, students or employees who have been in close contact with someone who has COVID-19 are not required to quarantine if they **HAVE been fully vaccinated** against the disease and show no symptoms. Proof of vaccination may be required.

Non-Vaccinated Students and Employees

As per the CDC, individuals are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine such as Johnson & Johnson’s Janssen vaccine.
- All others are considered non-vaccinated.

All students and employees who reside on campus or work on campus who are **non-vaccinated** are required to do the following each day:

1. Wear a Mask or Face Covering and Practice Social Distancing

All students and employees who reside on campus or work on campus who are **non-vaccinated** are required to wear a mask or face covering, when the individual cannot consistently maintain 6-feet of separation from other individuals indoors in the workplace.

2. Complete the Daily Health Screening

Complete the daily screening questionnaire using the ClearPass OC CARES app or web-based version.

- Employees and commuter students may complete the questionnaire no sooner than 120 minutes (2 hours) prior to your arrival to campus.
- Carry with you the daily screening results (on a cell phone or printed email) indicating your clearance for the day to enter campus buildings.

ClearPass OC Cares screening results will verify student and employee admittance for those who are **non-vaccinated**, to all campus buildings for the day.

3. Monitor for and Report Symptoms

All students and employees who reside on campus or work on campus who are **non-vaccinated** are required to do the following each day:

- Monitor your health for the symptoms of COVID-19.
- Use the ClearPass screening app or web-based version to report your status **immediately** if you have been in contact with someone suspected of a COVID-19 infection or someone who has tested positive for COVID-19, or if you have any of the following symptoms that are new/different/worse from baseline of any chronic illness:
 - Fever of 100.4 or higher or felt feverish.
 - New or worsening cough.
 - Shortness of breath or difficulty breathing.
 - Chills.
 - Headache.
 - Sore throat.
 - Loss of smell or taste.
 - Runny nose or congestion.
 - Muscle aches.
 - Abdominal pain.
 - Fatigue.
 - Nausea.
 - Vomiting.

The ClearPass screening app or web-based version should be used to **report your status IMMEDIATELY** if you have been in contact with someone suspected of a COVID-19 infection or someone who has tested positive for COVID-19, or if any of the symptoms noted above develop, even if you have previously completed and passed your screening for that day.

All Students and Employees

If you FAIL the Daily Screening Process

- Return to your home, residence hall or stay in your room.
- Do not come to work, class, athletic practice or competitions, or other campus activities.
- Contact your supervisor (employees), or professors (students) to report the failed screening.
- A campus representative will contact you to schedule a FREE COVID test on campus as soon as possible.
- Students are to remain in their room or will be moved to a designated location until testing can be arranged.

Once tested on campus

If you receive * **a NEGATIVE TEST RESULT**, proceed with one of the two options outlined below:

Option 1.)

- For non-vaccinated students, if you would prefer to remain on campus after your negative test result, return to your home or residence hall and register for a Sparrow on-demand tele-health doctor appointment, or a virtual appointment with your primary care provider from your room.
- For non-vaccinated employees, after your negative test result, return to your home and register for a Sparrow on-demand tele-health doctor appointment, or a virtual appointment with your primary care provider from your home.
- For non-vaccinated students and employees, once cleared by the doctor to return to campus activities, submit a signed confirmation of release from the doctor to mycovidresult@olivetcollege.edu.
- A campus representative will contact you to verify receipt of the submission and to release you back to campus activities.

Option 2).

- Non- vaccinated students and employees may remain home for a five day quarantine period to monitor for symptoms and should return to campus for a second on-campus COVID test five days after the first negative test result. If the second test result is negative, contact the director of human resources (employees), or the office of student engagement (students) to be released back to campus activities.

* As per CDC guidelines, students or employees who have been in close contact with someone who has COVID-19 are not required to quarantine if they **HAVE been fully vaccinated** against the disease and show no symptoms.

*Fully vaccinated students and employees who receive a **negative test result** are cleared to return to campus activities. Proof of vaccination may be required.

For all employees and students, If you receive **a POSITIVE TEST RESULT**, review and follow the isolation expectations outlined below.

Non-Vaccinated Students and Employees Quarantine Expectations

Students and employees who reside on campus or work on campus **who are non-vaccinated** are required to adhere to the established quarantine expectations outlined below. The expectations were developed in accordance with CDC guidelines and will be updated to reflect new guidance as it becomes available.

Student Quarantine Expectations

1. If a **student who is non-vaccinated** has been in close contact with someone awaiting a COVID-19 test result, or someone who has tested positive for COVID-19 (based on notification from a health department representative or known personal close contact), the student must stay in

their room (not participate in any campus activities), and must immediately call Campus Safety (269-749-7911) to report the exposure using the ClearPass Olivet College Cares screening app.

- a. The CDC considers close contact as the following:
 - Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
 - * *Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).*
 - The infected person sneezed, coughed, or somehow got respiratory droplets on you.
 - You provided care at home to someone who is sick with COVID-19.
 - You had direct physical contact with the person (touched, hugged, or kissed them).
 - You shared eating or drinking utensils.
2. A campus representative will contact the student to schedule a FREE COVID test on campus as soon as possible.
3. If the student receives a negative test result, they are expected to follow the negative test result guidance outlined in the non-vaccinated students and employee section of the OC CARES Plan outlined above.
4. If the student test positive they are expected to follow the isolation expectations outlined below.

Employee Quarantine Expectations

1. If an **employee who is non-vaccinated**, has been in close contact with someone awaiting a COVID-19 test result, or someone who has tested positive for COVID-19 (based on notification from a health department representative or known personal close contact) they must immediately contact the Director of Human Resources, Terri Glasgow (tglasgow@olivetcollege.edu), and report their exposure using the ClearPass Olivet College Cares screening app.
 - a. The CDC considers close contact as the following:
 - You were within 6 feet of an infected person for at least 15 minutes.
 - The infected person sneezed, coughed, or somehow got respiratory droplets on you.
 - You provided care at home to someone who is sick with COVID-19.
 - You had direct physical contact with the person (touched, hugged, or kissed them).
 - You shared eating or drinking utensils.
 2. A campus representative will contact the employee to schedule a FREE COVID test on campus as soon as possible.
 3. **If the employee receives a negative test result**, they are expected to follow the negative test result guidance outlined in the non-vaccinated student and employee section of the OC CARES Plan outlined above.
 4. **If the employee tests positive** they are expected to follow the isolation expectations outlined below.

All Students and Employees Isolation Expectations

Student Isolation Expectations

1. If a student (**fully vaccinated or non-vaccinated**) exhibits symptoms and/or tests positive for COVID-19, the student must stay in their room (not participate in any campus activities) and must immediately call Campus Safety (269-749-7911) to report symptoms and/or a positive test result using the ClearPass Olivet College Cares screening app.
2. Once a student (**fully vaccinated or non-vaccinated**) exhibits symptoms **and/or** tests positive for COVID-19 they will be required to gather items for a 10-day isolation period either at home (off campus), or at a location designated by the college.
3. An isolation plan that best fits the needs of the student will be developed by the student and a representative of student engagement team to determine if the student will return home or move to a location designated by the college for the 10-day isolation period.
4. The college will provide testing or assist the student with finding access to a medical facility for testing at a site external to the campus for any suspected infection of COVID-19. The student may also seek or obtain COVID-19 testing from another location or primary care provider.
 - a. Students will be responsible for any costs incurred with COVID-19 testing and related medical treatment/care.
 - b. Assistance in securing medical coverage for those in need is available through the office of student engagement.
5. If the student chooses a location designated by the college, the health and comfort need of a student will be handled by the OC student engagement staff and will include the following:
 - a. A minimum once daily check-in for health status.
 - b. During the fall and spring semesters twice-daily (M-F), and once-daily (Sat. and Sun.) meal delivery to the isolation location.
 - c. The college will assist the student with finding transportation to medical appointments as needed.
6. Students in isolation will be expected to abide by the policies outlined in the student handbook and follow the handbook rules during the duration of the isolation period:
 - a. Students are required to stay in their designated room except for leaving in the event of an emergency, or for arranged medical appointments.
 - b. No visitors will be allowed at the isolation location other than OC Staff assigned to provide care.
7. Absence from class due to COVID-19 related quarantine or isolation requirements is considered an excused absence from class for medical reasons.
 - a. Students should inform their instructors as soon as possible of their absences from class for these reasons.
 - b. Arrangements for the completion of assignments missed due to these absences should be coordinated with the specific instructors involved. The makeup of work missed due to absence is ultimately the student's responsibility.
 - c. Concerns regarding arrangements proposed for the completion of assignments or regarding individual situations that arise should be brought to the Office of Academic Affairs.

- d. In the case of extended physical illness that will impede or prevent the successful completion of the semester, students should contact the Office of Student Engagement to discuss the possibility of requesting a medical leave of absence.
8. Students in isolation due to a positive test result for COVID-19 and who experience symptoms must remain off campus until all the following conditions have been met: 24 hours fever-free without the use of fever-reducing medication, symptoms improve, and 10 days since symptoms first appeared.
9. The student must supply medical clearance from the presiding health department prior to a return to campus after a COVID-19 infection .

Employee Isolation Expectations

1. If an employee **(fully vaccinated or non-vaccinated)** exhibits symptoms **and/or** tests positive for COVID-19, they must stay home or immediately return home, contact the Director of Human Resources, Terri Glasgow (tglasgow@olivetcollege.edu), and report symptoms and/or positive test results using the ClearPass Olivet College CARES screening app.
2. Once an employee **(fully vaccinated or non-vaccinated)** exhibits symptoms **and/or** tests positive for COVID-19, they are required to stay home from work for a 10-day isolation period.
3. The college will assist the employee with finding access to a medical facility for testing at a site external to the campus for any suspected infection of COVID-19. The employee may also seek or obtain COVID-19 testing from another location or primary care provider. Note: Employees will be responsible for any costs incurred with COVID-19 testing and related medical treatment/care.
 - a. An employee who tests positive (or has been exposed to someone who tests positive) should contact their supervisor regarding remote work arrangements if the employee is physically able to complete their work during the isolation period.
 - b. Faculty members should contact Karen Chaney (the Dean of Faculty) to discuss course delivery arrangements.
4. An employee in isolation due to symptoms of COVID must remain off campus until all the following conditions have been met: 24 hours fever-free without the use of fever-reducing medication, symptoms improve, and 10 days since symptoms first appeared.
5. The employee must supply medical clearance from the presiding from the health department prior to a return to campus after a COVID-19 infection or exposure.

All Students and Employees

Campus Community Expectations

The college has designated workspace safety coordinators who are responsible for implementing, monitoring and reporting on the control strategies included in the OC CARES Plan. To report any safety concerns in relation to workspaces, offices and classrooms, please contact one of the designated safety coordinators; the Chief Pandemic Response Officer (Ryan Shockey), the Director of Human Resources (Terri Glasgow) the Dean of Student Engagement (Amy Radford-Popp), or the Campus Safety Department.

Given the contagious nature of COVID-19, the fact that it can be difficult to identify in another, and the inherent risks of exposure both within the greater community and on campus, the college has taken numerous precautionary measures and developed new safety rules to help minimize the incidence and

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spread of COVID-19 on campus. The college has modified campus spaces, developed visitation guidelines, established meeting and event expectations, and implemented enhanced cleaning protocols, etc.

The college acknowledges these measures and precautions may or may not be effective in mitigating the spread of COVID-19. Individuals of the campus community, who participate in campus-based activities, assume the risk of exposure or infection, which could potentially result in personal injury, illness, permanent disability, and/or even death.

Workspaces, Offices and Classrooms

The college has identified allowable occupancy of campus spaces (e.g., classrooms, library, computer labs, etc.) to control population density and/or to establish maximum attendance. As such, work and public spaces were reconfigured to align with current state and CDC guidelines (six feet for workspaces and offices, and three feet for classrooms).

- Individuals **who are non-vaccinated** are expected to wear face coverings when unable to consistently maintain 6 feet of separation in indoor workspaces, offices and classrooms.
- All individuals are expected to maintain classroom and meeting room chair and table set-ups to control population density and/or to establish maximum attendance.
- Appropriate signage/educational materials are placed at building entrances high traffic areas, restrooms, cleaning stations, etc.
- Masks or face coverings are available in various campus spaces.
- Hand sanitizer stations are available at entrances and high traffic areas.

Visitation and Campus Events

In response to COVID-19, the college has focused on how to open the campus while limiting the possibility of transmission of communicable disease, such as COVID-19, as much as possible. In efforts to minimize the incidence and spread of COVID-19, outside visitors are expected to adhere to the campus community expectations as outlined below:

- All visitors to campus must be advised of the OC CARES plan expectations.
- Visitors **who are non-vaccinated** are expected to complete the health screening through the CARES pass app and to wear face coverings when unable to consistently maintain 6 feet of separation from other individuals indoors.
- Appropriate signage/educational materials are placed at building entrances high traffic areas, restrooms, cleaning stations, etc.

Screening questionnaires for visitors, or for those without access to the ClearPass OC Cares screening app are available at the following campus locations:

- Kirk Center mailroom
- Facilities office
- Campus Safety office
- Residence Halls (for students living on campus - see director for specific site location)

Meetings and Events

- Individuals **who are non-vaccinated** are expected to wear face coverings when unable to consistently maintain 6 feet of separation from other individuals indoors.
- All individuals are expected to maintain classroom and meeting room chair and table set-ups to support social distancing practices between room occupants.

Cleaning Protocols

CDC cleaning protocol guidelines have been implemented in campus buildings and will be monitored, with additional measures added as needed per recommendations from local, state and federal health agencies.

- The housekeeping staff will regularly disinfect all public areas and classrooms, with a priority for high touch surfaces (e.g., door handles, classroom desks and tables) and for shared equipment.
- Modifications have been made to reduce the use of high touch areas (e.g., door foot openers).

Courses/Course Delivery Expectations

To ensure the quality and consistency of the learning experience for students, and to provide flexibility to accommodate the needs of students and faculty, the following guidelines have been established:

Student Guidelines

- Absence from class due to COVID-19 related quarantine or isolation requirements is considered an excused absence from class for medical reasons.
- Students should inform their instructors as soon as possible of their absences from class for these reasons.
- Arrangements for the completion of assignments missed due to these absences should be coordinated with the specific instructors involved. The makeup of work missed due to absence is ultimately the student's responsibility.
- Concerns regarding arrangements proposed for the completion of assignments or regarding individual situations that arise should be brought to the Office of Academic Affairs.
- In the case of extended physical illness that will impede or prevent the successful completion of the semester, students should contact the Office of Student Engagement to discuss the possibility of requesting a medical leave of absence.

Faculty Guidelines

- As standard practice, faculty members must notify Jenn Joppie in the Office of Academic Affairs and their students if illness will prevent them from teaching a class session(s) for all affected courses.
- As standard practice, faculty are expected to work with students to make arrangements for the completion of assignments missed due to absence from classes for medically-related reasons, including COVID-19 related quarantine or isolation.

Communal Spaces

To minimize the spread of COVID-19, the college has identified allowable occupancy of indoor and outdoor communal campus spaces for sanctioned events, with occupancy limits established to control

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population density and/or to establish maximum attendance; event attendees are expected to adhere to established occupancy limit.

Expectations for indoor or outdoor communal spaces for sanctioned events include:

- All social events organized by students, clubs or organizations need to take place in an approved public campus location and must be approved through the Office of Student Engagement following their guidelines.
- Individuals **who are non-vaccinated** are expected to wear face coverings when unable to consistently maintain 6 feet of separation from other individuals in all indoor communal spaces.
- Individuals in attendance will be expected to follow maximum capacity requirements (as designated on room signage).
- Greek homes, themed houses and apartments are restricted from hosting social gatherings/events within the residences.

Dining Hall

The Chartwells dining plan is aligned with the MDHHS and CDC guidelines.

- MDHHS and CDC guidelines for food service are monitored by Chartwells staff, with additional measures added as needed per recommendations from local, state and federal health agencies.

Employee In-Person and Remote Work

- In alignment with the Michigan Occupational Safety and Health Administration (MIOSHA) COVID-19 Emergency Rules employees were cleared to return to in-person work effective May 24, 2021; all employees are expected to return effective June 7, 2021.
- Cabinet members are responsible for developing return to-in person staffing plans which includes adherence to all MIOSHA and OC CARES plan guidelines and protocols for employees working in their respective areas.

The PRT will continue to coordinate its pandemic response with the Barry Eaton County Health Department, the State of Michigan, and the Centers for Disease Control and Prevention and will update employee work expectations as needed to reflect the most recent guidance from these local, state and federal sources.

It is the policy of the college to provide reasonable accommodation to qualified persons with known disabilities to allow an employee to perform the essential functions of his or her job unless doing so would result in an undue hardship or direct threat to safety.

- Employees who believe they require reasonable accommodation (generally, or in relation to the COVID-19 pandemic) should let their supervisor or the director of human resources know as soon as possible to determine available accommodations.
- Employees who are unable to feasibly complete their work activities in-person, should contact their cabinet member to discuss work arrangements.

Communications

- The OC CARES plan and other COVID-19 related information is available on the OC website (www.olivetcollege.edu/ocCares), and is regularly updated as needed by the OC pandemic response team as new COVID-19 related information becomes available from local, state and federal health agencies.
- Signage/educational materials are placed throughout campus (e.g., building entrances high traffic areas, restrooms, etc.), and are regularly updated as needed by the PRT and as new COVID-19 related information becomes available from local, state and federal health agencies.

Noncompliance with the Olivet College CARES Policies

All students and employees who intend to be on campus are required to follow the expectations established in the Olivet College CARES plan.

Students not adhering to the established Olivet College CARES plan:

- May be subject to discipline up to and including expulsion and loss of money paid for room and board. Note: No tuition or housing refunds will be provided to students refusing to comply with the terms of the plan.
- The student engagement staff will monitor student adherence to the OC CARES plan, **including the completion of daily screenings for those who are non-vaccinated.** The reporting of incidents of student non-compliance with the OC CARES plan should be directed to the Dean of Student Engagement (Dr. Amy Radford-Popp ARadfordPopp@olivetcollege.edu).

Employees who are unwilling to adhere to the established OC CARES plan will be subject to supervisory correction and/or discipline up to and including termination of employment.

- The human resources department will monitor employee adherence to the OC CARES plan, **including the completion of daily screenings for those who are non-vaccinated.** The reporting of incidents of employee non-compliance should be directed to the Director of Human Resources (Terri Glasgow tglasgow@olivetcollege.edu).

Safety or Academic Concerns

- To report any safety or academic concerns, students should use the student complaint form located in the student tab on the MyOlivet portal. The form is designed to provide students with an on-line method to file a formal complaint or register a concern with Olivet College.
 - A complaint is a request for the resolution of a problem, conflict, concern or issue that negatively impacts students, the community and/or the college. Student complaints may include (but are not limited to) issues regarding instruction, college policies, procedures, services, offices and personnel.
- Prior to completing this form, please review Olivet College's student complaint policies in the student handbook, which may be found on the Student Engagement tab on MyOlivet (my.olivetcollege.edu). Students must complete the informal complaint resolution process listed in the student complaint policies prior to completing this form.

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- The reporting of employee/employer concerns should be directed to the Director of Human Resources (Terri Glasgow tglasgow@olivetcollege.edu.)
- **For concerns or actions that are experienced or observed which present a danger to an individual or the Olivet College community, please contact Campus Safety immediately at 269-749-7911 or dial 911.**