Wesley College
Health & Safety
Protocols for
Fall 2020 Semester
Wesley College’s plan to reopen the campus continues to be with the health and safety of our students, faculty, and staff at the forefront, utilizing guidance from the Centers for Disease Control and other National and State best practices.

Wesley College will collectively ensure, as best as possible, the safest and educationally conducive campus environment, while at the same time doing our part with our city, county, and state agencies in preventing and/or mitigating the chance of COVID-19 infections on campus.

All members of our campus community will be required to read, understand, and agree to our Protect Wesley Pledge.

What You Can Expect:

- Increased cleaning of common areas and surfaces, as well as increased hand sanitation dispensers and sanitizing wipes located throughout campus.
- Class rooms and dining facilities will be set up to support proper social distancing.
- Plexi-glass barriers will be implemented and signage directing movement will be implemented where appropriate.
COVID PASS

To ensure the safety and well being of yourself as well as the Campus Community, you will be required to self-screen/monitor by performing a Daily Health Screening/COVID-19 Checklist.

You can access the Daily Health Screening/COVID-19 Checklist via MyWesley.edu and click on the “COVID PASS” button located on the upper left hand corner of the page.

You will need to complete the Daily Health Screening/COVID-19 Checklist each day.

The Daily Health Screening/COVID-19 Checklist is a series of five questions that if you answer no to all five questions you will be cleared to proceed to campus and/or class.

Concerns Identified in Daily Health Screening

- If you are experiencing COVID-19 symptoms (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) such as fever, chills, cough, shortness of breath, sore throat, loss of smell or taste, etc., call your health care provider for guidance and additional screening.
- If you have any symptoms of respiratory infections such as fever, shortness of breath, severe sore throat, or muscle aches, call your health care provider for guidance and potential screening.
- Additionally, even if your health care provider does not test you for COVID-19, you should not come to campus until at least seven (7) days after symptoms have been resolved.
- Contact the Wellness Center at 302-736-2521 or via email at jiggy.patel@wesley.edu and also notify the Dean of Students Office at 302-736-2443 or via email to wanda.anderson@wesley.edu if you are experiencing COVID-19 symptoms.
While on Campus the following Protocols will be in effect to help prevent the spread of COVID-19

**Face coverings are required** and must be worn whenever transiting through campus buildings, when in an enclosed room with somebody else, actively involved inside a campus building, while in the dining hall (unless seated and eating) or picking up food or outside when at least six feet of social separation cannot be guaranteed.

*Note: A “face covering” means a cloth or fabric covering that fully covers a person’s nose and mouth, not a medical-grade mask. The term “face covering” includes, without limitation, scarves and bandannas.*

**Social distancing is required** and all members of the Wesley Campus Community are to adhere to social distancing practices by keeping six feet from others whenever possible, and avoiding large public gatherings – especially indoors. Additionally:

- Elevator use should be minimized as much as possible. Elevators in academic buildings will be for faculty and staff only, unless there is a medical reason requiring the need for a student to use an elevator instead of the stairs.
- Only three individuals may utilize the College Center elevator at any given time (the restriction of two remains in effect for all other campus elevators) and face coverings must be worn, and at least six feet of social separation must be maintained.

**Wash hands regularly**, especially after touching commonly used items or coming into contact with someone who may be ill. Proper hand washing involves scrubbing hands for at least 20 seconds with soap and water. If you are not able to wash your hands, hand sanitizer dispensers are available in all Wesley College campus buildings.

Please be sure to also avoid touching your face, nose and mouth and avoid rubbing your eyes, and practice proper coughing or sneezing etiquette.
Wesley College Wellness Center Response to COVID-19 Diagnosis/Exposure

If you are on campus and feel like you are ill and may have COVID-19 you should follow the following protocols:

1. **Community Members with symptoms of COVID-19**
   - Students: Contacts College Nurse or HCP for Screening
   - Faculty/Staff: Contact Human Resources Dept. for screening
   - Referred for testing
   - Tests Positive: Returns home for up to 14 days or placed in isolation for up to 14 days on campus
   - (tracing) Notification sent out to those community members identified in contact tracing managed by public health
   - Referred for Screening/testing by public health
   - Community Member who tested positive must demonstrate 3 days symptom free/no fever without taking medications (discontinue isolation) return to campus. Students and employees will need doctor’s release prior to returning.
   - Community Member who is asymptomatic and tests positive:
     - Returns home for up to 14 days or placed in isolation for up to 14 days on campus
     - (tracing) Notification sent out to those community members identified in contact tracing managed by public health
     - Referred for Screening/testing by public health
     - Community Member who tested positive must demonstrate 3 days' symptom free/no fever without taking medications (discontinue isolation) Student and employees will need doctor’s release prior to returning.
   - Tests Negative: Remains on campus/continues to monitor
Wesley College Response to COVID-19 Diagnosis/Exposure

Once the Wellness Center, Dean of Student’s Office and/or the Director of Human Resources is notified that a member of the campus community has tested positive for COVID-19, Wesley College will take the following actions:

**Phase 1**
- The College is notified by the DE Department of Public Health of confirmed positive case(s) and they begin contact tracing with assistance from the Wesley College Nurse.
- Positive individuals will be required to isolate until tested and can produce a negative result.

**Phase 2**
- Maintain Phase 1.
- Continue with increased cleaning and reduce the number of dining guests served at one time in the dining hall.
- Quarantine all individuals who were in contact with a positive individual while not wearing a mask.

**Phase 3**
- Maintain Phases 1 and 2.
- Further reduce number of students permitted in the dining hall and the Den at one time.
- Restrict services in the Underground, reduce seating in the lobby of College Center for two weeks.

**Phase 4**
- Maintain Phases 1, 2, and 3.
- Assess Next Steps:
  1. Recommend all in-person classes and hybrid courses go to an online format for two weeks.
  2. Students remain in residence halls and are required to get tested ASAP.

**Phase 5**
- Maintain Phases 1-4.
- Core all students if documented having been tested, in-person classes can resume.
- Individuals with positive COVID testing results will continue to remain isolated until a negative test result is produced.

**Phase 6**
- End all in-person classes and hybrid courses and go on line for the remainder of the semester.
- Students move out of the residences halls.
- Provide housing for special population of students.
Academic Year 2021 (Fall 2020/Spring 2021)

*Fall semester classes will commence on August 24th* and instruction will be face-to-face, with the utilization of face coverings and social distancing. However, in some restricted situations, hybrid and online instruction may be utilized. Additionally, there will be contingency plans in place for a phased shift to online instruction, as was done this past Spring, if the State mandates such measures resultant from the COVID-19 Pandemic.

Please note, we have altered our Fall semester calendar resultant to the COVID-19 Pandemic as follows:

- The two-day Fall break in October has been moved to November 23rd and 24th
- Face-to-Face instruction will end on Friday, November 20, 2020
- Exams and final projects will be completed online

[Fall 2020 Academic Calendar]
Campus Reopening & Student Check-in/Move-in

8:30 a.m. - 4:30 p.m.

New Student Check-In:
- Tuesday, August 18th- A - L (last names)
- Wednesday, August 19th- M - Z (last names)

Returning Student Check-In:
- Thursday, August 20th- A - H (last names)
- Friday, August 21st- I - P (last names)
- Saturday, August 22nd- Q - Z (last names)

To ensure a smooth check-in for everyone, please fill out your Emergency Contact Information form ahead of time, which can be found online on MyWesley.edu under the Campus Life Tab – Student Forms.

Wesley Staff will check to see if you are “All Cleared”:
- Is your Financial Aid in good standing?
- Are you registered for classes?
- Is your account in good standing?
- Have your health records been uploaded to www.castlebranch.com
- Did you complete your Title IX online module? If not, log onto: https://lms.tralian.com/login/

Commuter Students will need to check-in on the dates indicated above and once "cleared" obtain a commuter sticker in the Student Affairs Office.

Residence Students, once “cleared”, will proceed to the “move-in” phase as outlined below:
- To ensure that all students can move into their residential space in a timely manner while maintaining social distance, we ask that you limit the number of people that you bring with you.
- Two guests per student - for appropriate social distancing, each student may bring two guests into the residence hall to assist with move-in.
- Please limit the items you bring to campus in case the College must unexpectedly close for health and safety reasons related to the pandemic. We recommend bringing only the essentials.

Note: Early arrivals will be staggered over multiple days beginning on Aug. 9. Early arrivals include Resident Life Student Staff and all Fall Student Athletes. Your Coaches or supervisors will reach out to you with your move in details.
Dining Services

When you enter Wesley College dining spaces this fall, you’ll notice some changes. Leveraging the expertise of food safety experts and remaining aligned with CDC guidelines, we have carefully developed procedures to help ensure everyone’s health and safety. We have increased the frequency of our already proactive cleaning and sanitization practices, and all staff will adhere to proper handwashing and glove usage, cleaning and sanitation processes, and team member health protocols.

In the Café

- All staff will be required to wear masks.
- Customers will be required to wear masks when entering dining hall.
- All stations except the beverage station will be served by Dining Service Staff and/or Grab and go wrapped items. The beverage station will be sanitized every 15 minutes during service hours. Disposable cups will be dispensed.
- All silverware will be wrapped.
- Touchless sanitizing stations will be in 4 areas. 2 in the serving area: 1 at the entrance to the dining hall and 1 near the hot line. 2 in seating area: 1 at the entrance to the seating and 1 at the entrance to the dish return area.
- Staff will be required to wipe and sanitize stations every 15 minutes, during service hours. This includes the front and back of each area.
- Staff will be sanitizing tables and chairs.
- Seating area will be reduced to maintain safe distancing.

In The P.O.D. (retail)

- Only 7 customers will be allowed in the store at any one time.
- Grille Works will have a limited menu and grab and go items.
- There will be no made to order items in order to keep customers moving.
- Coffee and condiments will be kept behind cashiers and dispensed.
- No Fountain sodas, it will be closed.
- Staff will be required to wear masks.
- Staff will be sanitizing store handles and surface areas every 15 minutes.
- Staff will be sanitizing tables and chairs in seating area.
- Seating area will be reduced to maintain safe distancing.
- Customers will be required to wear masks when entering store.
Scheduled, virtual study sessions will be created using Microsoft Teams and monitored by Student Success and Retention (SSR). Tables and chairs in the Academic Success Center will be spaced out according to College and governmental guidelines. The number of students studying in person will be closely monitored.

- **Student Accessibility Center (SAC) Office & testing space will use social distancing protocols required by the federal and state government, CDC guidelines, and Wesley College for testing area. As needed Disability Support Services (DSS) will use the additional Parker Library spaces for compliance to those protocols. Currently, the DSS office is remodeling the testing area to provide adequate spacing for social distancing. DSS has generated an online application for new students as well as conducting intake interviews via Teams, Skype, and telephone. S.A.C. Request for Accommodations Application**

Requests for services/accommodations can be made anytime during the year. The application to request accommodations can be found on the Student Accessibility Center S.A.C. page in MyWesley, you can also contact the Student Accessibility Center (SAC) at (302) 736-2739 or sac@wesley.edu to schedule an appointment. Students will be required to provide the appropriate documentation and the completed Services Intake Form to the meeting.

**Tutoring Center**
- Tutoring will be available online via Microsoft Teams.
- In-person tutoring will be offered on an appointment only basis.
  Tables and chairs in the Tutoring Center will be spaced out according to College and governmental guidelines.

**Mental Health**

- With all that is going on in our world — a global pandemic, social isolation and global experiences of racial injustice and oppression — we are especially mindful of the importance of fostering a Wesley College community that is kind, compassionate and caring. Now more than ever, we recognize the importance of paying attention to and taking care of our mental health.
- We can all play a role in creating a supportive and safe community. Taking care of ourselves involves acknowledging feelings, practicing compassion for self and others, prioritizing meaningful and genuine connections, taking time to slow down, setting limits to media consumption, focusing on activities that spark joy, and keeping our bodies hydrated, nourished and moving daily.
Wesley College Athletics

Competition for our fall varsity athletic teams has been postponed to the spring semester. All sports will be hosting a wide-array of practices, developing individual skills and team strategies, and bonding as a unit to prepare for competition in the spring semester.

Every decision we have made this spring and summer is with the health and safety of each player, coach, and campus community in mind. With that being said, the athletic department has made a change in regards to check-in for fall athletes. In order to make the transition as safe as possible, we are going to delay our return to campus. Each student will come in according to the structure designed by Student Affairs.

After classes begin, our resocialization will occur with weekly modifications barring any cases or outbreaks of the COVID-19 virus. As each week passes without issue, we will be able to move into a more normal practice schedule.

Wesley College Bookstore

- Wesley College Bookstore will have less books in the store this fall. Most books will be coming from the warehouse.
- In order to help with that process, go online https://wesley.bncollege.com/shop/wesley/page/find-textbooks - enter the information to find your required materials, and purchase or rent them from there. You will be given options on where you would like them sent - to your house (may be preferred if you are a commuter) or to the college.
- If for some reason an incorrect book is sent, please bring it to the bookstore during the college store hours and we will help you with the replacement.
Protect Wesley Pledge

Wesley College seeks to ensure the safest environment possible for the welfare of the entire community. During these unprecedented times, we have needed to make some changes in order to maintain the wellbeing for all community members.

Being a part of the Wolverine community means that each of us must take extraordinary steps to stay well and persistently protect each other, on campus and in the community. Accountable together, I pledge to take responsibility for my own health, the protection of others and help keep the Wesley community safe from the spread of COVID-19 and other infections as identified and instructed by the College.

Therefore, as a member of the Wesley Community, I recognize the importance of the guidelines listed below and will adhere to the following:

- I agree to complete the self-screening health survey, each day, via MyWesley.edu and only proceed to campus and/or class when I am cleared to do so.
- I will follow and abide by in-place protocols to prevent the spread of COVID-19:
  - I will wear a face covering whenever transiting through campus, in campus buildings, when in an enclosed room with somebody else, actively involved inside a campus building, while in the dining hall (unless seated and eating) or picking up food or outside when at least six feet of social separation cannot be guaranteed.
  - I will practice social distancing - keeping six feet from others - whenever possible, and avoiding large public gatherings – especially indoors. Additionally:
    - Elevator use should be minimized as much as possible. Elevators in academic buildings will be for faculty and staff only, unless there is a medical reason requiring the need for a student to use an elevator instead of the stairs.
    - Only three individuals may utilize the College Center elevator at any given time (the restriction of two remains in effect for all other campus elevators) and face coverings must be worn, and at least six feet of social separation must be maintained.
    - Wash hands regularly, as well as use the hand sanitizer dispensers that are available in all Wesley College campus buildings.
    - Avoid touching your face, nose and mouth and avoid rubbing your eyes, and practice proper coughing or sneezing etiquette.
- If I have had contact with someone with the virus or I am not feeling well in anyway, I will contact my health care provider for guidance, and I will self-isolate at home for at least 14 days before coming to campus.
- My ID will be on my person and visible when I am on campus.
- I promise to limit social interaction off campus and to follow safe social distancing and face covering practices when leaving the College to work, exercise, etc. in order to maintain the safety of my peers at Wesley College.

I recognize that I have read all these guidelines and I am agreeing to follow this code in order to maintain the safety of myself and the Wesley College Community.