

**Otterbein University COVID-19 Plan**  
**Board of Trustees Executive Summary**  
**June 23, 2020**

The safety of students, faculty, staff, and the community-at-large is Otterbein's top priority. With that in mind, a Return to Campus Team was established in mid-May. The team was charged with developing a phased plan for students, faculty, and staff to return to campus in alignment with directives and recommendations from the [Centers for Disease Control and Prevention \(CDC\)](#), State of Ohio Department of Health's [Responsible Restart Ohio: Higher Education Minimum Operating Standards and Recommended Best Practices](#), and [Franklin County Public Health](#).

Below is a summary of current plans. Plans will continue to evolve as new information becomes available throughout the summer and fall.

**GENERAL BEST PRACTICES**

The following standards and best practices are being implemented at Otterbein in accordance with the above-mentioned guidelines:

**Facilities and Sanitation**

- Regular handwashing will be required of all employees.
- Hand sanitizer and surface sanitizing supplies will be provided by the University and placed in all high contact locations with signage to encourage usage.
- Disinfection of high contact areas will occur on a regular basis.
- A protocol has been established for deep cleaning should someone test positive for COVID-19.
- Campus buildings and access points will be modified to allow for 6' social distancing and one-way entrance and exit points.

**Facial Coverings**

- Students, faculty, staff and visitors will be required to wear a facial covering in classrooms and other common spaces unless it is unsafe to do so.
- Students, faculty, and staff will be provided with two cloth facial coverings. Disposable facial coverings will be made available as needed.

**Health Monitoring**

- Faculty and staff will be required to conduct a daily [Employee Self-Screening Assessment](#). A similar assessment is being developed for students to use. We are exploring the use of an app for the purpose of self-screening and contact tracing as an option.

**Testing**

- Franklin County Public Health will provide COVID-19 test kits to Otterbein's Health Center, which is managed by OhioHealth, for use with symptomatic students at no cost. We are working with OhioHealth to obtain approval and identify changes that need to be made to safely test in that facility. We are requesting a cost estimate from OhioHealth for processing COVID-19 tests. At this time, we have been advised by the CDC and Franklin County Public Health that testing asymptomatic individuals is ineffective at preventing the spread of the disease.

## **STAFF AND FACULTY**

With the vast majority of students returning to campus, we believe that most positions will not be able to continue to work remotely. The expectation is for staff to ideally return to campus by July 20. Supervisors should help determine employees' ability to do this, in tandem with HR and the Return to Campus Team. Employees with medical concerns have been instructed to contact the Office of Human Resources for assistance. Although the majority of employees are expected to return to campus, supervisors will determine whether or not employees can continue to work remotely based upon the ability to complete job duties and responsibilities.

The [Guide for Returning to Campus](#) was specifically written for Otterbein employees to return to work on campus. The Office of Environmental Health & Safety is completing risk assessments for employees, departments, and divisions to assess work spaces for health and safety risks relative to COVID-19. Once completed, the division leaders are responsible for developing a plan for employees to return to work to ensure that health and safety concerns have been addressed.

## **ACADEMIC CALENDAR**

The intention is to hold in-person classes all semester with the understanding that it is possible to switch to remote learning as we did in the spring. Fall semester will begin as planned on August 24, 2020. There will be no Fall Break or three-day weekends. We intend to finish classes by Thanksgiving with the likelihood of finals taking place remotely the following week. Staff will be granted an extra day off for missing the Labor Day holiday.

## **ACADEMIC PLAN FOR INSTRUCTION**

We expect that for AY 20-21, every instructor must be prepared to support students' virtual engagement and learning in every course taught. In some cases, courses will be taught in an online or blended format throughout the semester. But even in cases where classes are being taught fully face to face (F2F), instructors must be prepared for the possibility that we will need to switch to courses being held fully online. A student may need to remain at home or in isolation for health and safety reasons and not be able to attend class in-person for all or part of a semester. In this situation, accommodation must be made for students to participate in the course virtually. Given this context, we expect:

- Faculty must use Blackboard Learn to house course materials. The course syllabus and ancillary course materials must be posted on Blackboard. Students need to have a single place where they know they can find necessary information about their classes. The use of Blackboard is also required because it is FERPA compliant, ADA compliant, includes tools for increasing ADA accessibility, is supported by ITS, and is accessible to the University in the case of illness of a faculty member.
- Any FT or PT faculty members who have not previously used Blackboard or have never gone to a CTL workshop, must attend a Center for Teaching and Learning (CTL) session on Blackboard. Individual faculty may attend CTL sessions offered throughout the summer, and/or CTL can work with department chairs to schedule a group session.
- A fully developed syllabus which includes all assignments for the semester, and all test/exam dates must be distributed to students electronically and posted to Blackboard 48 hours before class begins. Although instructors may need to adjust dates and assignments to respond to student learning or other circumstances, any changes should be communicated and recorded in the copy of the syllabus housed in Blackboard.
- The syllabus needs to indicate clearly expectations for class meetings that are online-synchronous or F2F, so that students can plan for their obligations early in the semester. Synchronous and F2F course meeting times can't be changed from what was listed in the registrar's schedule.

- For classes where subsets of students will be rotating through F2F meetings, students should be assigned to the same F2F groups throughout the term, and should know at the beginning of the term who is expected to attend each day.
- All teaching spaces should have cameras that can be used for including remote students in a F2F class. CTL is creating instructions for using document cameras as web cams and guidelines for best practices for engaging remote students in the class. CTL is also piloting some low-cost alternatives to document cameras for this purpose.
- When teaching courses either fully or partly asynchronously, please use the CTL's resources for assessing the time needed by students to complete assignments. Remember that standard classes require one hour of F2F or guided online instruction, plus two hours of independent student work for every credit hour. Asynchronous courses should follow those same time expectations.
- Instructors must schedule and attend a minimum of two (2) online office hours per week to be held via Collaborate or another synchronous tool. Although students can continue to email instructors or request a meeting by appointment, email alone is not a sufficient replacement for office hours. Office hours should be included in syllabi and shared with departmental administrative assistants so they can help students contact their instructors.
- When teaching courses asynchronously, an instructor still needs to make themselves available for synchronous student inquiries, either through office hours or other 'class touch-base' times such as exam reviews, recitations, and study sessions, all of which can be held remotely. Instructors may also want to set up rooms in Collaborate where groups of students can meet synchronously without the instructor being present (for group study or to work on a group project, for example).
- For Fall 2020 Semester only, faculty may elect to finish courses before Thanksgiving, OR to hold a virtual final meeting after Thanksgiving, using the official exam schedule developed by the Registrar. If a final is given pre-Thanksgiving, it must be done within the confines of a regular class time session (NOT a typical, extended exam time), since other classes are still being held via the regular class meeting schedule.
- As noted above, it is preferable to use technology supported by ITS whenever possible (e.g., Blackboard, Digiication, Office 365). If other non-Otterbein-purchased platforms are used, instructors should not expect ITS to be able to support them, nor for the university to ensure they are FERPA and ADA compliant. Requests for specialized instructional technology should be placed through CTL for consideration by AA and ITS.

We expect that instructors and students participating in F2F classes conducted on campus in 'standard' classroom spaces will abide by safety guidelines at all times. Specifically:

- Faculty and students will not tamper with the classroom layout, and instructors should therefore plan class activities accordingly. Faculty and students will take responsibility for enacting cleaning/disinfecting protocols at the *beginning* of classes, using university-provided materials and following any special instructions relevant to a particular instructional space.
- Supplemental cleaning/disinfecting supplies need to be made available any time classes are in session (including very early mornings and evenings).
- Students will sit in assigned seats.
- In rotating F2F classes, students will attend only on days they are scheduled to attend.
- Faculty will track attendance in a contact-free way (e.g., not by passing around a sign-in sheet).
- Students and faculty will wear face coverings (and/or use face shields, if face coverings can't be worn).
- Faculty members should bring their own teaching materials such as markers, chalk, erasers, and laptops.

- Documents and other materials should not be passed around during class; if absolutely necessary, hard copy handouts and quizzes/tests should be handled by as few people as possible, and materials should be available virtually outside of class whenever possible. Papers/projects should be collected electronically via Blackboard Learn and/ or email whenever possible.
- Traffic patterns should be planned and distributed to students before classes start (e.g., building and classroom ingress and egress).
- Faculty should ensure that classes finish on-time, or even early, to prevent students waiting for the next class from congregating by the door. Students finishing a class should exit before a new class enters a room. Care should be taken to minimize hallway traffic when classes are taught in nearby spaces by coordinating dismissal times, breaks, etc.
- Students who wish to speak to the instructor in a F2F teaching space should stand on or behind the mark on the floor of the classroom that designates safe social distance.
- Please follow any classroom-specific guidance for opening or closing windows in order to best promote air circulation/ventilation.
- Teaching outside is permitted, but students should know in advance of expected attendance, and should still stay socially distanced.
- Some technology in teaching spaces require special treatment and/or cleaning protocols. Instructors and department chairs should make sure that any special supplies to clean this equipment are available, and that instructions for cleaning are clearly posted in the teaching space/classroom.

Some courses will take place in specialized settings, on- or off-campus. In these cases, our expectations are that:

- Instructors of courses that meet off-campus (e.g., internship, field, clinical, etc.) are responsible for working with the department chair and/or program director to ensure that there is a plan for students' safety onsite, and for safe transportation to and from off-campus locations
- In lab or specialized settings that use activities requiring students to work in pairs, the same pairs/partners should be assigned to work together throughout the semester
- In order to meet our safety goals, moving around during F2F meetings and activities should be minimized. High risk activity (e.g. singing) must abide by social distance recommendations and occur in well ventilated spaces or outside.
- Face shields or goggles/safety glasses with face coverings are required for faculty in studio and lab spaces.
- Simulation activities should be used when demonstrating medical assessments instead of using human models.
- Spacing and traffic patterns for lab set-ups may use stations, but specialized instructions may be required such as using gloves, washing hands, etc., and specific traffic patterns must be followed.
- Specialized procedures for equipment should be posted and followed in applicable teaching spaces, including but not limited to: labs, studios, equine facilities, the observatory/planetarium, darkrooms, athletic training spaces, nursing simulation spaces, the TV studio, performance spaces, computer labs, and radio station.

Non-teaching activities in Academic Affairs fall into several categories, including advising, meetings, and regular operations of our various offices and centers. Employees should follow general campus work guidelines in their non-teaching day-to-day job functions. Expectations include the following:

- Department office areas must have safety plans approved; plans should include traffic patterns, and distancing measures that follow University guidelines
- Some situations or constraints (e.g., a student has on-line connectivity issues) may require you to meet with advisees F2F. If your office is suitable for appropriate for social distancing, certainly use that space. If it is not, each building will have space designated for F2F meetings, suitable for social distancing and privacy.
- Department and committee meetings should be conducted on remote, online platforms if at all possible. If F2F meetings are necessary, social distancing protocol should be followed and face coverings should be required.
- Rethink typically F2F services and interactions to encourage online processes and social distance practices and/or contactless options. Customize services offered to allow for an online version for accessibility, ideally each in-person service should be matched with an online version of the same.
- Consider setting special hours for 'at risk or higher risk' populations.
- Offices with specialized technology or equipment that are accessible to the public should think through safe use. For example, cabling for device hook-up and remotes could have sanitizing sprays/wipes nearby and signage encouraging sanitizing before and after use, or remote controls may be sealed in plastic bags to allow them to easily be sprayed with sanitizer without damaging the remote.

## **ATHLETICS**

The Athletics Office spaces utilized in the Rike and Clements Centers will continue to facilitate the Athletics staff on an individual basis. Athletics staff will not meet with visitors in their office spaces as the six-foot social distancing rule could not be followed. There are several staff members who share office space and these individuals will be assigned to other areas of the building or encouraged to work from home as they can. Staff will wear masks in common areas and in group meetings. Coaches have been approved to conduct in-person visits with prospective student-athletes. These visits tour the facilities by following a specific route and are disinfected after the tour.

### **Athletic Facilities**

The following plan was developed for indoor athletic facilities including the Rike Center, Clements Center, and interior of Memorial Stadium:

- All spaces will be cleaned and disinfected per posted schedules.
- The university will evaluate spaces to determine whether modifications, including the relocation and closure of equipment, should be made to maintain appropriate social (physical) distance.
- The number of people allowed in the space at one time may be restricted to ensure everyone can stay at least 6 feet apart.
- Traffic in enclosed spaces, such as elevators and stairwells, will be minimized. The number of individuals in an elevator at one time will be limited. One directional stairwells may be put in place in high traffic areas.
- Shared areas (fitness areas, elevators, and lounges) will be cleaned and disinfected and frequently touched surfaces will be disinfected more than once a day if possible. Cleaning and sanitizing schedules will be established and posted.
- Restrooms will be closed during all cleaning and sanitizing periods. Schedules will be posted and access to the spaces will be prohibited for the safety and welfare of all parties.

The following applies to outdoor athletic spaces including Memorial Stadium, Fishbaugh Field (Baseball), Otterbein Softball Field, Tennis Courts, and Practice Fields (3):

- The exterior athletics spaces have been granted opening for Otterbein community use only.
- These spaces are reserved by Kathy Mazza, Recruiting Coordinator and usage is monitored by the Athletics staff who will immediately open for a specific user and closed immediately following the usage.
- Facial coverings, social distancing and proper hand hygiene will be encouraged in these areas. Facial coverage does not need to be worn by an individual who is participating in cardio vascular activity.

#### Weight Rooms/Cardio/Common Fitness Areas

- Weight and fitness rooms will be cleaned/sanitized daily. In addition, shared bathrooms will be sanitized once daily (e.g. cleaned/sanitized in the morning and sanitized in the afternoon).
- Disinfectants will be provided for users to clean and disinfect machines and equipment after use.
- Information on how to properly clean and disinfect machines and equipment after use will be posted in the space.
- Athletics staff and key student-athletes, i.e. team captains will be trained on proper cleaning of these areas.

#### Locker Rooms

- Following the best practices outlined by the State of Ohio, locker rooms will be closed to general athletic facility users. Users are encouraged to arrive dressed for a workout and clean up at home.
- Locker rooms will be used by visiting teams. Shower facilities will need to be evaluated in order to accommodate this need.

#### Events

- Guidelines for fall athletic teams have been received from the NCAA, CDC, and Franklin County. These are under review by the Ohio Athletic Conference in the hopes that the ten members can approach sports in a common and equitable manner.
- At this point, Otterbein's athletic events will not have fans in attendance. This will be re-evaluated as guidelines are updated.
- Travel rosters will be limited using the NCAA maximum number of student-athletes to participate in competitions. This will decrease the number of student-athletes that are exposed to travel.
- JV contests will be eliminated and non-traditional seasons may also be eliminated.
- Student-Athletes will be permitted to sit in every other seat on a bus or van when traveling to competition.
- Student-Athletes will be asked to shower in their residence halls following practices and competitions.
- Athletic Training will be conducting temperature checks for all student-athletes prior to competition.
- External events (AAU and High School events) are in discussion as to if we should host these during the upcoming year.

The OAC Athletic Directors have been meeting regularly throughout the summer as have the OAC presidents. The next scheduled meeting of the athletic directors is June 24 at which time a recommendation will be made to the OAC presidents related to previously noted and guidelines recently issued by the NCAA entitled [Core Principles of Resocialization of Collegiate Sport](#). The OAC presidents will meet on June 29 to review and consider the recommendation.

### **DINING PLAN**

A dining plan for the Cardinals Nest (Campus Center Main Dining Room), OtterDen (Campus Center, First Floor) Roost Express (Roush Hall, First Floor), and The Point Café was developed in collaboration with Otterbein's food service provider, Parkhurst. The addition of mobile ordering technology is currently under consideration.

- **Cardinals Nest**  
The main dining room will seat 136 people, socially distanced with no more than 4 people per table. Additional seating will be made available in Dining Room One (28 seats) and the 1847 Room (20 seats). All self-service food lines and buffets will be eliminated. The flow of service has been designed to allow individuals to enter only via the spiral staircase and leave via the left exit by the 1847 Room as part of a one-way path to service.
- **OtterDen**  
The seating area will be closed with all food served as carry out only. A one-way flow of including points of entrance and egress has been developed. There will be an addition of a hot quick service entrée and sides as well as a large Grab n Go cooler for additional quick serve options and increased selection of convenience/grocery items.
- **Roost Express**  
It has been determined that the space is too small to allow for sufficient social distancing while ordering and paying for food. We are considering the possibility of adding a Dutch door to allow two team members to prepare and serve food. Interior space will be rearranged to allow for better service.
- **The Point**  
Stanchions will be added to set one direction flow and social distancing. Sneeze guards will be added to the long counter space facing the front of the building to create a pick up zone.

### **EVENTS**

Group gatherings will be limited to 100 or less in rooms that allow for social distancing until that restriction is relaxed by the Ohio Department of Health. This will apply to internal events (i.e. performances) and external rentals.

### **HOUSING**

Housing capacity has been adjusted (-70 beds) to de-densify and mitigate exposure of students to COVID-19. Smaller double rooms will be offered as super singles at an extra cost of \$1000 per semester. Smaller triple rooms will be offered as super doubles at an extra cost of \$500 per semester per person.

Furniture in residence hall main lounges and/or lobby areas will be spaced for social distancing, and some furniture will be moved to storage. Floor lounges, common areas, and kitchens with doors will be closed. Residence hall computer labs will be closed.

Students will be requested to limit the number of people in common bathrooms to allow for social distancing. They will be asked to use every other sink, toilet, urinal, and shower. Common bathrooms will be cleaned and sanitized twice daily. Laundry rooms and bathrooms will have sanitizing spray and wipes with signage to encourage students to use on high touch items before and after use.

#### **QUARANTINE AND ISOLATION FOR STUDENTS TESTING POSITIVE FOR COVID-19**

According to Franklin County Public Health, the difference between isolation and quarantine is students testing positive for COVID-19 should be placed in isolation, and students exposed to COVID-19 should be quarantined.

Student Affairs staff will communicate testing, quarantine, and isolation protocol to all students. Residence Life will send additional notices to residents of residence halls, theme houses, Commons apartments, and Greek Houses.

All students are required to complete the Student Self-Screening Assessment on a daily basis. Symptomatic students should get tested through the Health Center.

Students testing positive for COVID-19 should self-report to the Student Health Center or the Dean of Students. Franklin County Public Health will be notified of the positive COVID-19 test. Students that test positive will be isolated. Contact tracing will be completed in accordance with CDC and Franklin County Public Health guidelines with the assistance of OhioHealth and trained Student Affairs staff.

#### **Students Living on Campus**

The Dean of Students (or designee) will develop an isolation plan with the student. The student may choose to leave campus or remain on campus and be re-located to a temporary housing assignment. Housing options have been identified for students needing to be quarantined or isolated. The Assistant Director of Residence Life will maintain the keys and roster for quarantine and isolation spaces coordinating with the Assistant Director of Facilities to assure the on-campus housing options are clean and ready for occupancy.

Students in isolation or quarantine with a meal plan will be able to submit meal orders to the dining service electronically and OPD will deliver once a day. OPD will deliver supplies and academic materials (if necessary) to the student once per day for those residing in campus-owned housing. Students will continue classwork as able. The Center for Student Success will communicate with faculty about any need for missed class time. Student Affairs staff will provide assistance as needed.

#### **Students Exposed to COVID-19**

The Dean of Students or designed will develop a quarantine plan for students exposed to someone who has tested positive for COVID-19. If multiple students in one living area display symptoms with a short period of time, the whole area will be quarantined in place.

#### **Non-residential Student Tests Positive for COVID-19**

If a non-residential student tests positive for COVID-19, s/he will notify the Health Center or Dean of Students. The Dean of Students will work with the student to determine if s/he needs assistance with developing an isolation plan.