



**BELLARMINE  
UNIVERSITY**

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# **Bellarmino University COVID-19 Response Plan**

Fall Semester 2020  
Steering Committee on Contingency Planning

Revised August 27, 2020

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## **INTRODUCTION**

As an educational institution, our goals are to facilitate optimal learning and working in a safe environment. To achieve this the following will be provided:

- Alternative scheduling
- Alternative delivery models for instruction and working
- Supplies and protective equipment for students, staff and faculty members
- Health screening and other wellness checks to reduce the likelihood of contracting the virus.

Bellarmine University is committed to providing a healthy and safe environment for every member of our community. Our policies and protocols for responding to the COVID-19 pandemic will be rooted in the university's commitment to safety for our staff, faculty, and students and for the public with whom we interact. Recognizing that each of us experiences the impact of the pandemic differently, we will give each other grace as we discuss and make decisions about our ongoing transitions on campus.

### **Steering Committee on Contingency Planning**

In May of 2020, President Susan M. Donovan appointed a steering committee, comprised of faculty, staff, students, and alumni, tasked with researching and developing a plan that would gradually re-populate the Bellarmine campus while ensuring a safe environment. Leaders of the steering committee have led multiple subcommittees to discuss residential living, academic calendar, social/operational norms, athletics, dining and other scenarios following the CDC and the Kentucky Healthy at Work guidelines.

Members include:

Sean Ryan, Co-chair  
Nancy York, Co-chair  
Angela Rone, Project Manager  
Claudette Berry, Project Coordinator  
Olivia Atkinson, Student  
Denise Brown-Cornelius, AVP for Business Affairs  
Lynn Bynum, Chief Human Resources Officer  
Jason Cissell, AVP for Strategic and Integrated Communication  
Debbie Fox, Director of Public Safety  
Karen Golemboski, Professor, Medical Lab Science  
Paul Gore, VP for Academic Affairs and Provost  
Barbara Jackson, Associate Professor, Graduate Nursing  
Molly Jett, Alumni and Graduate Student  
Glenn Kosse, VP for Development & Alumni Relations  
Mike Marshall, VP for Enrollment, Marketing, and Communication  
Helen-Grace Ryan, VP for Student Affairs  
Scott Wiegandt, Director of Athletics

### **Healthy at Work Officer**

Lynn Bynum

## **RETURN TO WORK GUIDELINES**

Bellarmine will gradually phase in a return of all employees over time in a coordinated process to ensure appropriate use of face coverings, social distancing, and PPE (personal protective equipment) and testing capabilities for COVID-19 (if needed). We will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. We anticipate the need to closely manage the number of people on campus (density) to meet social distancing requirements will continue for some time. Offices/departments/employees that effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings. No office/department will increase staffing levels beyond current needs to support critical on-site operations without approval from your respective dean or vice president.

We are currently in Phase 4 of our re-opening plan.

### ***PHASE 4 (August 3 – End of Semester)***

#### Telework

- Continuation of telework if possible, appropriate, and consistent with university needs
- Minimizing the number of in-person interactions is an effective method to reduce the risk of transmission of the COVID-19 virus. Reduced on campus staffing contributes to this goal.

#### Work on Campus

- Department decision about work on campus –Offices/ departments may staff **up to 50% of customary staffing**. This does not mean offices/department are required to staff at that level.
- Implementation of plans for flexible scheduling based on social distancing requirements, personal health considerations and childcare

#### Students Return to Campus

- August 3-13: Early Arrivals (Resident Assistants, Student Athletes, Week of Welcome Leaders, Accommodate Leaders and Early Knights Leaders)
- August 14-15: First Year Students Residence Hall Move-in
- August 17-19: Upperclass Students Residence Hall Move-in
- August 20: First Day of Class

## OPERATIONAL NORMS

*This document is based on guidance from the CDC Considerations for Institutions of Higher Education, as well as the [Kentucky Healthy at Work](#) guidelines*

Physical Distancing	According to the CDC, social or “physical distancing” means keeping a safe space between yourself and other people who are not from your household. It is recommended to stay at least 6ft apart from other people both indoors and outdoors. If you are unable to do so outdoors, a face covering is required.
Face Coverings	In compliance with recommendations from the CDC and requirements from the Kentucky Governor Beshear’s executive order, face coverings are required to be worn at all times indoors, unless in a private office or residence hall room. If unable to be physically distant outdoors, a face covering is also required. Face shields do not replace the effectiveness of face coverings and will be approved on a case by case basis based on circumstance.
Health Screenings	Each day, every student, faculty, staff member, or visitor to campus must fill out the online health screening form. QR Codes are posted on entrances to buildings and can be found here: <a href="#">Health Screening Form for Students, Faculty, and Staff</a> <a href="#">Health Screening Form for Visitors</a>
Cleaning	<p>FMS Staff will clean and disinfect commonly touched surfaces in common areas twice daily with more thorough cleaning at night. Facilities Management will evaluate the adequacy of this arrangement on a regular basis to ensure that all safety measures are being met. Students, faculty, and staff members will be responsible for cleaning their desks, tables, and equipment prior to the beginning of each class with university provided supplies. Employees will clean their own individual office spaces with university provided cleaning supplies. Requests for additional cleaning would be made to facilities services.</p> <p><u>Residence Halls</u> FMS will clean high traffic/high touch areas two times daily (early AM and early afternoon) with a short dwell time product followed by a nightly routine. This includes community restrooms.</p> <p><u>Athletic Facilities</u> Cleaning of common surfaces will be done at the beginning of the day, throughout the day as used and at the end of the day including but not limited to all treatment and whirlpool tables, handles, machines, and counter tops.</p> <p><u>Retail Operations</u> Bellarmine business partners such as Sodexo and Follett Campus Store will be responsible for cleaning and sanitizing their respective places of business throughout the day. This policy is subject to change as circumstances, Kentucky government and CDC guidance changes.</p>

<p>Other Precautions/Preventative Measures</p>	<ul style="list-style-type: none"> <li>• Installation of barriers/sneeze guards in reception areas, food service areas, and other high traffic environments with face to face interaction.</li> <li>• Physical distancing support including floor markings, table arrangement, room density management, virtual solutions for meetings, one-way traffic flow in and through buildings and stairways and extensive signage.</li> <li>• Enhanced cleaning and disinfecting throughout campus.</li> <li>• Extensive availability of hand sanitizer and disinfection kits/stations for classrooms.</li> <li>• Increased air flow/fresh outside air exchanges through buildings where possible</li> <li>• Limitations on campus visitors and required logging of visitors through the healthcare form for exposure and contact tracing purposes.</li> <li>• Modified traffic patterns in high-flow traffic areas, such as Café Ogle and the UDH as marked with signs.</li> <li>• Promotion of proper hand-washing techniques and face covering protocol</li> </ul>
<p>Pledge &amp; Acknowledgement Online Training Module</p>	<p>All students, faculty, and staff are required to review an educational module and sign a document pledging to uphold community standards for the prevention of the spread of Covid-19.</p>
<p>Public Safety &amp; Transportation</p>	<ul style="list-style-type: none"> <li>• Face coverings will be required to ride in any Bellarmine shuttle, van, or trolley.</li> <li>• As of current Commonwealth regulations passenger capacity is at 50%.</li> <li>• Thorough cleanings will be scheduled, and down times posted on Ride System app for passengers to plan.</li> <li>• Drivers will be supplied with PPE and cleaning supplies for each transportation vehicle.</li> <li>• Plexi glass will be installed at the back of the driver’s seat on all shuttles and trolley.</li> </ul>
<p>Travel</p>	<p>Students: All student travel, excluding NCAA Athletic Team travel, will be suspended for the Fall 2020 semester. RSOs may apply for exemption if they wish to travel for a competition. In response</p> <p>Employees: All employee work-related travel must be deemed essential and receive prior approval by the Provost or Vice-President of the appropriate area. Work related-travel must follow all state and CDC recommendations.</p>

## **REPORTING MECHANISMS AND PROCEDURES**

### **Personal Health Concerns**

Faculty and staff with health concerns related to Covid-19 policies should contact their Human Resources Business Partner, or Lynn Bynum, Healthy at Work Officer.

Students with a health concern related to Covid-19 policies should contact the Office of Student Health Services.

### **Non-Compliance**

Please report faculty and staff non-compliance using the [Faculty and Staff Non-compliance Form](#)

Please report student non-compliance using the [Student Concern Form](#) found on Engage or the Dean of Students' office website.

### **Employee Time-Off**

#### Health Concerns

These are unprecedented and uncertain times due to the COVID-19 pandemic. As a result, the university will continue to pay staff and faculty members who are:

- Unable to work due to testing positive for COVID-19
- Showing symptoms of COVID-19
- Asymptomatic, but required to quarantine because of possible exposure
- Experiencing underlying health conditions
- Are 65 or older, or
- Caring for a family/household member with COVID-19.

In these cases, the employee (staff and faculty) will not be required to use personal, sick or vacation time off. However, they will be required to log that time as "Pandemic" in the timekeeping system so the university will be able to track pandemic-related leaves. Persons in these situations must notify and work with their supervisors to determine whether they are able to work remotely in any capacity (e.g., they test positive, but are asymptomatic). Note: if someone is symptomatic, the university expects them to be tested and follow their healthcare provider's orders. Supervisors are encouraged to consult with their HR Business Partner in these cases.

#### Childcare Concerns

If an employee is unable to work as expected due to childcare concerns (e.g., in-person schools and day cares are closed), they must consult with their supervisor and Vice President to flex their time or determine an alternative work schedule if possible. The university recognizes these challenges and will be flexible during this historic pandemic.

#### Essential Staff Policy Exception

When essential staff do not have childcare concerns or health concerns related to COVID-19, but still find risks associated with being on campus, the following policy provides guidance on steps to take to ensure your health and well-being:

1. Notify your supervisor and your HR Business Partner of your concern and seek to work together to find a reasonable accommodation, including but not limited to: 1) telework performing normal duties, 2) work during alternative hours performing normal duties, 3) complete alternative job duties within your own area or another area on campus via telework, or 4) some other similar reasonable accommodation.

2. If no resolution is found, you can appeal the decision by sending a written statement to your HR Business Partner documenting 1) your concern, and 2) your proposed recommendation. Upon receipt of the staff member's written statement, HR will convene a hearing committee consisting of the chief diversity, equity and inclusion officer and two staff council members who are not in the same division as the staff member appealing. The hearing committee will meet within five working days and recommend one of the following outcomes:
  - a. Support the staff member and recommend that the supervisor work with the staff member to 1) telework performing normal duties, 2) work during alternative hours performing normal duties, 3) complete alternative job duties within your own area or another area on campus via telework, or 4) some other similar reasonable accommodation.
  - b. Support the supervisor and/or vice president and recommend that the staff member take a voluntary furlough.

The policy is supported by our Equal Employment Opportunity (see 9.2.1.2) policy; accordingly, any forms of retaliation during this process will not be tolerated.



## CONTACT TRACING AND CASE MANAGEMENT

- All Bellarmine students and employees fill out a daily health check form. Students who report symptoms or exposure should contact the Office of Health Services immediately. Employees who report symptoms should contact their HR Business Partner and supervisor. Students and employees should stay at home or in their residence hall room and seek guidance from the Office of Health Services.
- Any student or employee who receives positive diagnosis should report it to the Office of Health Services. This will be identified as a “case” i.e. an ill person who has or is presumed by a provider to have COVID-19. Cases will be instructed to isolate to prevent transmission of the virus. Employees should also notify their Human Resources Business Partner and supervisor.
- Any student or employee **who has been exposed** should report it to the Office of Health Services. This will be identified as a “contact” i.e. a well person who has been exposed to a case or a case’s environment such that they had an opportunity acquire the infection (<6 feet for ≥15 minutes). Contacts will be instructed to quarantine by separating themselves from others to prevent transmission and restrict activities outside of their home.
  - Students who are in healthcare clinical settings, caring for COVID-19 patients, have different guidelines defining an exposure. Please reference the CDC guidelines for the complete definition. ([CDC Guidelines](#))
  - Employees should also notify their HR Business Partner and supervisor.
- Health Services staff will call student/employee directly to have live discussion.
- Escalation process for specific university groups:
  - University Employee – Contact Human Resources/Supervisor
  - University Resident – Contact Residence Life Director
  - Student Athlete – Contact Athletic Director
  - Student Employee – Contact Supervisor
  - Enrolled in Healthcare or Education Practicum – Contact Program Chair
- Encourage/Require follow up testing as directed by CDC and local health authority guidance (Health Services can provide information on available testing)

### Requirements for Ending Isolation or Quarantine

According to the health department, all universities are considered as “congregate living”, which extends isolation times.

**Cases with COVID-19 symptoms who haven’t tested positive** and were directed to quarantine and care for themselves at home may discontinue quarantine under the following conditions:

1. At least 14 days since symptoms first appeared **AND**
2. 24 hours with no fever without the use of fever-reducing medications **AND**
3. At least 10 days of improvement in respiratory symptoms (e.g., cough, shortness of breath)

**Cases with a positive COVID-19 test who are asymptomatic** and were directed to isolate at home may discontinue isolation 14 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

**Contacts who have been exposed to confirmed COVID-19 cases who has been experiencing COVID-19 symptoms** and were directed to quarantine at home may discontinue quarantine under the following condition:

1. At least 14 days since the last close interaction with the case.

If symptoms begin, contacts may be asked to quarantine longer based on their illness. contact tracing efforts: <https://youtu.be/czNsJ5WvRVs>

**Contacts who have been severely ill with Covid-19 or have a severely weakened immune system due to health condition or medication** may need to follow longer periods of quarantine and may require testing to be around others. Please talk to your healthcare provider for more information.

## **UNIVERSITY EVENTS**

### **Space Reservation Policy**

- All meetings and events should default to a virtual platform unless technology limitations preclude this from taking place.
- The number of attendees for a reservation should not exceed 50% of the room's capacity, while still allowing for 6 feet of distancing. If distancing cannot be achieved at 50% capacity, then the number of attendees must be reduced.
- A minimum of one (1) hour should exist between reservations of a given space to allow for appropriate sanitation of the facility to take place.
- Face coverings must be worn in all campus spaces as described by the University's face covering policy.
- Catering and meals, which requires the removal of masks, should be limited to dining facilities that serve food, where social distancing and cleaning procedures are in place.
- All attendees should position themselves with physical distance from other attendees in the room.

Exceptions to this policy will be made on a case by case basis in consultation with the Associate VP for Student Affairs and/or the Registrar's Office.

## **EXTERNAL EVENTS**

In general, special events and conferences will follow the existing guidelines for students, faculty and staff being on campus that are set forth in this planning document.

For at least the duration off the fall 2020 semester, and beyond as the health situation warrants, we do not envision the return to large special events and conferences as normal.

Any special event or conference will follow the prevailing guidance from the Governors Healthy At Work approach to re-opening the economy (<https://govstatus.egov.com/ky-healthy-at-work>) as well as guidance from the CDC for Colleges, Universities and Higher Learning (<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>). A safety plan is required to be submitted in advance and approved by the Campus Contingency Planning Committee.

## **ACADEMICS**

### **Instruction**

Transitioning large courses, HyFlex, Online Instruction.

Bellarmine University has a history and strong reputation for offering courses in a small student to faculty ratio. Similarly, many of our designated classrooms are relatively small.

In order to comply with recommended social distancing within our classrooms, a square foot to student ratio was established for all teaching spaces. This ratio was then used to establish maximum occupancy for each classroom (with an allowance for a single faculty member).

Forty-nine percent of all classrooms scheduled for Fall 2020 exceeded their new social distancing maximum capacity.

These data were then merged with faculty preferences for teaching in one of three models (in person, HyFlex, or online).

### **Definitions**

#### In Person, Face-to-Face (F2F) Courses

The defining characteristic of face-to-face courses is that they will meet during regular class schedules and the instructor and all enrolled students will be present in the classroom together for all meetings using social distancing guidelines. This is the model we are most accustomed to but for fall 2020 there will be two main differences:

- Fully F2F courses may be held in larger spaces in order to achieve distancing guidelines
- Cameras will be present in F2F classrooms so that meetings can be streamed or recorded to accommodate students who cannot be on campus for the F2F experience this fall. These students must inform their F2F instructors of their intentions prior to the beginning of the semester.

#### Hyflex Courses (Hybrid-flexible)

Hyflex courses are a combination of face-to-face and online delivery and are necessary when existing spaces cannot accommodate current or projected section enrollment numbers. Class meetings will be carried out using some method of rotation where of a portion of the enrolled students are present in the classroom while another portion of the enrolled students attend the class virtually. The number and frequency of the in-person meetings will be determined by the instructor – who will receive guidance on maximum occupancy for the room assigned. Students who cannot be on campus this fall will have the option to virtually attend all course meetings and will be expected to meet virtually according to the published class times/days unless other arrangements have been made between student and instructor.

- The in-person meeting day rotations of hyflex courses will be developed by the instructor once final room assignments and enrollment numbers have been established closer to the beginning of the semester.
- Just prior to the beginning of the semester, hyflex course instructors will communicate the assigned rotation to the students in their class.
- Students who wish to take their fall courses completely virtually must inform their hyflex instructors of their intentions prior to the beginning of the semester.
- Successful hyflex rotations will require good, clear, and ongoing communication between the instructor and the students.

### Online Courses

Online courses are conducted 100 percent virtually throughout the entire semester.

- Most online courses will be synchronous (required specified virtual meeting times) or have synchronous components such as scheduled discussion groups. Synchronous course times and days are reflected on the class schedule so that students know when to virtually attend.
- A small number of online courses will be asynchronous (specific meeting times are not required) in which case there are no times and days listed on the class schedule. Students in asynchronous courses will follow instructional expectations outlined by the instructor.

### **Physical Distancing in Classrooms**

Face masks are required in university indoor facilities and classrooms as defined in the Face Covering Policy. Physical distancing will be maintained in classrooms with student separation of **at least 6 feet** in all directions maintained at all times. The instruction station will provide an additional 60 square feet of separation for the course instructor. Students will be spread throughout the classroom by reducing the number of seats/desks available for students. Classroom organization, set up and number of seats/desks shall not be changed or altered by students, instructors or other university staff.

If the classroom cannot be maintained with these physical distancing practices or these protocols interfere with the course delivery, faculty, in consultation with department chairs, deans and the Registrar, will employ other learning options, including hyflex, hybrid or online strategies.

Faculty members are expected to enforce PPE and social distancing in their classrooms at all times. Students unwilling to comply with Bellarmine policies should be asked to leave the classroom and a notice should be submitted using the [Student Concern Form](#) found on Engage or the Dean of Students' office website. Students should use the same form to report concerns about faculty or staff non-compliance in the classroom.

Any students with health or safety concerns about wearing a face covering should contact the [Office of Disability Services](#).

A limited number of disposable masks will be available in buildings for students who forget or have misplaced their mask.

### **Academic Calendar Modifications**

All the important academic dates and deadlines have been finalized for Fall Semester 2020 and are posted on the University's [Master Calendar](#).

The Fall 2020 semester will begin on Thursday, August 20. In order to minimize back-and-forth student travel—and therefore reduce opportunities for students to contract or spread the virus—the Labor Day holiday and fall break have been eliminated. In person classroom instruction will end by November 20. After the Thanksgiving break, the remainder of the semester will be completed online with three study days and final exam week (for undergraduate students) or additional instruction online or online exams (for graduate students). There are two other important changes to the fall academic calendar to note:

1. The last day to withdraw (with grades of W) from fall semester classes has been extended to Monday, November 16 rather than the typical 60 percent completion mark of the semester. This will allow more time than usual for students to assess their academic performance, seek advising, and make decisions about withdrawing.
2. All students who want to withdraw from a course are expected to consult with their academic advisor first and will have to complete the [Withdrawal Form](#) found on the forms page of the Registrar's Office website. As always, all students should consider fully the range of outcomes that could occur after withdrawing from any course before submitting the withdrawal form.
3. The last day to add all courses, including *Internships, Independent Studies, Contract Courses, Music Lessons and Ensembles*, and *Theatre Rehearsal and Performance courses* is August 26, one week after the semester begins. Students will need to plan ahead to ensure that any required paperwork or approvals are secured prior to the deadline.

Our goal is to minimize major disruptions to the semester; however, that is not something we can guarantee. If conditions require closure of campus, housing and dining refunds or financial credits, if applicable, will be issued in accordance with the housing contract. Tuition will not be refunded if disruptions occur as courses are being designed to accommodate migration to online delivery should it be required.

## **Other course modifications**

### Office Hours

Faculty members are encouraged to schedule office hours in a manner that ensures student and faculty member health and safety. Because faculty offices are often smaller spaces with limited circulation or opportunities for appropriate distancing with guests, faculty (including those teaching face-to-face classes) should hold virtual office hours synchronously using TEAMS, and/or employ other strategies for in-person meetings that promote social distancing.

### Classroom sanitization

Students will be required to disinfect their chairs, desk, or other classroom areas using supplies provided in each room UPON ENTERING the classroom. Faculty are responsible for cleaning surfaces used during instruction prior to the start of each class – this includes but is not limited to computer keyboard and mouse, lectern, chairs, camera and stand, desk, etc.

### Attendance

Given the range of educational delivery models being employed and blended this fall, attendance policies will be established for each course by the course instructor. It is the student's responsibility to fully review those course-specific attendance policies to avoid any negative consequences that might be associated with an absence

Cleaning supply shortages should be reported immediately to Facilities Management (502.272.8117)

## **Other Considerations for Faculty Support**

In the fall semester, faculty will continue to be supported by the Faculty Development Center (FDC) and the Technology Support Center (TSC). The FDC will provide professional development on the topics of online and HyFlex pedagogy, as well as instructional technology

platforms including Microsoft Teams, Kaltura, and Moodle. The TSC will continue to provide technical support for hardware, equipment, and university systems.

Each classroom will be equipped for HyFlex delivery with a computer, webcam, and tripod, and Microsoft Teams and Kaltura will both be installed on every classroom computer. This will allow faculty to deliver to students both in the classroom and online by livestreaming the class through Microsoft Teams. Students who attend class in person should be allowed to use laptops or other devices, with headphones, to access content shared electronically and to communicate with their remote classmates.

For faculty engaged in HyFlex delivery, the FDC will provide a set of printed instructions for each classroom computer station for just-in-time guidance. This is in addition to the digital and virtual resources that have been consistently and continually offered in the summer. The FDC and TSC will also collaborate to provide a responsive means for triaging and addressing issues as they arise in the process of using classroom equipment for course delivery. In the event that it becomes necessary to move all classes to online delivery during the semester, FDC staff will work closely with faculty to adapt accordingly without losing instructional time.



## STUDENT ENGAGEMENT

### Opening Weekend

#### Important dates

- August 3-13: Early Arrivals (Resident Assistants, Student Athletes, Week of Welcome Leaders, Accommodate Leaders and Early Knights Leaders)
- August 14-15: First Year Students Residence Hall Move-in
- August 17-19: Upperclass Students Residence Hall Move-in
- August 20: First Day of Class

#### Central Check-in and Residential Move-In

- Move-in will have a multiple day option, providing options for families to sign up for times which promote physical distancing and gathering limitations.
- Organize move-in via a registration process which complies with gathering and distancing requirements.
- Launch a “drop and go” program where families could move items in well ahead of time but not take residency until the official move in day(s). Launch program August 9.
- Limit number of family members/helpers to two per student.
- Drive-through check-in will occur with student, faculty, and staff volunteers spaced using circles on ground or signage
- Offices that need face to face contact will have social distancing measures in force
- Establish foot-traffic flow in the halls (one way up, one way down)
- The use of elevators is strongly discouraged unless necessary for mobility. If being used, elevator occupancy should be limited to one (1) individual or those who are in a family unit. Students who have an assistance aide should consider that aide as part of their family unit.

#### Housing & Residence Life

In the event a student feels moving to the residence hall presents a risk to their safety/health or they do not think they can practice physical distancing, we encourage those students to submit a housing exemption which would allow them to seek accommodations off campus. Please email [reslife@bellarmine.edu](mailto:reslife@bellarmine.edu) to submit and exemption.

While professional cleaning will occur in common spaces, students will experience compulsory education campaign which empowers them to take responsibility for their personal spaces (i.e. residence hall rooms and bathrooms) as well as how their behaviors in community spaces impact others.

Visitation will be limited in the residence halls.

All residence and meal plan fees will be refunded based on the refund schedule in the housing contract:

	<b>First 2 weeks of the semester</b>	<b>3rd through 6<sup>th</sup> week of the semester</b>	<b>7<sup>th</sup> week through the end of the semester</b>
<b>All Residential Students</b>	80% refund of Room fees 80% refund of Meal Plan Fees	50% refund of Room fees 50% refund of Meal Plan fees	All fees are non-refundable; however, the University may extend financial credits for future semesters, if applicable.

## **COVID-19 Screening, Testing, Quarantine & Care Policy**

Bellarmine University and Louisville Metro Public Health and Wellness highly recommend voluntary COVID-19 testing for all students, faculty, and staff 14 days before arriving to campus. Check with your local health care provider and insurance provider for access to testing resources. We understand testing times and availability vary greatly across the country. If you are unable to test, we strongly encourage all community members to limit unnecessary travel and other potential exposures and quarantine for 14 days prior to arriving on campus. Kentucky Governor's guidance is also that anyone who has recently traveled to or is coming from states with 15% test positivity rate or greater also quarantine for 14 days. You can find states' testing rates [here](#). We ask that you do that prior to your arrival to campus regardless of testing. All students are required to complete a COVID-19 screen ten days prior to their arrival to campus. Information will be shared with them via-email.

### **Screening Program**

Students will be sent a link for COVID-19 screening ten days prior to their arrival on campus in concert with Quest Diagnostics.

In the event screening suggests they are symptomatic or have a risk factor:

- Quest will send them a test kit (Anterior Nares) that will arrive within 72 hours
- The patient puts the sample in the provided addressed shipping container and sends it to the closest lab
- The patient and the designated provider at the institution, in our case, Alice Kimble, R.N. Director of Health Services, receives results of the test
- A health care worker will follow up with the patient on next steps in treatment/care

### **Support for those with positive results:**

In the event a commuter student tests positive, they should follow the non-residential student protocol.

In the event a residential student is symptomatic or tests positive for COVID-19, the student should follow the residential student protocol

Positive results would also trigger contact tracing protocol.

### **Opting Out of Screening and Testing**

Testing for COVID-19 presents limited risks to the patient. Students who choose not to comply with this policy should submit an exemption request in writing to the Health Services Office. Faculty and staff members who choose not to comply with this policy should submit an exemption request in writing to Human Resources.

Students who do not comply with this policy are prohibited from attending in person programs and courses. They can participate in their academic coursework via Hyflex delivery on-line.

Students who do not comply with this policy and plan to live in the residence halls must make arrangements for housing off campus until they submit screening documentation.

### **On-Going Testing**

After the initial screen, students will report to the Health Services office if they are symptomatic or feel that they have another risk factor through a web-based form. Health Services staff will conduct a telehealth visit for assessment and testing referral. Both Norton Health Care and

the State of Kentucky have testing sites set up within 2 miles of campus. Students can also request a test from Quest if symptomatic.

### **Residential Student Isolation/Quarantine Protocol**

In the event a residential student is symptomatic or tests positive for COVID, the student will depart for their permanent residence (off campus) if practical or be moved to designated on-campus quarantine/isolation spaces until clear from symptoms 10 days from onset or test negative for COVID-19. If a student suspects they have been exposed to COVID, they are encouraged to quarantine in their space. For more information please reference the [CDC guidance for Quarantine/Isolation](#).

We have identified two dozen isolation/quarantine spaces that have limited access and private or semi-private bathrooms.

Staff members will attend to basic students' needs during their isolation including custom daily food delivery, bi-weekly laundry, and weekly delivery of essential supplies including paper products, groceries, and cleaning supplies. Staff members will communicate daily with students and will coordinate the above efforts. Students may have the option to continue to participate in class, via on-line delivery of courses. The Dean of Students office will work with their faculty members to accommodate class absence.

A local hotel has also agreed to house students who are not symptomatic or positive, but needing to quarantine due to suspected contact should all other space be exhausted.

### **Commuter Student Isolation/Quarantine Protocol**

In the event a commuter student is symptomatic or tests positive for COVID, they must notify Health Services and isolate in their home. Students may have the option to continue to participate in class, via online delivery of courses. The Dean of Students office will work with their faculty members to accommodate class absence.

## Campus Life and Student Activities

Campus life will continue to be vibrant with a variety of virtual and smaller in-person opportunities for connection and community, whether that is through student organizations, late night and weekend programming, or campus traditions. To help better connect students to engagement opportunities this fall and personalize their student experience, we invite all students to complete the [Student Activities Interest Questionnaire](#) if they have not already done so. We will continue to use [Engage](#) to promote campus events and student organization happenings -- there will even be a feature noting if the experience is in-person or virtual. Student activities, programs, and events are imperative for student engagement and a highlight of the campus experience. Bellarmine will strive to maintain these elements of our campus culture, while keeping members of our community safe and healthy. We must think creatively to reimagine our campus experiences to accommodate physical distancing and preventative measures, and we must acknowledge that not every program will be able to happen like it used to. Experiences will be subject to the determination of what is possible in a restrictive environment and what needs to be delayed. Further, we encourage programmatic engagement for each RSO and University department to be offered in multiple modalities (i.e. in-person and virtually) and be classified into one of four categories:

- a. Definite– experiences that should be available at the beginning of the fall semester
- b. Delay– experiences that can be offered later in the fall semester
- c. Reschedule– experiences that may need to be reintroduced in spring 2021 or later
- d. Reimagine– experiences that should be available throughout the academic year with adjustments to accommodate CDC, state, and University guidelines for COVID-19 (i.e. physically distant in-person, smaller or multiple groups, or virtually)

## RSO Sponsored Events

- All campus events should reflect [University values](#) and follow the Student Code of Conduct.
- Students will adhere to all CDC, state, and University guidelines, as well as tenants agreed upon in the Bellarmine Knights Pledge and Acknowledgment (COVID-19), including but not limited to physical distancing, face coverings, and screenings.
- Activities, events and meetings will largely be conducted in small groups and online. Large or campus-wide gatherings will be difficult as physical distancing practices must be maintained and face coverings must be worn in public spaces on campus.
- Event and room reservation requests must be submitted through Engage and will be individually evaluated to determine if the event can be offered virtually or through a combination of in-person and virtual modalities.
- Outdoor spaces or smaller classrooms/conference rooms may be available for students and student organizations upon reservation. Additional parameters and guidelines may be enforced, such as:
  - Time limitations or restrictions
  - Limited available seating
  - Reduced room/event capacity to ensure physical distancing
  - Cleaning and disinfectant protocols before, during, and after each event
- Students hosting events will clearly communicate to participants expectations of health safety, as well as inherent health risks associated with activities.

**Enforcement of Policies**

Bellarmino acknowledges the existence of both rights and responsibilities of each student and the role each member plays in ensuring the vitality of our community. Students are individually and collectively responsible for their behavior and fully accountable for their actions both on and off campus. Any student, faculty, or staff member may submit a report to the Dean of Students (502.272.8150) against any student believed to be in violation of any of the guidelines or policies from the University, Kentucky Public Health Department, or Center for Disease Control (CDC).

### **SuRF Recreation Center Reopening Details**

- The total number of patrons in fitness center based on Kentucky State [guidelines](#).
  - There is designated space for members to wait if facility reaches the limit
  - Patrons will utilize Bookings during peak times or when facility reaches capacity and to reserve cardio equipment
- All stationary fitness equipment (including, but not limited to treadmills, benches, platforms, power racks, machine-weights, elliptical) are spaced at minimum six (6) feet apart, as measured from the main operation of the specific piece of equipment
- There will be no group sports or sports with balls (e.g. basketball, volleyball, etc.). Individuals must bring their own ball and play independently.
- Group fitness classes will be limited to 10 or fewer participants per class and individuals must bring their own mats/equipment.
- In order to minimize contacts between employees and patrons:
  - No equipment rental including towels will be permitted
  - Only contactless payments accepted (i.e. over phone)
  - No guests will be allowed during this time
  - There will also be modified traffic flow in and out of the facility
- In order to maximize cleanliness use of lockers, water fountains, vending, and showers are prohibited. Patrons may fill personal water bottles.

Patrons must wear face coverings when walking through common areas. Face coverings do not have to be worn when actively exercising. Visitors must properly sanitize their hands when they arrive at the facility. All patrons must wipe down equipment before and after use.

SuRF Center operating hours during the academic year are:

- Monday through Thursday from 8:00 am to 10:00 pm
- “Early Hour” from 7:00 am to 8:00 am (reserved for high-risk individuals)
- Friday from 8:00 am to 8:00 pm
- Saturday and Sunday from 11:00 am to 7:00 pm

## Healthy Dining On Campus

- Staffing will be staggered and staff will be distanced to discourage informal employee gatherings and practice physical distancing.
- Seating
  - Staff will track number of patrons in venues
  - Seating will be reduced to promote physical distancing of 6 feet
  - Those who are not living in the same household (i.e. roommates) should not sit together
- Seating capacity is currently established through guidance from [Kentucky Healthy at Work](#) requirements
  - Palio Seating Capacity – Maximum - 210
  - UDH Seating Capacity – Maximum - 412 (inside) 48 (outside)
  - Café Ogle Seating Capacity – Maximum - 242
  - Catie’s Seating Capacity – Maximum - 21
  - Allen Hall lounge Capacity – Maximum 34
- Food Service ([CDC Guidance](#))
  - All self-serve items (salad bar, desserts, etc.), drinks stations, and buffet or family style catering will be eliminated. Food items will be served by trained staff or plated for selection by patrons.
- Sodexo BITE+ Application for ordering and touchless payment for pre order and grab/go options will be available.

## Student Enrollment Roadmap

Navigating our new normal together means we’ve had to reimagine how we deliver some of our services, and it’s important to us that you know what to expect on campus. To make this a little easier, we’ve developed an ‘[Enrollment Roadmap](#),’ which is designed to help students anticipate the changes we’ve made to keep our community safe. New and returning students can follow a step-by-step guide at <https://www.bellarmino.edu/road-map/> to learn about how we’re delivering our services safely and make sure they’re prepared for the start of the semester.

## Athletics

Bellarmino University Athletics is dedicated to protecting the health and safety of its student-athletes and employees. The purpose of this document is to provide student-athletes, coaches, and staff with a guide they can use to assist them with complying with their return to training programs in the context of COVID-19. Many of the recommendations rely upon rules and regulations set forth by the Centers for Disease Control (CDC), the Kentucky Department for Public Health (KDPH) and Bellarmine University officials. This document is intended to cover daily operations for Athletics personnel. A separate plan is being written for athletic game days.

Bellarmino University Athletics has identified specific risks for our athletic facilities as it relates to COVID-19. The following precautions and procedures are in place to ensure the safety of our student-athletes, coaches, administrators, and staff to reduce the spread of SARS-CoV-2 (COVID-19 or Coronavirus).

Effective immediately, only authorized Bellarmine University employees and student-athletes, as well as Bellarmine University approved programming, will be permitted in any Bellarmine University Athletics Facility (BUAF), including but not limited to: Knights Hall, Owsley Brown Frazier Stadium, Knights Field, Eddie Webber Tennis Center and Knights Sports Park). Approved programming conducted by parties' outside Bellarmine University Athletics will follow the guidelines set forth by Bellarmine University policies and the sponsoring entity.

The current timeline for return to campus for our student Athletes is between the 13<sup>th</sup> and 17<sup>th</sup> of August 2020 prior to the beginning of classes on August 20<sup>th</sup>, 2020.

- **Screening Procedures:** Bellarmine University “inner bubble” personnel will be screened via a daily survey and temperature checks prior to the onset of any activity.
- **Education and Training:** Both Athletic staff personnel and student-athletes will be educated on proper procedures and expectations prior to the onset of activity. This education will be conducted during the beginning of the year Athletic Training Meeting.
- **Social Distancing:** In accordance with CDC and KDPH and University guidelines, personnel are required to practice safe social distancing procedures. This includes avoiding social gatherings of ten or more people and maintaining a 6-foot social distancing protocol for all interactions. Cloth face coverings will be required of all personnel when outside of their, dormitory rooms, or offices. These recommendations will be updated as needed.
- **Isolation and Quarantine protocols:** Those that are deemed eligible for isolation/quarantine will be reported to Bellarmine University Health Services. Coordination of their isolation/quarantine location will be determined by the persons housing situation. Bellarmine University Policies will be dictated by their circumstances and coordinated by Athletics, Student Health Services and Bellarmine University Housing. University policies will be applied.
- **Cleaning Procedures:** Bellarmine University Athletics has multiple facilities that undergo routine cleaning and sanitation before, during and following their use. For the health and safety of our student-athletes and employees, it is important to continue the process of cleaning our facilities with appropriate chemicals and procedures based on their use and exposure. Each facility has its specific process, and the procedures for each facility will be



reviewed and updated based on CDC, KDPH and University policies throughout the progression of the phases of this resocialization plan.

- **Testing:** Gateway testing will be conducted for athletics personnel that have high interaction with student-athletes, (i.e. Coaches, Athletic Trainers, Managers) and student-athletes through Bluewater Diagnostic Labs. Symptomatic testing of those are experiencing illness or COVID-19 symptoms will be determined by CDC, KDPH, University policies and BUTP. Ongoing testing of “inner bubble personnel” and the frequency of that testing will be established with guidelines and recommendations from the NCAA and the ASUN conference policies.
- **Return to Activity and Acclimatization:** Due to the circumstances that may have limited the student-athletes ability to train as they normally would have over the spring and summer months, considerations for an acclimatization period have been recommended by the NCAA, ASUN and consulting medical professionals. Per these recommendations, and under the guidance of our Team physicians, Athletic Training Staff and Sports Performance staff, a deliberate and measured approach to return to activity will be integrated prior to the onset of competition.

**This policy is subject to change at any time based on new data and recommendations from any of the governing bodies that legislate these policies and procedures.**