



# COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN

## SUMMARY

### Summary

#### I. Introduction

Indiana Wesleyan University seeks to respond to the COVID-19 pandemic in a manner that promotes the safety of employees, students, and campus visitors, while furthering the University's mission and values. IWU-Marion policies and plans will align with guidance from government agencies, public health officials, and the Centers for Disease Control and Prevention (CDC).

#### II. Wildcat Values

The IWU-Marion plan outlines policies, protocols, and guidelines to inform members of the University community of actions necessary to promote healthy behaviors. The actions reflect our Wildcat Values of Kindness & Humility - being friendly, generous, considerate, and respectful of others, putting others first and having the attitude of Christ. Not adopting these behaviors may unintentionally place others in our community at risk. All Wildcats are strongly encouraged to adopt the "Wildcat Safe Seven" principles located on pages 7-8, in this document.

#### III. Academics

##### A. Plan for Fall 2020

More specific information regarding academics is included in Exhibit A of this document. Please note the following key components of the plan:

1. All classes will commence on August 24, with on-campus instruction being conducted consistent with prevailing guidance from the federal, state, and local public health officials. To achieve this objective, it is anticipated that large classes will be moved to locations to accommodate social distancing.
2. Faculty will prepare all courses with sufficient flexibility and adaptability to enable them to transition effectively during the semester to online instruction and back to on-campus instruction based upon conditions on our campus and in our community.
3. All face-to-face instruction and the semester will conclude before the Thanksgiving break. The rationale for this approach is to avoid having students travel home to various parts of the country for Thanksgiving, and then return to campus for only a few weeks around the same time public health experts have advised of a potential increase of COVID-19 cases as temperatures begin cooling for Winter.
4. To allow for the semester to end prior to Thanksgiving, the university will schedule classes on Labor Day and will cancel fall break. There will be two study days available for students – September 23, and October 20.
5. The University will stream all classes to accommodate faculty and students who may be in higher-risk populations.



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#### B. Classroom Attendance

Students will receive more information from their course instructors about the nature of their specific courses and expectations. Generally, faculty will be flexible should a student need to miss a classroom instruction.

#### C. Library Access

Beginning August 18, 2020, the University Library will be open with some adjustments to operations. More details located in Exhibit I.

#### IV. Student Life

In addition to the academic engagement of students, the University also anticipates participation in co-curricular activities that promote a sense of belonging and social integration. Student Development and other areas responsible for co-curricular engagement are developing plans to provide a robust array of opportunities that reflect the importance of these activities to student development. All activities will be developed with considerations for safety, social distancing, and sanitation, while maintaining a positive experience for student life. More information about co-curricular activities will be communicated closer to the start of the school year.

#### V. Health Considerations

##### A. Daily Symptom Self-Check

It is critical for students to understand and be aware of COVID-19 symptoms. Students will be expected to monitor their symptoms every day before coming to campus or leaving their residence halls. If a student experiences symptoms of COVID-19 (without a separate known cause, e.g. asthma, allergies, etc.), the student should seek medical care, either through the Wildcat Health Clinic, a primary care provider, Marion General Hospital Emergency Department, or MGH Express. A symptomatic student seeking medical care shall call in advance to schedule an appointment so that intake procedures are understood prior to arrival.

##### B. Screening, Testing, and Contact Tracing

The University will coordinate readily available COVID-19 testing when needed for students and employees in cooperation with local public health authorities and support efficient and effective contact tracing. The University has implemented a daily screening protocol for students and employees. The Wildcat Health Clinic will coordinate contact tracing and will assist with COVID-19 testing as needed.



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#### C. Influenza Vaccination

Public health experts have advised of a potential increase in COVID-19 cases later this year, at the same time the seasonal flu returns with a correlating risk that healthcare providers will not be able to treat all of the ill patients. To help minimize this risk, students are strongly encouraged to get a flu vaccination this Fall. To encourage the responsible behavior, the University will expand access to and the availability of the annual flu vaccinations for all students and employees. More information will be provided on this topic later this year.

#### D. Higher-Risk Populations

According to the CDC, individuals with certain conditions may have an increased risk for COVID-19 infection. Those conditions may include: older adults; people with HIV; asthma; chronic lung disease; diabetes; serious heart conditions; kidney disease being treated with dialysis; severe obesity; and being immunocompromised.

Students returning to campus who have a condition that places them in a higher-risk group, should be particularly judicious in taking precautions to protect themselves, including observing safety practices described below.

#### VI. Safety Practices

Consistent with our Wildcat Values, students are asked to be considerate of other on campus and to consistently participate in the safety practices in this plan, as they are intended to help make our campus safe.

##### A. University Face Mask/Shield Policy

All people on campus – including faculty, staff, students, vendors, contractors, suppliers and visitors – are required to wear face mask/shields (covering nose and mouth) in all public spaces, inside all campus buildings. Masks also are to be worn outside when social distancing is not possible. Face mask/shields are required to be worn in all classrooms and all food service venues or while waiting in line to enter a food service venue. The university will be issuing one gaiter per student. Changes to this statement may be required as new information emerges or the administration elects to implement greater requirements.

##### B. Physical Distancing

Students on campus are expected to maintain appropriate physical distancing in order to reduce the risk of being exposed to or spreading COVID-19. This includes things such as:

1. Maintaining at least a distance of 6 feet from other people at all times.
2. Avoid crowded places and mass gatherings.
3. Avoid physical contact with others, such as hugging and handshakes.
4. Utilizing electronic communication instead of face-to-face interactions where possible; and
5. Avoiding those who appear to be demonstrating symptoms of COVID-19.

The University has taken steps to assist in physical distancing, including reducing the number of people in a given space, posting signage and utilizing floor markings around campus, installing protective barriers at employee work stations where there is regular face-to-face contact with others, and adjusting physical spaces in ways to promote social distancing.



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#### C. Personal Sanitation Measures

Employees and students should maintain good personal sanitation/hygiene, keeping the following in mind:

1. Frequent hand washing is the first line of defense against the spread of COVID-19. Students should wash their hands often with soap and water for at least 20 seconds, especially after being in public spaces or after coughing, sneezing, blowing their nose, or touching their face. If soap and water are not readily available, students should use a hand sanitizer that contains at least 60% alcohol content.
2. Students are encouraged to bring their own hand sanitizer.
3. Students are encouraged to bring their own water as access to water fountains will be limited throughout the campus. Only the hands-free, bottle filling stations will be available.
4. Students should minimize or avoid sharing personal items, supplies, and equipment with others.

The University has taken steps in order to encourage people on campus to practice good sanitation/hygiene, such as making hand sanitizer available in various locations around campus and displaying hand washing and hygiene posters throughout buildings.

#### D. Cleaning and Disinfecting Protocols

The University intends to make cleaning supplies available for student use in classrooms so they can assist in wiping off surface areas. In addition, the University has implemented the following general cleaning and disinfecting protocols.

1. Deep cleaning has occurred in all academic buildings as well as other facilities around campus. It will also occur at regular intervals once areas open based on occupancy and use.
2. Open buildings are cleaned and disinfected on a daily bases at regular intervals and as necessary based upon occupancy and use.
3. Cleaning and disinfecting of high touch surface areas (such as controls, door handles, elevator panels, railings, copy machines, etc.) occur on a regular basis.
4. An electrostatic disinfecting sprayer is utilized where appropriate, such as locker rooms, shower areas, etc.
5. Additional cleaning measures will be taken if the University is notified that an individual is/was on campus with a positive diagnosis of COVID-19.



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#### VII. **Housing and Residence Life**

The University has developed a Housing and Residence Life plan in light of the COVID-19 pandemic, including adjustments to room options, quarantine accommodations, and enhanced safety practices. Many of the details are located and reviewed in Exhibit B of this document. Furthermore, we are exploring how to offer residents opportunities to connect in new ways, including virtually. Gatherings and activities may need to be modified or reduced in size to allow for greater physical distancing.

#### VIII. **Dining Services – McConn**

The University has developed a food service plan for areas such as Baldwin, Trader James, Wildcat Express, Chick-Fil-A, Mario's, and Wilbur's Wild Wings. In-person dining areas will be adjusted to promote physical distancing and abide by state and local capacity guidelines. A face mask or shield will be required to enter a food service venue. Specifics of the Food Service plan may be located and reviewed in Exhibit E of this document. Specifics of the McConn plan are located in Exhibit D.

#### IX. **Recreation Services**

It is recognized that the Rec & Wellness Center is a much-used facility on campus. Recreation Services will resume operations with adjustments to locations, hours, and programming. Number of people utilizing the facility may be restricted to promote social distancing as needed. Specifics of the Rec & Wellness Plan are located and reviewed in Exhibit F of this document.

#### X. **Chapel**

IWU remains committed to the spiritual formation and thriving of students. Thereby, regular chapel attendance and participation is a crucial part of the IWU experience. However, COVID-19 requires a new approach to how Chapel is conducted. Details of the plan are found in Exhibit C of this document.

#### XI. **Campus Events and Community Engagement**

COVID-19 has caused a disruption to the University's regular campus events and community engagement opportunities. However, it is expected that these types of experiences will begin again sometime during the semester. When these activities continue, they will be conducted in accordance with established guidelines, the specifics which will be communicated at a later date. Details of the plan are found in Exhibit H of this document.

#### XII. **Campus Visitors**

IWU strives to provide a safe and healthy environment for students, faculty, staff, and visitors to our campus. To that end, all visitors to campus, including those on group tours and visits, are expected to act responsibly to help reduce the risk of spreading COVID-19 or other infectious disease, including abiding by the following safeguards:

- Wash hands often
- Maintain at least a physical distance of 6 feet from other people at all time
- Cover cough and sneezes



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- Avoid those who appear to be demonstrating symptoms of COVID-19
- Masks are required to be worn in all public spaces, inside all campus buildings. Masks also are to be worn outside when social distancing is not possible. In addition, visitors who have traveled internationally are asked to wait at least two weeks before visiting campus.

### XIII. Travel

#### A. University-Sponsored/Funded Travel

All University-sponsored/funded international travel is suspended at this time. There are also limitations on domestic travel that is University-sponsored/funded. The appropriate University personnel, such as the department head or program director, should be contacted to discuss if the specific travel at issue is allowable and authorized.

#### B. Personal Travel

Employees and students are required to follow CDC travel recommendations for personal international travel, including staying at home and monitoring their health for 14 days after returning to the United States. Students and employees are also strongly encouraged to review the factors identified by the CDC when considering whether it is safe to travel domestically. Students and employees should avoid traveling to known areas of high rates of infection if at all possible.

### XIV. Wellness

This pandemic can be stressful both personally and while engaging in campus life. Students should be mindful of their well-being and take steps to cope with this situation in a positive way (e.g., eat healthy, exercise, get sleep, talk with a trusted acquaintance, take breaks from news and social media, etc.). The CDC has published information about coping with stress. You may access this information at <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>. Additionally, the Center for Student Success is available to assist as students may need specialized assistance.

### XV. Request for Disability Accommodations

If a student has or may have a need for disability accommodation related to COVID-19, the student should contact the Center for Student Success – [nathan.herring@indwes.edu](mailto:nathan.herring@indwes.edu)

### XVI. Questions or Concerns

The Vice-President of Operations (Mr. John Jones) is designated as the IWU-Marion Point of Contact and shall take responsibility for evaluating and determining next steps and response to anything related to COVID-19 situations on the IWU-Marion campus. If a student or employee has questions or concerns regarding safety on campus in light of the pandemic or this plan, the student or employee should contact the IWU-Marion Point of Contact for COVID-19, at [covid19@indwes.edu](mailto:covid19@indwes.edu).



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN

### Wildcat Safe Seven

Indiana Wesleyan University's reopening task forces continues to work for a safe return to our campuses this fall. We plan to resume residential living and in-person classes in August, and we are developing several scenarios to ensure an outstanding and safe experience for our students, faculty and staff.

To this end, we have established the Wildcat Safe Seven principles to guide the return to campus activity. Everyone on the IWU campus must adhere to these operating principles to help create the safest environment possible.

1. **Wildcats Take Care of Wildcats**

As one of our strategic values, Wildcats always demonstrate kindness and respect in all that we do. This is our opportunity to grow more deeply into the image of Christ through the power of the Holy Spirit as we look for lessons He is seeking to teach us. Let us all take care of one another; respect one another; and most importantly love one another as Christ first loved us. We will experience a different type of semester from previous years as we return to campus and learn, grow, and have community together. There will be difficult, and anxious moments to navigate through this extraordinary time, however, if we all demonstrate kindness and respect in all that we do, we will have a great semester TOGETHER.

2. **Always Wear Your Facial Covering**

Facial coverings are required to be worn in all public spaces, inside all campus buildings. Masks also are to be worn outside when social distancing is not possible. Face coverings are required in all classrooms, food service venues, or while waiting in line to enter a food service venue. Wearing facial coverings is a critical component to the Wildcat Safe Seven principles. Those who have issues such as severe asthma or breathing issues, hearing aids, autism, post-traumatic stress disorder or claustrophobia may not be able to wear facial coverings. In addition, facial coverings should never be worn by or placed on people who are younger than 2, have difficulty breathing, or are unconscious, incapacitated, or otherwise unable to remove them without assistance.

3. **Wash Your Hands Frequently**

Community members must rigorously practice hand hygiene and cough etiquette. Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing or sneezing. Avoid touching your eyes, nose and mouth with unwashed hands. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol content.

4. **Clean and Sanitize**

All employees will be required to clean and sanitize their workspaces and common spaces throughout the day, between shifts and at the close of each day. This includes tables, doorknobs, light switches, countertops, handles, desks, phones and keyboards. Faculty will only be required to clean/sanitize the instructor's area (podium, keyboard, table, etc.) in the classroom before each class. Classrooms will be cleaned on an enhanced schedule.



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### Wildcat Safe Seven

5. **Stay at Least Six Feet Apart**

Physical distancing guidelines will be strictly enforced, requiring individuals to maintain at least 6 feet of separation from others. Supervisors will be assessing each workspace and classroom to determine an appropriate plan for physical distancing in each area. This may include the installation of plexiglass or face shields, modifications to traffic flow, and/or changes to work schedules. Replace in-person meetings with video or teleconference calls when possible.

6. **Monitor Your Health Everyday**

All members of the university community must self-monitor daily for symptoms. COVID-19 symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or a new loss of taste or smell. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting or diarrhea. Employees showing symptoms of COVID-19 should leave work immediately and seek medical evaluation by calling your primary care physician, or visiting an urgent care. Students showing COVID-19 symptoms should isolate from others immediately and seek medical evaluation by calling Wildcat Health Clinic at 765-677-2206, or calling your primary care physician. Always call ahead before seeking in-person medical help. Employees and students who are diagnosed with probable or confirmed COVID-19 will be contacted by their local health department and the Wildcat Health Clinic and will be given additional guidance and instructions.

7. **Have Questions? Reach Out**

For health questions about COVID-19 and safe practices, call Wildcat Health Clinic at 765-677-2206, or visit the IWU COVID-19 Portal Page. You may also get a question answered by emailing [covid19@indwes.edu](mailto:covid19@indwes.edu).



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN

CATEGORY	GENERAL GUIDELINES
TIMETABLE	
GENERAL GUIDELINES	<ul style="list-style-type: none"> <li>• Daily employee and student screenings will be completed for those working on-site beginning May 26. Employees/students must stay home if they are feeling ill or have any symptoms indicating possible illness.</li> <li>• Employees/students with symptoms will utilize testing and contact tracing services available through the Indiana State Dept. of Health. Fellow employees/students impacted will observe recommended quarantine periods.</li> <li>• If an employee/student working on-site tests positive, a deep cleaning protocol will be instituted.</li> <li>• Cleaning practices according to CDC guidelines will be adhered to, including regular cleaning of high-touch surfaces throughout the workday and at the close of business.</li> <li>• IWU will provide hand-sanitizer in office suites and other high traffic areas. Employees/students are encouraged to bring personal hand-sanitizer to work.</li> <li>• Drinking fountains and break-room coffee stations will be closed to reduce potential contamination.</li> <li>• Some bathroom sinks will not be operational to assure social distancing requirements.</li> <li>• The number of entrances to buildings will be limited to reduce cleaning of surface areas.</li> <li>• Doors into office suites and communal areas should be propped open.</li> <li>• All students, staff, and faculty on campus are required to wear a face mask in all public spaces, inside all campus buildings, and must wear a face mask in classrooms and all food service venues. When eating, face masks can be removed and social distancing protocols must be followed. Masks also are to be worn outside when social distancing is not possible.</li> <li>• Social distancing guidelines will be followed as outlined by the State of Indiana.</li> </ul> <p><b><u>POINT OF CONTACT FOR COVID-19 RESPONSE:</u></b>  <i>The Vice-President of Operations (Mr. John Jones) is designated as the IWU-Marion Point of Contact and shall take responsibility for evaluating and determining next steps and response to anything related to COVID-19 situations on the IWU-Marion campus. Questions related to IWU-Marion's response to COVID-19, may be sent to <a href="mailto:covid19@indwes.edu">covid19@indwes.edu</a>.</i></p>
UNTIL FURTHER NOTICE	
RISK ASSESSMENT & MITIGATION	<ul style="list-style-type: none"> <li>• A comprehensive review of the physical and functional aspects of IWU-Marion campus was conducted by a broad-based task force.</li> <li>• As a result of the review, the task force has outlined measures to identify and mitigate the risks of exposure and transmission of the COVID-19 virus.</li> <li>• Specific recommendations follow on the next few pages.</li> </ul>

All plans will be evaluated and updated as needed.





## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN

CATEGORY	PROACTIVE VIGLIENCE
TIMETABLE	
	<p>Below are the ways IWU-Marion campus will monitor the presence of the COVID-19 virus within and on the residential campus. This section lists the specifics that will be required to ensure that we are highly vigilant to reduce the chance of spread (i.e. daily self-report; temperature/symptom monitoring, testing, contact tracing, etc).</p> <ol style="list-style-type: none"><li>1. All students and employees on campus will complete a daily health screening. Students will utilize a daily screening tool called (Campus Clear). Details of the “Campus Clear” screening app will be provided to students upon check-in.</li><li>2. Anyone exhibiting symptoms must stay home.</li><li>3. The Wildcat Health Clinic staff will do follow up as needed for any student that reports symptoms on the daily screening “Campus Clear” app.</li><li>4. Logs and attendance sheets for all events and meetings will be maintained to facilitate contact tracing. Departments are responsible for maintaining their own attendance logs.</li></ol>



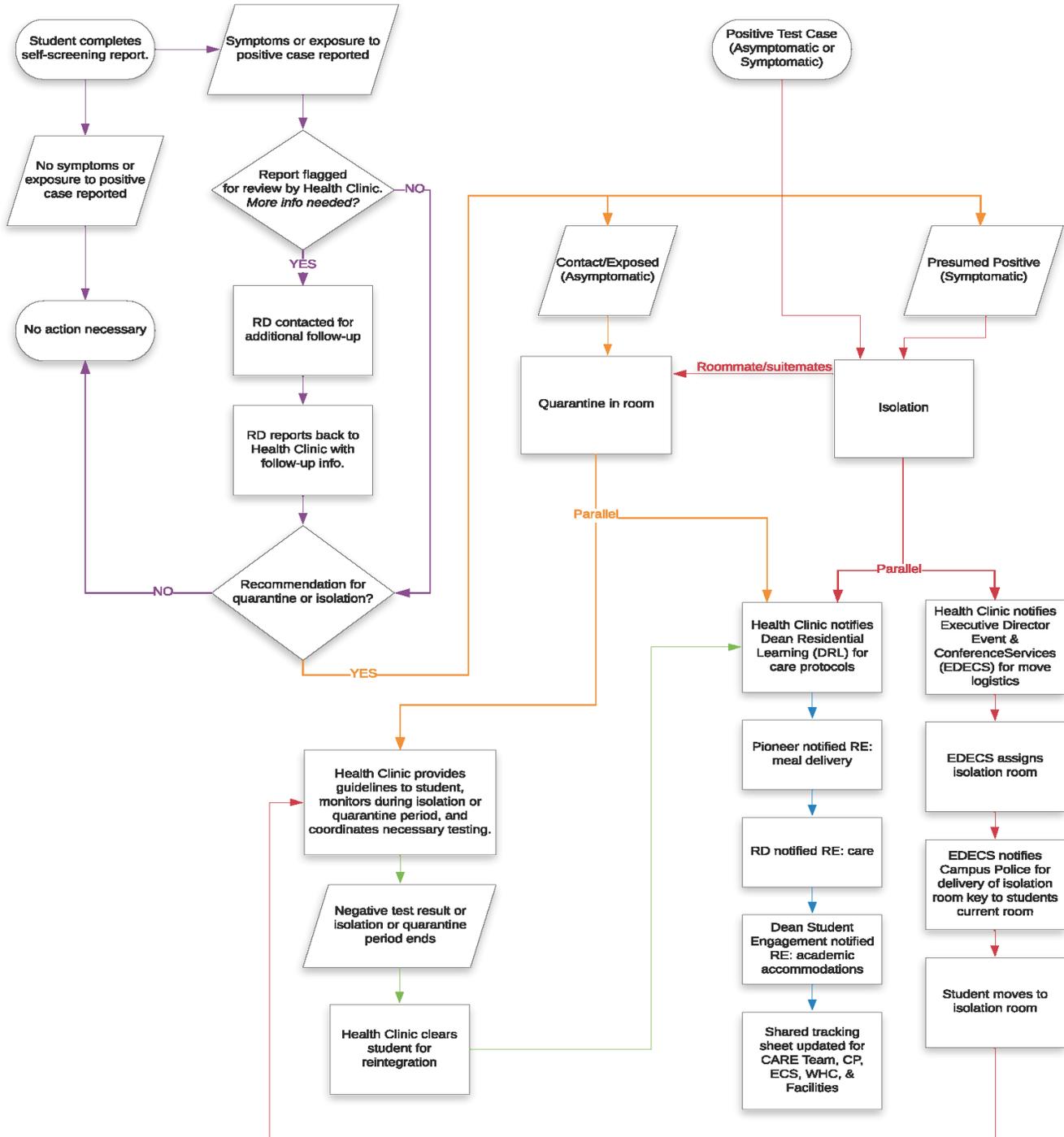
## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN

CATEGORY	RAPID RESPONSE
TIMETABLE	
	<p>IWU-Marion campus will respond proactively to exposure and transmission of the virus (i.e. quarantine plans, food services, clinical care, etc).</p> <p>1. The following locations are set aside as isolation locations for any student residing on campus that may have been exposed to the virus.</p> <ul style="list-style-type: none"><li>A. North Townhouse 401, 403 &amp; 405</li><li>B. Bowman Hall</li><li>C. Carmin Hall</li></ul> <p>Isolation and quarantine protocols are outlined in the chart that follows this page, and also in Exhibit J of this document.</p>



# Isolation/Quarantine Process

July 14, 2020





## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN

CATEGORY	SYSTEMS – TECHNOLOGICAL – OTHER TOOLS NEEDED
TIMETABLE	
	<p>Below are the systems, processes, and tools IWU-Marion campus will use and/or need to purchase to support and implement the previously described plan.</p> <ol style="list-style-type: none"><li>1. Removal and/or marking furniture in common areas to accommodate social distancing.</li><li>2. Hand Sanitizers placed in office suites and high traffic common areas.</li><li>3. Anti-viral spray and wipes provided as needed.</li><li>4. Signage placed around campus in prominent locations to encourage good hygiene and promote social distancing (i.e. common areas, entryways, restrooms, elevators).</li><li>5. Plexiglass sneeze shields installed as appropriate.</li><li>6. Communication and training of employees and students to ensure adherence to protocols is a must. Efforts to engage student leaders to assist with communication of protocols and the importance of following them will be important to the success of this plan.</li><li>7. Technology purchases as needed to support the academic classroom instruction and also facilitate streaming of all classes.</li></ol>



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT A

### FALL ACADEMIC PLAN

***“IWU-Marion remains committed to the academic, social, and psychological thriving of students. Thriving students are academically resilient and successful. They also experience a sense of community on campus and a level of physical, psychological, and spiritual well-being that helps them persist to graduation and maximize the college experience”.*** (Schreiner 2010)

#### Scheduling/Safety

There is a desire to maximize the time spent in class, face-to-face with students, with consideration of adequate space and social distancing. Face-to-face interaction with faculty and staff is a key part of the student experience, so we want to provide as much face-to-face interaction as possible. There is also a desire to mitigate the spread of the virus by encouraging students to stay on campus and eliminating the return to campus after Thanksgiving break. As students travel away from campus for extended breaks, there is an increased risk of COVID-19 exposure.

All classes will begin on Monday, August 24, which is two weeks earlier than the published calendar. Starting early is a response to a possibility of a second wave of COVID-19 later this year. Starting early provides students the maximum amount of time in the on-campus learning environment, and ends the term, prior to Thanksgiving before a possible second COVID-19 wave and the flu season. It also reduces the possibility of having to move from on-campus instruction to distance instruction at some point in the semester.

New Student Orientation will begin on Tuesday, August 18, and extend through the first week of classes.

All returning students who do not move in early for some reason (e.g. athletics, student development, or campus work) will be asked to move in on Friday, August 21, or Sunday, August 23.

#### Reducing Density of Classes:

All classes will be capped at approximately 50% of maximum capacity in order to provide for social distancing. Additional classroom space will be identified for this purpose (e.g. Wesley Seminary, Banquet Room, Globe Theatre, College Wesleyan Church, etc.). Seats will be blocked off in each classroom to encourage social distancing. Student volunteers and faculty members will be engaged to wipe down desks, tables, and media stations between classroom uses.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT A-1

### FALL ACADEMIC PLAN Cont...

**Below are guidelines/recommendations for considerations of classroom space for the upcoming Fall semester.**

Given that class registration is ongoing, the actual movement of classes to different classrooms may not occur until mid to late July. The steps below outline how to determine which classes move and to where.

**GOAL:** To utilize additional space on campus as temporary classrooms and schedule classes in classrooms at approximately 50% of capacity to reduce density and allow for proper social distancing.

**PROCESS:**

1. Evaluate current classroom space, determine furniture type (fixed vs movable) and available space (documented vs reality) in progress.
2. Assess classroom usage by scheduled day(s) and times and sort by
  - a. Enrollment number
  - b. % capacity used
3. Move classes with large enrollments at greater than 50% capacity of scheduled classrooms. First choice is to move to auxiliary spaces, such as available spaces in the Student Center.
4. Move additional classes (according to % capacity) into vacated or previously occupied classrooms.
5. In the event that appropriate classroom space is unavailable.
  - a. Consider splitting class into 2 smaller sections; if smaller classrooms and faculty are available (or one faculty, one TA) live streaming to one classroom, etc.
  - b. Consider Hyflex or other models where class meets as smaller group of students.

**Extended Faculty Illness/Quarantine:** A protocol has been developed to provide for faculty at-risk and symptomatic or exposed faculty to teach from a distance, or have their classes covered by peers and student assistants.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT A-2

### FALL ACADEMIC PLAN Cont...

#### Attendance/Technology

Usual and customary attendance policies will be suspended for the Fall in light of COVID-19. Regular attendance will be expected, invited, and encouraged. Student absence will not be penalized, however, so students who may be experiencing symptoms will be free to refrain from coming to class. The focus will be on engaging teaching that is active, relational, inclusive, and meaningful to draw students to class, rather than mandate attendance. Rather than attendance, student progress will be measured by achievement of course level outcomes (CLO) as reflected in tests, papers, group reports, and other activities.

Faculty members will be encouraged to track attendance for internal purposes and evaluations, but not to penalize students.

Faculty members will also be encouraged to accept late assignments with modest deductions for tardiness.

The goal for the Fall is to provide classroom content to all students via live streaming and recording. This will assist students experiencing symptoms and/or being quarantined with the class content (experience). IWU-Marion will purchase web cams and headsets to support live streaming. Purchasing of needed equipment will be accomplished in collaboration with Information Technology. IT is in the process of evaluating the adequacy of internet and Bluetooth capacity in the various academic buildings.

An effort will be made to modestly increase the availability of online courses in the Fall in an effort to maximize classroom space. Students are returning to campus for face-to-face learning experience, so most, if not all, of their classes will involve classroom face-to-face instruction. An effort will be made to prevent first year students being assigned any online classes this fall.

#### Curriculum/Pedagogy

Academic leadership has developed a set of recommendations and guidelines to help faculty members take on the unique pedagogical challenge Fall 2020 will present. This document includes the following:

- a. Emphasize the importance of faculty preparation and flexibility in addressing these challenges.
- b. Offer guidelines for certain factors that must be addressed, regardless of particular pedagogical approaches faculty members might take.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT A-3

### FALL ACADEMIC PLAN Cont...

- c. Nurture a sense of creative energy: perhaps plant pedagogical seeds that will improve instructional effectiveness and growth in future semesters, while being clear that is primarily about cultivating successful outcomes in the unique environment Fall 2020 will offer.
- d. Reassure faculty members that the administration recognizes that because of the variety of faculty, courses, and students in IWU-Marion, each professor will need the latitude to determine how he or she will achieve successful outcomes in a particular situation.

Planning must be clear that, rather than advocating a flipped classroom, Hyflex, or any other type of blended learning, what we should be most concerned about is adjusting the classroom experience to accommodate the potential impacts the pandemic may have. This means faculty must prepare for the following in one way or another:

- a. Inconsistent student attendance and prospect of student quarantine (addressed above).
- b. Faculty must expand avenues of access to in-class experience. Likely one of, some combination of the following:
  - 1. Class recordings (addressed above)
  - 2. Synchronous remote options throughout the semester (addressed above)
  - 3. Alternative assignments (sensitive to not creating more of time commitment than required for students to prepare for and participate in related class session).
  - 4. Extended faculty illness/quarantine (addressed above)
  - 5. Facilitation of in-class engagement as safely as possible:
    - \* Abide by the social distancing standards that are established.
    - \* Maximize the value of in-class learning and develop remote options (whether synchronously or asynchronously) for pedagogical elements that lend themselves best to such formats.

Offer training for faculty on best practices for utilizing Zoom in instruction.

Offer opportunities for teaching courses online and/or Hyflex in the fall –training and incentives.

Carefully weigh cost of converting courses to online versus paying student TA's to help faculty offer hybrid, HyFlex courses that could yield similar results.

Develop plans and protocols for faculty office hours, one-on-one's with students, and small group meetings outside of class.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT A-4

### FALL ACADEMIC PLAN Cont...

#### **Field Trips**

Field trips can be a vital part of the academic experience. Faculty may work to schedule a field trip for a group of students given that the following guidelines can be adhered to throughout the trip. In addition to the standards protocols, the following guidelines are recommended.

##### *Destination*

- Currently, domestic travel is permitted to areas that are not listed as hotspots by the CDC.
- Faculty should work with Neil Rush (Risk Management) and/or the Karen Aaron (Health Center) to assess the risk

##### *Transportation*

- Faculty should consider additional vehicles or securing a vehicle with a larger capacity than needed to allow appropriate social distancing while travelling.
- Use of face masks while in the van or bus, is required for all passengers.

##### *Additional Information*

- Faculty should work with the on-site contact to determine a schedule and protocol that allow for social distancing during the trip activities.
- Students who are uncomfortable travelling or attending should not be penalized and should be given an alternate assignment, if necessary.

#### **Office Hours**

##### *Scheduling*

- Faculty should continue to allocate 10 hour per week to office hours and make their schedule available to students.
- Strongly encourage students to schedule an appointment prior to arriving in the office limit congestion in the office area.
  - o A web-based system such as Sign Up Genius ([www.signupgenius.com](http://www.signupgenius.com)) allows students to sign up and cancel appointments electronically. This system could work especially well when scheduling advising appointments.

##### *Office Protocol*

- If possible, meet with students in a larger area (conference room, classroom, outside, etc.) to allow for better social distancing.
- Consider making use of Zoom for some meetings with students.
- When meeting in a faculty office, face masks should be worn by both faculty and student.
- Upon arrival, require students to check in at the front desk (when possible) to confirm the appointment and be “released” to enter the office area.

#### **Classroom Cleaning Protocol**

Due to the high volume usage of classrooms and limited transition time between classes, we are asking faculty (and students) to assist with the cleaning of desks and surfaces in classrooms. Facilities services is also implementing enhanced cleaning protocols in the evenings.

- Each classroom will be equipped with cleaning products (disinfectant wipes, sprays, paper towels). At the end of a class period, faculty should wipe down desks and other surfaces used during the class period.
- To expedite the process, students, if willing, can assist with the cleaning process.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT B

### RESIDENTIAL HOUSING

#### Fall:

- Multi-day move-in schedule for new and returning students.
- Move-in times will be scheduled to maximize social distancing between arrivals.
- No more than 2 additional people are permitted to accompany student to help with move-in. These helpers must leave after move-in is complete.
- Face Masks expected for all hall staff and move-in crew at check-in and move-in.
- Minimize contact at check-in stations (student only, plexiglass screens, online components)
- Card swipe access will be restricted to student's own assigned hall to reduce visitors and social gatherings.
- No outside visitors allowed at any time in student apartments/rooms.
- No overnight guests (including other students).
- The number of guests at any one time should not exceed 2 guests in a traditional residence hall room, and 4 guests in an apartment style suite or living area (Kem, Scripture, Lodges, Tohos).
- Students will be expected to practice standard social distancing routines (minimize social engagements/gatherings, maintain physical distance, avoid unnecessary physical contact, practice good personal hygiene).
- Individual units/suites/apartments/townhouses will be considered "family-units" to allow for reduced face mask wearing and social distancing in these immediate shared living spaces.
- Regular (daily/weekly) cleaning and disinfecting of personal and shared space in the suite/living area is expected of each student.
- Regular cleaning and disinfecting of hall common space and Front Desk.
- Adjusted maximum capacity and reduced furniture for hall lobbies and lounges to facilitate social distancing and minimize social gatherings.
- International students coming directly to campus from abroad will be provided a quarantine living space to satisfy the recommended 14-day quarantine expectation.
- Isolation spaces will be prepared in North Townhouses, Carmin, and Bowman halls in cooperation with Event & Conference Services. Isolation procedures outlined by Wildcat Health Clinic.
- Signage regarding prevention, cleaning, regulations, etc.
- Additional training for RL staff regarding public health measures, signs/symptoms.
- Express Check-Out process to minimize personal contact.
- Students who may be at increased risk for severe illness from COVID-19 may contact the Center for Student Success to explore available accommodations.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT C

### CHAPEL

IWU-Marion remains committed to the academic, social, psychological, and spiritual thriving of students. Thriving students are resilient and successful. They also experience a sense of community on campus and a level of physical, psychological, and spiritual well-being that helps them maximize the college experience.

#### Chapel Attendance

The entire IWU community is encouraged to participate in many spiritual formation opportunities throughout each week of the Fall 2020 semester. A community-wide chapel service will be streamed each Wednesday at 10am as we explore the story of God, engage in worship, and empower one another to lead lives of spiritual vitality. The feed can be accessed individually or in various watch parties across campus.

All IWU-Marion, undergraduate, residential students under the age of 23 and full-time, undergraduate, commuting students are required to accrue a minimum of **15 chapel credits** over the course of a single semester. Students will accrue credits by attending/viewing at least **SIX** Wednesday/Summit chapels. The remaining **NINE** credits can be accrued through any combination of the following.

1. Small Groups approved through the Spiritual Formation Office
2. Faith Integration Groups offered through the Spiritual Formation Office
3. Small worship gatherings approved through the Spiritual Formation Office such as Awaken, Coram Deo, Fellowship of Christian Athletes, Breathe, etc.
4. Come & Go Communion on the First Friday of the Month at 10am.

Students are encouraged to approach these experiences prepared to encounter God. Students should refrain from studying or using electronic devices for purposes other than participating in worship (i.e. scripture, note taking, scanning for chapel credit).

Chapel credit accrual will be tracked through the iAttended app (available for both iOS and Android devices). Student codes or event codes must be scanned to receive credit for attendance and involvement. Late arrivals/early departures will not be given credit. Attendance credit will not be given to students who have lost or forgotten their device.

Students who do not own an individual device such as a smart phone or tablet need to contact the Spiritual Formation Office within the first week of school to make alternative arrangements.

#### Credit Events

Streaming chapel needs to account for at least **SIX** of every student's 15 chapel credits.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT C-1

### CHAPEL

#### **STREAMING CHAPEL**

Chapel will stream every Wednesday at 10am. Students can access the stream through the iAttended app or register to attend a watch party through iAttended. Students will not receive credit for an in-person watch party without first reserving their spot through iAttended. Space will be limited. Students must use the iAttended app to receive credit for attendance and involvement.

Students can pick and choose from the following chapel credit options, allowing them to count for as many as **NINE** or as little as **ZERO** of their 15 chapel credits.

#### **SMALL GROUPS**

Students can sign up to be a part of a small group approved through the Spiritual Formation Office. Links to sign-up are available through the chapel portal page or through the @indweschapel Instagram. Students must use the iAttended app to receive credit for attendance and involvement.

#### **FAITH INTEGRATION GROUPS**

Students can also choose from an offering of four-week, medium-sized groups that will cover a range of topics like: how to study the Bible, dealing with doubt, faith and politics, dating and relationships, prayer and spiritual warfare. As space is limited, students must use the iAttended app to reserve a spot. Students must use the iAttended app to receive credit for attendance and involvement.

#### **SMALL WORSHIP GATHERINGS**

Students can engage in smaller worship gatherings approved through the Spiritual Formation Office such as Awaken, Coram Deo, Fellowship of Christian Athletes, Breathe, etc. Space is limited; students must use the iAttended app to reserve a spot. Students must use the iAttended app to receive credit for attendance and involvement.

#### **COME & GO COMMUNION**

On the First Friday of the month between 10am and 10:40am, the entire IWU community is invited to meditate on Scripture and receive socially distanced communion and prayer. Students must use the iAttended app to receive credit for attendance and involvement.

#### **Attendance Tracking**

Students are responsible for monitoring their own chapel attendance through the iAttended app.

Students will periodically receive courtesy chapel attendance credit updates from the Chapel Engagement Team. Total chapel credit counts and official chapel standing will be emailed to students at the start of finals week in each semester.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT D

### McConn

#### Operations

- Plexiglass will be added around the coffee bar.
- Removal of self-serve coffee.
- No personal drink allowed in product preparation areas, office/work rooms, or storage areas.
- All surfaces will be cleaned before shift transition.
- Hours of operation will be modified.
- Early closure time will be used to allow for additional cleaning and closing procedures. *(Time TBD)*
- McConn will close daily mid-day for an additional cleaning shift. *(Time TBD)*

#### Cafe

- Couches will be removed from the café.
- Seating will be transitioned to ½ capacity to allow for social distancing.
- Crema events will not be held indoors.
- Creamer bar and tea station will be removed. Such items will be distributed by the baristas.

#### Offices

- Limit use of shared computers.
- When sharing equipment, equipment must be fully cleaned and sanitized after each use.
- IT will add certain programs to personal computers to help reduce shared electronics.
- The sunroom will be added as a multiple purpose room when necessary for McConn management, online store, etc.

#### Employees

- Face masks will be mandatory for all employees.
- Each employee will be provided with 1 reusable face mask at the beginning of the semester. Cleaning face masks will be the responsibility of the employee.
- Disposable face masks will be kept on hand in limited quantities in the event an employee forgets their face mask.
- Temperature checks upon arrival.
- Employees must wash their hands for 30 seconds upon arrival, and again for 30 seconds prior to leaving their shift.
- Employees must complete the online checklist provided by Indiana Wesleyan University's HR department before each shift.
- Full staff meetings will transition to Zoom. (Some exceptions may apply when social distancing is possible.)



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT E

### Pioneer College Caterers / Food Service

In the best interest of our service to the IWU students and community, the Food Service Team has agreed to open using the following reopening guidelines:

- Moderate Service
- Social Distancing – minimum 6 feet
- Entering and Exiting from Baldwin – Single entrance and single exit with a cashier to manage maximum diners in Baldwin at a time
- Wildcat Express, Mario's, and Wilbur's Wild Wings – Single entrance and cashier
- Chick-Fil-A – Single entrance and cashier
- Trader James – Single entrance and cashier; limited to six guests at a time
- Food Service – Dine in and carry out will be available
- Dining areas in Baldwin and Piazza restricted to 50% maximum capacity with social distancing

#### **Baldwin Dining Hall**

- The Food Service Team will work with the University to strategically place social distancing markers on the floor throughout Baldwin Dining Hall and in the areas where students and guests line up to enter.
- Additional stanchions may need to be ordered and added throughout to assist in creating social distancing parameters.
- Reduce the number of tables and chairs in the dining area and set up with only 4-top and 6-top tables with 50% capacity at each table.
- Signage placed on each table asking students to not move the tables or chairs and to respect social distancing.
- Booths unable to be moved, will either be taped off and put out of service, or a sign will be placed on the booth asking students to restrict seating to three and support social distancing.
- Food Service Team personnel will manage the number of guests entering Baldwin throughout the meal periods, ensuring the maximum capacity is not exceeded.
  - When seating in Baldwin reaches capacity, students can have the option of a takeout meal. (A three-compartment container, disposable cutlery, and a 20oz cup with a lid and straw)
  - If a student receives a takeout meal, they will not be allowed back into Baldwin for additional takeout meals.
- The entire program will be changed from self-serve to serve.
  - Breakfast All Day – Food Service Team personnel is currently working on the details in regards to cereal and toasters with the local health department and will follow their guidance.
  - Salad Bar - Chef has designed a salad station with a made-to-order salad bar along with a rotation of compound and pre-prepared salads.
  - Demo – No changes
  - Deli – Sandwiches will be made to order.
  - Pizza / Pasta – Served
  - Rotisserie / Gluten Free – Served and prepared to order
  - Self-cook stations - Gluten Free, Eggs, Omelets, Nachos/Tacos and Stir Fry, will not be set up. Nachos and tacos will be offered on the Grill menu rotation.
  - Grill - Served
  - Traditional Entrées – Served



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT E-1

### Pioneer College Caterers / Food Service

- Desserts – Served, along with some pre-plated, wrapped options for self-service. We will continue to provide and serve hard-dip ice cream and add some packaged novelty ice cream choices. We will follow the health department's guidance on soft-serve ice cream.
- Panini Grills – Food Service staff will grill sandwiches for guests.
- Drink lines – Self-serve where push bars engage the product. All other drink line service and availability will be based on the local health department's guidelines.
- All service ware (plates, bowls, cutlery, trays) will be held behind the serving lines for Food Service staff to provide to each guest to limit exposure.
- All dining areas will be monitored, cleaned and sanitized throughout each meal period.
- All Food Service staff will wear face masks and change their service gloves frequently. All patrons must wear a face mask except when eating.

#### **Wildcat Express, Chick Fil-A, Mario's and Wilbur's Wild Wings:**

- The Food Service Team will work with the University to strategically place social distancing markers on the floor throughout the designated establishments and in the areas where students and guests line up to enter.
- Additional stanchions may need to be ordered and added throughout to assist in creating social distancing parameters.
- Reduce the number of tables and chairs in the dining area and set up with only 4-top and 6-top tables with half the number of seats at each table.
- Signage placed on each table asking students to not move the tables or chairs and to respect social distancing.
- Booths unable to be moved, will either be taped off and put out of service, or a sign will be placed on the booth asking students to restrict seating to three and support social distancing.
- Food Service personnel will manage the number of guests entering Wildcat Express throughout the meal periods, ensuring the maximum capacity is not exceeded.
- All service ware (plates, bowls, cutlery, trays) will be held behind the serving lines for our staff to provide to each guest to limit exposure.
- All dining areas will be monitored, cleaned and sanitized throughout each meal period.
- All Food Service staff will wear face masks and change their service gloves frequently.
- Gluten-free station will be managed by Food Service personnel at each service point unless allowed to open the self-serve Gluten-free station.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT F

### REC & WELLNESS CENTER & ATHLETICS

#### Rec & Wellness Center

The safety of our patrons and team members is what is most important. The IWU Rec & Wellness Center has always been dedicated to delivering a healthy way of life to the IWU community, and with a carefully planned and phased approach, we will begin to reopen. Each of us will play an important role in making the IWU Rec & Wellness Center, a safe experience for everyone.

In accordance with governmental orders and guidelines, we are taking extra precautions to help our patrons and staff stay safe and healthy. This includes extensive cleaning protocols, enhanced procedures, and social distancing practices within our facility. Patrons will be asked to follow signs and floor decals located throughout the facility to ensure the safety of all. You will notice increased spacing between equipment and within workout areas to allow for appropriate social distancing.

#### General

- COVID screening guidelines:
  - Any person demonstrating any symptoms of COVID will have their temperature taken upon arrival.
  - Any person with a temperature of 100° or greater or exhibits other symptoms of illness, will be asked to leave the facility.
  - In the event of an elevated temperature, that person will be required to Quarantine/Isolate for a minimum of 10 days or have a negative COVID test.
  - In order for them to return they must:
    - Be 72 hours fever-free without fever reducing medication
    - Show improvement in respiratory symptoms
- All entrants must wash their hands for at least 20 seconds with soap and water or hand sanitizer immediately upon entering the facility.
- Hand sanitizer will be made readily available.
- Use of doors
  - RWC athletic teams will use front or south door.
  - RWC staff will have the use of any door.
  - All other students, members, staff/faculty, & guests will use the front doors ONLY for entry and exit.
    - Handicap button will be accessible
    - With exceptions for games and events with prior approval
  - Entrance through front doors will be on the right as one enters, and exit through front doors will be on the right as one leaves.
  - Interior doors will be propped open to eliminate touching.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT F-1

### REC & WELLNESS CENTER & ATHLETICS

- Face masks are required in any public space in the building.
- Any student who prefers to wear a face covering for activities should be allowed, if doing so will not cause a health risk.
- No sharing of clothing, shoes, towels, or water bottles.
- Shared hydration stations including water fountains should not be utilized except for filling individual water bottles.
- All state and local guidelines for group limitations must be followed and social distancing is encouraged. If it is not possible to follow these guidelines indoors or outdoors, then create as much distance as possible.
- Failure to comply with the above guidelines, may result in the student being dismissed from the program and being asked to leave campus.

#### **Sanitization Schedule**

- If equipment must be shared, including sports balls and exercise equipment, it should be cleaned immediately following usage.
- Present-July 31: Teams and Individuals will sanitize used equipment following each use.
- Beginning August 1: Teams and Individuals will continue to sanitize used equipment following each use & full sanitization of any exercise rooms and equipment will occur daily at closing, and every 1 ½ hours, regular sanitization of equipment will occur.

#### **Locker Rooms**

- Students, staff, and faculty will be required to put items in a locker upon entering the locker rooms.
- Individuals will sanitize used locker following each use.
- Full sanitization of locker room general areas will occur daily at closing.

#### **Rooms (including weight and fitness rooms) Limits are set at 50% capacity**

- No more than two student athletes per weight station.
- Room Occupancy Limits (through August 15):
  - No more than 40 students using the cardio & machine weight room at a time.
  - No more than 18 students using the free weight room at a time.
  - No more than 8 students using a racquetball court at a time.
  - No more than 184 students using the IAC at a time.
  - No more than 66 students on the track at a time.
  - No more than 7 students in the group fitness room at a time.
- Sanitization of equipment required after every exercise.
- When spotters are being used the spotter will be required to wear a face mask.

#### **Timeline for Reopen**

August 1: IWU staff may begin utilizing the RWC according to above guidelines.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT F-2

### REC & WELLNESS CENTER & ATHLETICS

#### **Steps Completed to Date:**

- Hand sanitizer and sanitizing equipment and cleaners readily available.
- Couches have been removed and signs placed on benches.
- All weight equipment has been adjusted for social distancing.
- Inside entry doors propped.
- Signage for social distancing reminders & operating at 50% capacity.
- Plan is in place for increased training staff for increased sanitization when Campus Recreation staff returns.
- Face coverings are ordered for all Campus Recreation staff.

#### **Community Members & Guests**

- No community members for the fall semester.

#### **Swimming Lessons**

- No swimming lessons for the fall semester.

#### **Climbing Wall/Boulder Wall**

- No climbing wall for the fall semester.
- Boulder wall will be allowed to be used during the fall semester.

#### **5 on 5 Basketball**

- 5 on 5 Basketball will be available to anyone with a current IWU ID.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT F-3

### REC & WELLNESS CENTER & ATHLETICS

#### IWU Athletics Fall Semester Return to Sports Protocol

The following outlines proposed protocols for the return of student-athletes to the Indiana Wesleyan University campus for practice/training. All protocols assume the state of Indiana has reached Stage 5 of Governor Holcomb’s “Back on Track Indiana” reopening plan and IWU has reached Phase 3 of its COVID-19 Indiana Workplace Reopening Plan. Additional protocols for competition will be developed.

Throughout these protocols “Participants” refers to all student-athletes, coaches and staff participating in team activities. These protocols apply to all 18 varsity programs for the duration of the Fall 2020 semester and will be updated as new guidance or requirements are provided.

- I. Guidance
  - a. Guidance for these protocols is taken from the entities listed below, which will continue to be referenced.
    - i. The State of Indiana
    - ii. Grant County Health Department
    - iii. Centers for Disease Control and Prevention
    - iv. National Association of Intercollegiate Athletics and affiliate associations
    - v. Crossroads League
    - vi. IWU-Marion
  - b. The IWU Athletics Reopening Committee sourced the [Indiana University Athletics Medical Advisory Group Phase One Restart Plan](#) and the Parkview Sports Medicine Athletic Recommendations as a starting point for these protocols.
- II. Medical Safety Protocols: To promote the health and safety of the Participants, the following protocols must be followed prior to any Participant returning to athletically related activities and during the course of any athletically related activities.
  - a. Testing and Screening
    - i. All Participants will complete pre-participation history that will:
      1. determine if the Participant has been sick or is currently sick;
      2. determine if the Participant has been exposed to COVID-19 or has tested NEGATIVE or POSITIVE for COVID-19;
      3. determine where the Participant is traveling from and their mode of transportation to Marion; and
      4. determine if the participant is at high risk for severe illness if they contract the virus and whether additional precautions should be in place for that Participant or if medical clearance should not be provided for that Participant.
    - ii. Participants will be tested in accordance with the IWU-Marion Guidelines for COVID-19 Testing.
      1. All Participants will be tested prior to their first competition per the NAIA’s fall 2020 requirements.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT F-4

### REC & WELLNESS CENTER & ATHLETICS

- b. Self-Quarantine
  - i. Student-athletes may be required to self-quarantine for 14 days prior to engaging in any team activities if they have been in an area identified as high risk for COVID-19 within 7 days of traveling to campus.
- c. All Participants will be required to sign the Wildcat Commitment Pledge that outlines the expectations to be a responsible member of the IWU Athletic Family and practice personal hygiene, physical distancing, non-contact with others if symptomatic and the agreement to quarantine and/or isolate if necessary. Additionally, there will be a requirement to notify Wildcat Health Clinic staff if the Participant becomes symptomatic.
- d. All athletic department personnel will be required to attend a virtual training to review relevant policies and encourage care for the IWU Athletics and campus communities by following the stated guidelines. Participation will not be permitted until the training is complete. Department personnel will include all coaches (including volunteers), student-athletes and managers, athletic training staff (including athletic training students), sports information staff (including student staff) and administrators.
- e. Quarantine/Isolation
  - i. Participants with symptoms consistent for COVID-19 or those who are asymptomatic but have had direct contact with a COVID-19 patient must quarantine in accordance with IWU-Marion policies until cleared by a university official.
  - ii. Participants who test positive for COVID-19 must isolate in accordance with IWU-Marion policies until cleared by a university official.
  - iii. Any Participant identified through contact tracing as having been potentially exposed to COVID-19 will follow the guidance of the Wildcat Health Clinic.
- f. Daily Medical Check
  - i. All Participants will respond, daily, to a health screening questionnaire prior to participating in team activities.
    - 1. Assuming all IWU-Marion employees and students will be completing a symptom check prior to arriving on campus or leaving their campus residence, that screening will fulfill this requirement. Participants will show proof of a completed screening and will be asked if they have any symptom changes from when their screening was completed prior to entering the practice facility.
    - 2. If a student-athlete selects “yes” to any symptom(s), they should immediately contact a member of the Wildcat Health Clinic to receive guidance on next steps, and they should not leave their residence.
    - 3. Staff must contact their supervisor should they check “yes” to any symptoms(s) and they should not come to the facility.
- g. Overall Participation Guidelines
  - i. Physical Distancing - All Participants must practice physical distancing (being at least six feet apart from each other) whenever possible within IWU Athletics indoor and outdoor facilities.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT F-5

### REC & WELLNESS CENTER & ATHLETICS

- ii. Hand Hygiene - All Participants will be reminded to wash their hands as much as possible, especially prior to and after using equipment, receiving medical treatment and working out. Alcohol-based hand rub (ABHR) sanitizer should be used frequently if the Participant is not able to wash their hands.
  - iii. Face Coverings - All Participants must wear face coverings (i.e. masks) at all times, especially when physical distancing measures are difficult to maintain. Student-athletes must follow the direction IWU Athletics staff regarding face coverings.
    - 1. If there is low to moderate intensity physical activity where it is impossible to physically distance, such as spotting or stretching, Participants are required to wear face coverings.
    - 2. If there is an activity in a confined space, such as a meeting room or athletic training clinics, Participants are required to wear face coverings.
    - 3. If there is physical activity where physical distancing measures are able to take place, such as sprints on a practice field, the Participants may not be required to wear a face covering. Participants should have their face covering with them so they can put it on when entering the facility.
  - h. Personal Travel
    - i. All Participants should limit nonessential travel.
    - ii. All Participants must follow the guidelines listed in this document when traveling.
  - i. Specific Protocols for Participants Receiving Medical Treatment (Non-COVID-19 Related)
    - i. All Participants should wear face coverings at all times.
    - ii. While receiving treatment, Participants should maintain proper physical distancing as able.
    - iii. All treatments will be by appointment only. Walk-ins will not be allowed.
    - iv. Treatment tables and equipment will be cleaned between each patient.
  - j. Specific Protocols for Participants During Athletic Workouts and Practice
    - i. Participants should limit physical contact, such as high fives, fist bumps, and handshakes.
    - ii. Proper cleaning procedures, as outlined in Section IV, Cleaning and Disinfecting Protocols, must be followed in all facilities. The Sport Coach in each space is responsible for ensuring these protocols are followed.
    - iii. Water
      - 1. Participants must bring their own uniquely identifiable water bottles.
      - 2. No sharing of water bottles.
      - 3. One individual should be assigned to refilling water bottles. Individual filling water bottles should maintain proper hand hygiene.
- III. Facility Safety Protocols
- a. Capacity
    - i. All facilities will follow IWU-Marion guidelines for room capacity (currently at 50%). If a team plans to meet in a space but exceeds the capacity guidelines, the team must utilize a larger space or meet separately in smaller groups.
    - ii. All spaces must be reserved with the Athletics Administrative assistant in 25Live to ensure proper cleaning at the end of each day.
    - iii. Participants will wipe down media carts, desks, and tables after use.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT F-6

### REC & WELLNESS CENTER & ATHLETICS

- b. Points of Entry and Traffic Flow
  - i. All facilities should establish specific points of entry and exit whenever possible. All Participants should use only the designated entrances and exits.
  - ii. All facilities should establish traffic flow patterns wherever feasible to reduce bottlenecks and congregating of Participants indoors.
- c. Timing
  - i. Time should be allotted between practice sessions to allow teams to exit prior to new teams arriving and for proper sanitizing of shared spaces.
- d. Accessibility
  - i. Non-public facilities (Troyer, Football) will only be accessible by key (no swipe access or no student swipe access). An Athletic Department staff member must be present to unlock the facility and monitor student-athlete access (making sure symptom screenings have been completed, capacity guidelines are being followed, etc.).
- e. Equipment
  - i. All equipment should be separated by 6-10 feet whenever possible.
  - ii. If equipment cannot be moved or adequately separated, it should only be utilized in a manner that allows for appropriate physical distancing.
- f. Locker Rooms
  - i. Locker room access should be limited to immediately before or after an organized team activity. Participants should only be permitted in locker room after a daily symptom screening has been completed and accepted.
  - ii. Signs with locker room expectations and cleaning instructions should be present both inside and outside of the locker room.
  - iii. Face coverings are to be used in the locker room.
  - iv. Individuals in locker room should continue practicing physical distancing.
  - v. Coaches should stagger entry into locker room to limit the total number of student-athletes in the locker room at a time to stay within IWU-Marion capacity guidelines and allow for physical distancing.
  - vi. Cleaned equipment should stay in lockers but personal belongings should be removed at the end of each day.
  - vii. Team meetings should be held in other spaces/outdoors if physical distancing cannot be maintained with the entire team in the locker room.
- g. Creative/Non-Traditional Use of Spaces And Increased Use of Outdoor Spaces
  - i. Coaches should creatively consider use of outdoor space and rooms they may not have commonly used in order to provide for adequate physical distancing. All spaces must be reserved with the Athletics Administrative assistant in 25Live.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT F-7

### REC & WELLNESS CENTER, ATHLETICS

- IV. Cleaning and Disinfecting Protocols have been developed for the following spaces:
  - a. Cleaning Stations
  - b. Athletic Training Clinics
  - c. Weight Rooms
  - d. Practice Areas
  - e. Locker Rooms
- V. Equipment Service
  - a. Equipment cleaning
    - i. All hard surfaces/equipment must be cleaned before each practice session.
    - ii. No shared clothing (pinnies, jerseys, towels).
    - iii. Limit contact with shared equipment (cones, flags, goals).
    - iv. Disinfect shared equipment after use.
  - b. Laundry protocols
    - i. Providing/coordinating times for laundry to be done if we are going to limit building access (probably impacts Troyer and football the most depending on what the Rec hours will be).
    - ii. Laundry techs will be provided with appropriate protective equipment (disposable gloves).
- VI. Return to Sport after COVID-19 Diagnosis or Symptoms
  - a. All Participants will follow IWU-Marion requirements for returning to general campus activities following COVID-19 diagnosis/symptoms or isolation/quarantine.
  - b. Any student-athlete returning from COVID-like symptoms or COVID-related isolation/quarantine must complete an appropriate acclimatization period as determined by the Wildcat Health Clinic, team physicians, and IWU Athletic Training staff prior to returning to sport-related activities.

ALL STUDENT ATHLETES WILL BE REQUIRED TO SIGN A “COVID-19 PARTICIPANT EXPECTATIONS AND WILDCAT COMMITMENT PLEDGE”. This document will be supplied by the coaches to their student athletes.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT G

### RISK ASSESSMENT – BOOKSTORE – TREE OF LIFE

1. The IWU Campus Store is currently open to the public with a limited schedule of 10:00 AM – 2:00 PM, Monday – Friday. Regular hours will be established and begin on August 10.
2. Cleaning and sanitizing of surfaces will take place daily and as much as possible throughout the day,
3. All employees of the IWU Campus Store will undergo health screenings on a daily basis that include a self-assessment checking the overall health of each staff member.
4. All IWU Campus Store employees will be required to wear face masks when servicing customers and gloves when conducting cash or credit transactions.
5. The IWU Campus Store will limit transactions to one register and the register wiped down after each transaction.
6. Apple pay is available to minimize cross contamination.
7. Signage will be displayed at the entrance of the IWU Campus Store REQUIRING the use of facial coverings for all IWU employees, and students. Highly encouraged for other patrons.
8. Stickers will be placed on the floor at the entrance of the store and at the counter to encourage Social-Distancing.
9. Stanchions will be placed to assist in the flow of traffic as needed.
10. The store will operate at a maximal capacity of 20 people.
11. All procedures related to opening are subject to change as IWU and Tree of Life continues to monitor the spread of COVID-19 and the recommendations of State and Local officials.



# COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT H

## EVENTS ON CAMPUS

### **Priorities for Use of University Meeting and Event Space**

As the University continues to respond to the COVID-19 pandemic and to plan for the 2020-2021 academic year, it must limit the use of its event and meeting space as set forth in this interim policy. The following uses shall be given priority, per the order set forth below, in the reservation and assignment of meeting and event space:

1. Classroom use, including those spaces not traditionally used as classrooms;
2. Other academic uses;
3. University administrative and operational uses, excluding routine meetings; and
4. Student support uses.

### **Internal Meetings and Events Fall 2020**

An internal event is an event or meeting organized and conducted by a current IWU student, faculty member, staff member, department, division, or student organization.

All requests to reserve meeting or event space must be made through the 25Live system, regardless of the location of the space. All requests for meeting and event space will be evaluated by the Event & Conference Services Office in light of the priority uses set forth in this interim policy, and the consistency of the planned meeting or event with the University's physical distancing and other health protocols.

All requests to reserve meeting or event space will be subject to a COVID-19 policy review by the Event & Conference Services Office. The Event & Conference Services Office will work with the event scheduler to align the event with the University's physical distancing and other health protocols. Requests for meetings and events will be approved **only if** they can be arranged in a manner that meets the University's physical distancing and other health protocols.

Effective for the Fall 2020 semester, unless an exception is granted by the Event & Conference Services Office, all food service or catering for approved meetings and events must be provided by Pioneer College Caterers. Outside caterers or food service providers will not be permitted to serve food on campus. Furthermore, during this interim policy, no food can be carried in for an event. This will be re-evaluated for the Spring 2021 semester.

### **Third-Party (External) Events Fall 2020**

The University will not host any third-party events on campus until further notice. A third-party (external) event is an event organized and/or sponsored by any organization other than Indiana Wesleyan University or any individual who is not a current student, faculty, or staff member of Indiana Wesleyan University.

After review by the Executive Director of Event & Conference Services and consultation with the Vice President of Operations and other campus officials, the University may approve some strategic, mission critical, third-party events, provided they can be conducted in a manner consistent with the University's physical distancing and other health protocols.

### **University Events Held Off-Campus**

All IWU sanctioned, off-campus events have been postponed or cancelled until further notice.



# COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT I

## LIBRARY

### Library Services

This plan outlines operational strategies for the Lewis A. Jackson Library based upon the University's continued response to the COVID-19 pandemic.

This plan is built upon providing full, on-site support for new and returning students and faculty at the beginning of Fall 2020. The Jackson Library staff is prepared to support face to face instruction, HyFlex courses, and online learning.

### Operating Principles

- Plexiglass shields will be installed on all service counter openings on the Main Level and Lower Level of the Jackson Library.
- Dividers will be installed making each public cluster computer work surface on the Main Level separate from the one next to it – dividers will be 2' high and extend 10" over the edge of each computer station work surface.
- Request all Library faculty and staff to wear either a face mask or a face shield while performing Reference tasks assisting Library users in public areas throughout the Jackson Library.
- Use sanitary wipes to wipe down public cluster computer keyboards and mice; copier screens, cover lips, and styluses; staplers and hole punchers every hour each day.
- All door handles, push plates, and crash bars sanitized as frequently as possible.
- Employees will sanitize personal use equipment, student worker equipment, and work surfaces several times a day.
- When assisting Library patrons at times that require very close contact (less than 6 feet), wear face masks or face shields and wash or sanitize hands after each exchange.
- Group Study Room tables will be sanitized during the dinner hour Monday-Friday.
- Conduct Research appointments using the Jackson Library Conference Room so that the student and Library faculty member can be at least 6' apart. Furniture will be sanitized after each use.
- Hand sanitizer will be available for all Library patrons and employees at all times. Make certain public hand sanitizer stations are always full and operational even on the weekends.
- Even though Library faculty and staff will be separated from Library patrons during many exchanges, do everything possible to be friendly, encouraging, supportive, understanding, and patient. If possible, smile and try to make that smile visible.
- Returned regular circulation books and other circulating resources will be taken out of service for 3 days before they are once again made available for public use.
- CAS Faculty will be encouraged to use electronic resources, permalinks, and PDFs of scanned individual book chapters for Reserves instead of print books. The respective links can be inserted into their Brightspace courses.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT J

### ISOLATION AND QUARANTINE PLANNING GUIDE FOR STUDENTS

Indiana Wesleyan University will use the key public health tools known as isolation and quarantine to prevent the spread of COVID-19 among the campus community. Because there is typically little time to prepare for isolation or quarantine when instructed to do so, IWU-Marion has developed this planning guide to assist students in preparing to isolate or quarantine. This guide is for students who live on campus, as well as students who live off campus.

#### **What is the difference between isolation and quarantine?**

- **Isolation** is the separation of someone who is ill with or has tested positive for COVID-19 from people who are not sick. Individuals who test positive for COVID-19 will be isolation for a minimum of 10 days from positive test, or date symptoms began, and fever free for 72 hours without fever-reducing medication, and symptoms resolved.
- **Quarantine** is the separation of someone who has been exposed to a COVID-positive individual from those that are not sick or exposed in case the exposed person becomes sick or tests positive for COVID-19. A typical quarantine period lasts 14 days.

#### **Do I need a plan for isolation and quarantine?**

**All students living on campus** are required to have an isolation and quarantine plan. For students who can travel in a private vehicle and are within driving distance of their primary place of residence, we strongly recommend your plan include you conducting your period of isolation or quarantine in the comfort of your home. For those students living on campus who cannot travel home, the university has set aside dedicated isolation and quarantine space. Meals and needed medications will be delivered to students isolating and quarantining on campus, and health services will check in on you daily to monitor your symptoms.

**All students living off campus** are strongly encouraged to have an isolation and quarantine plan. The university will provide support services in your off-campus location or at your family home. The university will not provide on campus isolation and quarantine space.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT J-1

### ISOLATION AND QUARANTINE PLANNING GUIDE FOR STUDENTS

#### How will I be supported if I am in isolation or quarantine?

- Wildcat Health Clinic will conduct daily wellness calls with you, and if needed, will arrange telehealth visits with a physician, nurse practitioner, or physician's assistant. Students can also call (765) 677-2206, to arrange a telehealth appointment. Students should call 911 for any life-threatening emergencies; when calling, please inform the dispatcher that you are in isolation or quarantine.
- The Center for Student Success (CSS) is available to provide mental health resources and counseling services.
- Student Support Services and your academic advisor are available to provide academic support.
  - Students should be prepared to notify their faculty so accommodations can be made.

#### How do I prepare for isolation or quarantine?

##### Communicate with Your Family

- Discuss the following with your family before coming to campus:
  - If you live within driving distance, are you able to return home in a private vehicle? If you are instructed to isolate or quarantine, you cannot travel on any public transportation (bus, train, plane, Uber, Lyft, taxi, etc.) as you may expose others.
  - If someone from your family plans to pick you up from campus to take you home to isolate or quarantine, how much time will they need to arrive (hours or even a day or two)?
  - Are you able to distance yourself from others in your home to keep other family members safe?
  - If you cannot isolate or quarantine at home, how will your family communicate with you (i.e., FaceTime, Zoom, Google Chat, etc.)?



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT J-2

### ISOLATION AND QUARANTINE PLANNING GUIDE FOR STUDENTS

#### Assemble a Go-Kit

If you are asked to isolate or quarantine on campus by the public health team, you will be asked to do so promptly and without significant forewarning. You will not be able to leave your isolation or quarantine space during isolation/quarantine. To prepare for this, please assemble a Go-Kit before you arrive on campus.

#### Supplies for Your Go-Kit

- **Cleaning supplies:** Pack EPA approved disinfecting wipes to use in your living spaces before, during, and after any possible isolation and quarantine. You will need to use these in any common areas of your residence while you are in isolation, quarantine, or anytime you are not feeling well.
- **Self-care medications:** Pack fever/pain reducers such as acetaminophen (Tylenol) or ibuprofen (Motrin). Do not use multi-symptom medications in combination with these as it can be easy to take too much. You may want lozenges for sore throats, or cough medications.
- **Prescription Medications:** Pack several days' worth of any prescription medications you need.
- **Thermometer:** Pack a digital thermometer that works under your tongue, is easy to use, and not expensive to purchase. Make sure you have one with new batteries.
- **Face Coverings:** Pack multiple face coverings so that you can wear a fresh one each day.
- **Comfort Food:** Pack your favorite comfort snacks and drinks. Although the university will ensure meals are delivered to those isolating or quarantining on campus, sometimes your favorite snacks can provide comfort. Off campus students should maintain a supply of foods in their home and be knowledgeable about how to order food delivery from their local grocery store.
- **Comfortable Clothes:** Pack a few days' worth of comfortable clothes.
- **Hygiene Supplies:** Pack shampoos, soap, toothbrush, toothpaste, feminine products, etc.
- **Towels**
- **Spare Set of Twin Sheets:** You can use your pillow and blanket from your current bed.
- **Phone Charger**

In addition to your Go-Kit, you should ensure your academic materials (laptop, books, etc.) should be readily accessible to be brought to you.



# COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT K

## THEATRE

IWU Theatre Guild reserves the right to put additional safety guidelines in place and to communicate those to patrons prior to each performance. Performances may be delayed, postponed, or cancelled if necessary.

The BlackBox and PPAC auditorium will operate at 50% capacity.

Cast and crew members, staff, and patrons are encouraged to practice social distancing.

### PATRONS

- Our minimum guidelines for patrons listed below include:
- Any patron experiencing symptoms related to COVID-19 or having had contact with anyone who has tested positive for COVID-19 (within the 14 days prior to our event) must not attend. See SYMPTOMS section below.
- Patrons must wear masks or face coverings at all times.
- Ticketing will be handled remotely – either through our website or by phone. Any in-person sales should follow distancing and minimize contact.
- The exterior doors at the PPAC entrance will be open to allow patrons to space on the sidewalk outside and not congregate in the lobby. The same will apply during intermission.
- In order to ensure proper spacing, seating will be on alternating rows in both the floor and balcony sections. Groups attending together must leave two empty seats on either side.
- All seats, handrails, restrooms, elevator, and other areas will be cleaned and disinfected after each performance.
- Tickets will be checked without contact.
- Playbills will be available online.
- Hand sanitizer and masks will be available for all patrons.
- Cast members will not greet patrons in the lobby following the show.
- Patrons should exit the theater immediately following the performance. The house staff will have their temperature checked prior to each work shift, wear masks at all times, and wash hands regularly. The house manager will ensure compliance of all box office and house staff.

### CAST & CREW

Our minimum guidelines for cast, crew, and other show staff listed below include:

- Any cast and crew members experiencing symptoms related to COVID-19 or having had contact with anyone who has tested positive for COVID-19 (within the 14 days prior to our event) must not attend. See SYMPTOMS section below.
- All backstage areas – including the green room and dressing rooms – will be cleaned and sanitized every day.
- Stage managers will check temperatures of all cast and crew members entering the building prior to each rehearsal and performance.
- Cast will adhere to the state's mandates by social distancing and wearing masks/face shields both in rehearsal and performance.
- Cast and crew members are encouraged to bring hand sanitizer, which will also be provided by GTC.
- Crew headsets will be assigned and must be sanitized and stored in assigned containers when not in use.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT K-1

### THEATRE

- Cast members will be assigned microphones, which must be sanitized and stored in assigned containers when not in use.
- Dressing areas will be spaced to include current dressing rooms as well as the upstairs rehearsal hall.
- Cast and crew members cannot leave any personal belongings overnight.
- Set pieces and props will be sanitized following every performance. No edible props will be permitted. As during normal rehearsals and performances, props should only be handled by the cast member using it.
- Cast and crew members may not be in the lobby, except for sound and light personnel going directly to their work stations or for cast members making entrances or exits during performances. Cast members will not greet patrons following performances.
- No visitors, including family members, are permitted backstage.
- Stage managers will enforce all guidelines for cast and crew members.

#### SYMPTOMS

Cast and crew members, staff, and patrons must not have any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit.
- Known close contact with a person who is lab confirmed to have COVID-19.

#### REHEARSALS

Conduct temperature checks of all students and school personnel entering the rehearsal space.

Encourage students to bring their own marked water bottles.

No sharing of food or beverages.

Wipe down or spray all surfaces—chairs, set pieces, props, rails, technical hardware, etc.—before and after rehearsal, using CDC-approved disinfectants.

Do not allow any sharing of makeup, costumes, or wigs. Launder all costumes and sanitize wigs after each rehearsal.

Hold larger-cast rehearsals in gyms, cafetorium-type spaces or outside to more easily meet social distancing guidelines.



## COVID-19 IWU-MARION CAMPUS RE-OPENING PLAN – EXHIBIT K-2

### THEATRE

Schedule staggered bathroom breaks to ensure social distancing guidelines, based on the application of the room capacity formula.

Provide a hand-washing station and have hand sanitizer readily available in the dressing rooms, green rooms, backstage and all other production areas.

Dressing rooms, green rooms, production areas should be sanitized—before and after rehearsals—using CDC- approved disinfectants. Students should not share any voice amplification equipment, if possible. Students should avoid touching any curtain.

Sanitize all technical hardware—microphones/headsets, rigging, sound and light boards, lights and rigging before and after each rehearsal per manufacturer instruction. (For microphone care, see: <https://www.shure.eu/musiciansdiscover/educational/keeping-your-microphone-clean>)

Minimize clustering of students not directly involved in rehearsal and only students who are required to be at rehearsals should be allowed to attend.

Avoid unnecessary touching, movement or singing that might increase the transmission of aerosol droplets. Provide scripts for each student—ideally digitally—that honor copyright restrictions.

Meet technical needs (set and costume construction, lights, sound, etc.) through the application of standard safe practice procedures and a staggered schedule that ensures social distancing in all workspaces.

#### [Recommendations for Reopening School Theatre Programs I © June 2020 3](#)

- Conduct technical rehearsals with the minimal number of students possible and adhere to social distancing for both performers and technicians throughout.
- Err on the side of caution—if a student says they do not feel well, send them home and follow district procedures regarding contact tracing and follow up procedures.

<https://granburytheatrecompany.org/covid-19-protocols/>

[https://higherlogicdownload.s3.amazonaws.com/SCHOOLTHEATRE/7f9e7fa8-ea41-4033-b6a3-1ce9da6a7b6f/UploadedFiles/HPVMqpNDTw2FWro1JLiL\\_EdTA\\_ReOpen\\_Guide\\_2020\\_FINAL.pdf](https://higherlogicdownload.s3.amazonaws.com/SCHOOLTHEATRE/7f9e7fa8-ea41-4033-b6a3-1ce9da6a7b6f/UploadedFiles/HPVMqpNDTw2FWro1JLiL_EdTA_ReOpen_Guide_2020_FINAL.pdf)