



WARTBURG COLLEGE

Fall 2020 Opening Plan





WELCOME

The Wartburg College community is embarking on a year like none other. Starting the year in the midst of a worldwide pandemic, each one of us will be called upon to make a commitment to protect the health and well-being of those around us, especially those most vulnerable to COVID-19. As Knights, you know you will be challenged and nurtured for a life of leadership and service. Those pillars of our mission statement must guide each one of us this year as we face the challenges of this pandemic, nurture those with concerns for their health or that of their loved ones, and act as leaders for our community, the state, and the nation, to show how a diverse group of individuals can come together to serve the greater good.

This is not to say that we will complete this year unscathed. There will be students, faculty, or staff who test positive for COVID-19 and must isolate themselves from campus. Others will be placed in quarantine as we aggressively work to contain this virus. But together, following the guidance laid out in the following pages, we are hopeful we can continue to live and work on this campus throughout the academic year. "Knights Care" must be more than a saying. It must be a way of life.

These plans, which are to be followed on campus and during all Wartburg-sanctioned events off campus, will continue to be updated and modified. As we have done since the beginning, we will continue to use guidance from the Centers for Disease Control and Prevention, the Iowa Department of Public Health, and our local health officials to guide our decision-making process.

SELF-SCREENING

All members of the Wartburg community should self-monitor for symptoms including **fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or a new loss of taste or smell**. Beginning Wednesday, Aug. 19, all faculty, staff, and students must answer a short series of COVID-19 screening questions the first time they log in to the InfoCenter each day. Those who don't regularly use the InfoCenter should still log in daily to complete the evaluation. If you are an employee and do not have access to a computer or smart phone, please contact your supervisor.

If they experience symptoms, students should not engage in any campus activities and should contact **Noah Campus Health Clinic** immediately. Students also should contact **Cassie Hales** (319-352-8260 or cassie.hales@wartburg.edu) to enact a self-isolation or quarantine protocol (e.g. meal delivery, notification of faculty, and contact tracing). Faculty and staff should stay home, call their primary health care provider, and notify their supervisor of their absence. The employee or their supervisor should contact **Ryan Callahan** to begin the contact tracing process immediately.

Tests are available at Noah Health Clinic.

FACE MASKS

Face masks or cloth face coverings are required indoors. Face shields may only be worn in conjunction with a face mask, per CDC guidelines. Exceptions to this policy include:

- A **student's own residence hall room** (though masks are strongly encouraged if another person is visiting).
- Residence hall **hallways** and **restrooms on a student's own floor**.
- **Designated eating areas while eating** (though they must be worn while in line and getting food)
- Your **personal workspace** if it is at least six feet of physical distance from other personal workspaces (though masks are strongly encouraged if someone enters that workspace).
- **Athletic practices** (these guidelines will be determined by the A-R-C and Athletic Department)
- **Music ensembles** (these guidelines will be determined with input from national professional organizations)
- **Public exercise and swimming areas** of The Wartburg-Waverly Sports & Wellness Center (lower level only)



Face masks also will be required outdoors when a physical distance of at least six feet is not assured.


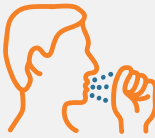









All students, faculty, and staff will be provided with a washable, cloth face covering, but additional masks will be the responsibility of each individual. A repository of masks is available in Human Resources and Student Life if someone has forgotten theirs or needs one for a guest.



SYMPTOMS, TESTING, CONTACT TRACING

- Students, faculty, or staff experiencing COVID-19 symptoms or who have had a known COVID-19 exposure **should not** engage in any campus activities until testing can be completed and/or you can be cleared by the College's contact tracers.
- Our on-campus **Noah Campus Health Clinic** (319-352-8436), operated by Waverly Health Center, will have access to rapid and traditional tests for students, faculty, or staff experiencing symptoms.
- If someone tests positive for COVID-19, the health service provider will give them instructions for caring for themselves and protecting others through isolation during their illness.
- Providers at Noah Campus Health Clinic will notify the College's Contact Tracing Team of the diagnosis. The team lead will mobilize one or more of the College's internal contact tracers to identify individuals from the campus community who had exposure to the diagnosed person. Definitions of exposure for this purpose include direct physical contact and close contact (within 6 feet for 15 minutes or more over the course of a 24-hour period).
- In certain incidents, including large gatherings where masks and physical distancing guidelines are not observed, proximate contacts (more than 6 feet proximity for greater than 30 minutes) also may be considered an exposure.
- Simultaneously, the Iowa Department of Public Health will be notified of the confirmed case and may contact the individual to conduct its own investigation.
- Contact tracers will notify the Dean of Faculty Office regarding students in self-quarantine or isolation and provide specific details regarding the amount of time until they are expected to return to class.

SYMPTOMS OF COVID

		
Fever or chills	Cough	Difficulty breathing /shortness of breath
		
Fatigue	Muscle or body aches	Headache
		
Loss of taste or smell	Sore throat	Congestion or runny nose
		
Nausea or vomiting	Diarrhea	

SELF-QUARANTINE/SELF-ISOLATION

Self-Quarantine: An individual who has been exposed to COVID-19 will stay at home or in their residence hall room while separating themselves from others and monitoring health. They will be contacted daily to assess symptoms and health status. **Individuals will remain in quarantine for a seven days from the point of exposure if the person has tested negative and no symptoms have developed or 10 days if a test was not administered and no symptoms have developed, unless they are excused by the College's contact tracers.** (Updated January 2020)

Self-Isolation: An individual who tests positive for COVID-19 or displays symptoms is removed from interaction with campus community and moved to an isolated living space. They will be contacted daily to assess symptoms and health status. **Individuals will remain in self-isolation for a minimum of 10 days if symptoms improve.**

Students who have been told to self-quarantine or self-isolate **may go home** if they are able. When that is not possible, students will self-quarantine in their own rooms. All students in quarantine and isolation will have:



- Meals delivered to their place of quarantine/isolation.
- The opportunity to keep current with classes and coursework through virtual options (if their health allows it).
- Regular virtual check-ins from the College's team of contact tracers.

OPERATIONS AND MAINTENANCE

- All non-residential building water fountains are disabled to decrease the chance of spreading COVID-19 via the water fountains.
- Cleaning staff will continue the normal cleaning routine in all buildings and spend extra time on high-touch surfaces like doorknobs, handrails, and elevator buttons.
- Classrooms will have disinfecting solution and cloths available to wipe down personal work spaces. The solution will be changed and cloths will be washed and replaced daily Monday through Friday.
- Disinfecting solution and cloths can be requested through the maintenance work order process for offices (e.g. the Business and Financial Aid offices or the Department of Religion office). Additional work orders will need to be submitted when supplies run low.
- Disposable masks for offices (to provide guests/those who forgot their mask) can be requested by emailing maintenance@wartburg.edu.

FALL SCHEDULE

First Day of Class: Aug. 26

Labor Day: Sept. 7 (Classes will be held)

Mid-term Grades Due: Oct. 7

First Seven Weeks Ends: Oct. 12

Second Seven Weeks Begins: Oct. 13

Last Day of In-person Classes: Nov. 24

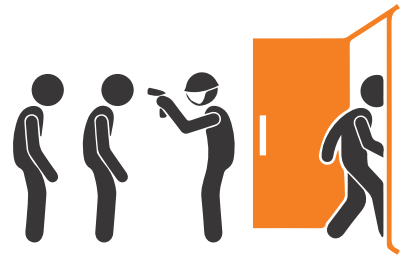
Thanksgiving Break: Nov. 25–29

Remote Final Exams/Final Activity: Nov. 30–Dec. 3

Winter Break: Dec. 4–Jan. 3

**The Winter and May term academic calendars have not been adjusted.*

MOVE-IN



First-year students will move in to their residence halls Aug. 22-23. Each student will have a three-hour window to move in.

Returning students will move in to their residence halls Aug. 24-25, between 8 a.m. and 5 p.m.

Any student seeking a “touchless” move-in option may contact Cassie Hales (319-352-8260 or cassie.hales@wartburg.edu) to schedule a one-hour time slot Aug. 19-23. Only one resident will be allowed to move in on each floor at a time.

Upon arrival, each vehicle will be screened at a drive-through tent. Temperatures will be taken, and anyone with a temperature of 100.4 or greater will not be allowed on campus. Other common screening questions also will be asked. Only two guests will be allowed in the residence halls with each student. As per tradition, Wartburg will provide first-year students with extra help on move-in day. During move-in, everyone must wear a mask while on the Wartburg campus.

ORIENTATION

New students will still participate in Fall Orientation from Saturday, Aug. 22, through Tuesday, Aug. 25. Changes have been made to the traditional programming to incorporate low-touch/no-touch options that still allow students the opportunity to meet classmates, learn about campus, and prepare for success.

The Knighting Ceremony will take place during Opening Convocation at 9:45 a.m. Tuesday, Aug. 25. This combined program will be outside on the Zimmerman Field at Walston-Hoover Stadium and will be streamed on Knight Vision.

ACADEMICS

Fall courses will be a combination of in-person, hybrid, and online delivery, though all faculty and students should be prepared to move to remote teaching and learning should the need arise. Other mitigation efforts include:

- Requiring face coverings at all times in classrooms.
- Re-arranging classrooms to allow for physical distancing.
- Limiting shared equipment and sanitizing it between uses.
- Making additional cleaning supplies available so students can disinfect their work space before and after class.
- Using signs in all academic buildings to encourage physical distancing and to remind everyone of the mask requirement.

VOGEL LIBRARY

Beginning Sunday, Jan. 17, Vogel Library will be open for regular hours: Sunday, 1 p.m.-10:30 p.m.; Monday-Thursday, 7:30 a.m.-10:30 p.m.; Friday, 7:30 a.m.-5 p.m.; Saturday, 1-5 p.m.

- Books, scores, periodicals and CD's for a semester instead of 28 days. For winter term, these items will be due on April 27, 2021.
- Windows laptops for 6 hours instead of 4 hours.
- Mac laptops, iPads, and Chromebooks for 24 hours instead of 4 hours.
- Adapters, calculators, chargers, wireless mice, flash drives, and other related tech items for 24 hours instead of 4 hours.
- Cameras, camcorders, tripods, projectors and screens for 1 week instead of 3 days.
- Laptop cases and headphones will NOT be available.
- Bikes will be available for four-hour check-out cycles.
- Returned books should be placed in a drop box near the doors on the first and second floors or at the circulation desk. All returned books will be held for four days before being re-shelved.
- Physical distancing will be expected in all areas. Computers, tables, and chairs have been spaced out across the second floor.
- Study rooms will have signage indicating capacity.
- Eating and drinking is not allowed in the library during this time.

RESIDENTIAL LIFE

A student's residence hall room or suite will be treated as their home and the people living in it as a family unit. As such, face coverings will not be required inside the room, in the hallway on their floor, or in the restroom on their floor. Face coverings are required in all public residence hall areas, like lounges and laundry rooms.

STUDENT CONDUCT PROCESS

– FACE MASKS

We encourage everyone to help address concerns by communicating with others directly when people are not wearing proper face coverings or participating in social distancing. All members of the community may report students who are in violation of this policy to Cassie Hales, Director of Residential Life and Chief Student Conduct Officer.

- **First Offense** – letter of warning from the Director of Residential Life and Chief Student Conduct Officer.
- **Second Offense** – official conduct meeting with the Director of Residential Life and Chief Student Conduct Officer or her designee.
- **Third Offense** - \$50 fine for each consecutive offense.

RESIDENCE HALL VISITORS

Due to the ongoing coronavirus pandemic, residence hall visits will be limited. Residents may host up to one on-campus student in their room per occupant. For example, a room with two occupants may host up to two other on-campus students; a room with 6 occupants may host up to 6 other on-campus students.

DINING SERVICES

The Mensa will be expanded to include both ballrooms, which allows the College to reconfigure tables and chairs and reduce density in the space. Students will be encouraged to sit with their roommates, classmates, or teammates. Consistently maintaining these natural groupings will help to reduce exposure and limit contacts if someone tests positive for the virus. In addition:

- Masks will be required while waiting in line and when not eating.
- Physical distance should be maintained, as much as possible, when waiting in line.
- Take-out options will be available.
- Limited meal transfers will be available for those who do not wish to eat in Mensa.

ATHLETICS

The athletic department will create a culture of “reducing risk” among all student-athletes and departmental staff through implementation of policies to minimize the risk of possible infection and spread. Those efforts include:

- Screening for symptoms every day.
- Masking at all times except workouts, practice, and competition.
- Limiting capacity in the weight room to ensure physical distancing and implementing regular stringent disinfecting protocol.
- Limiting capacity in the training room to ensure physical distancing. Services such as injury evaluation, treatment, recovery equipment and physical therapy will take place by appointment only. Pre-practice/competition services, including taping, wrapping and padding, will now be performed in the west end of the athletics corridor on the first floor of The W.
- Limiting capacity in the locker room and limiting the time that student-athletes have to use the facilities.
- Conducting team meetings virtually whenever possible. When in-person meetings are necessary, they will be arranged to accommodate physical distancing.

FINE ARTS

- Music students must wear face masks in the Fine Arts Center at all times (during classes and in rehearsals). The only current exceptions to this rule are in situations that require singing or playing a wind instrument. Students must follow their ensemble directors’ masking protocols while singing or playing a wind instrument.
- Classroom maximum capacities and rehearsal seating plans have been reduced to permit physical distancing. Additional safety measures (shields, further social distancing, and relocating rehearsals to outdoor venues) will be implemented to accommodate vocal and wind instrument performance.
- Protective shields will be used in some instructional and performance spaces.
- Students should bring their own music and study materials.
- Students should wash their hands before and after entering a practice room.
- Students should wash their hands before and after touching a piano, keyboard, or organ, or any other musical instrument (including percussion) or device (computer, microphone, etc.) used by multiple users.
- Whenever possible, outdoor spaces will be used for ensemble rehearsals to minimize the risk of exposure. Efforts are being made to increase ventilation of all spaces in the Fine Arts Center to maximize the exchange of air in the building.

STUDY ABROAD

All international Wartburg College Study Abroad programs have been suspended for the year.

PUBLIC OFFICE SPACES

- Plexiglass shields have been installed throughout campus in locations where frequent face-to-face interactions are common.
- Hand sanitizing stations are now available in all office spaces that have a plexiglass shield.
- Public office spaces have been reconfigured to better allow for six feet of physical distancing.



VISITORS

Wartburg will make every effort to keep its campus community safe by requiring all visitors to abide by the health and safety parameters laid out for students, faculty, and staff. Visitors, defined as people who are neither employees nor students at the college, contribute importantly to our mission and operations. Therefore, we have developed the following guidelines:

- All expected visitors must have an on-campus host.
- The host should send the visitor a copy of these guidelines prior to their visit.
- The host is responsible for ensuring the visitor complies with the college's practices on physical distancing and face coverings while on college property.
- When possible, visits should take place outdoors or in areas that permit physical distancing.
- Visitors without a host, including those who come to campus to eat in a college-operated dining location or shop in The Wartburg Store, may be unaware of the College's masking policy. Signage has been placed on all exterior doors stating that masks are required while inside buildings. In addition, entrances that are frequently used by unexpected visitors have signage directing guests to ask for a mask once inside.

Visitors could include vendors who have contracted with the college (hosted by a college representative) and prospective students and their families (hosted by the Admissions Office). Larger groups, like camps and admissions visit day groups, are welcome if the host is present, but special measures should be taken by the hosts to mitigate the possible spread of COVID-19 to the campus community and others within the group.



EDUCATION AND ENFORCEMENT EFFORTS

- Signage has been placed on all exterior doors reminding people masks are required to be worn inside. Additional signage has been posted indoors regarding masks, physical distancing and other mitigation efforts. Downloadable signs are available at www.wartburg.edu/knights-care.
- Student leaders will be equipped with disposable mask bags that they can give to faculty, staff, or students they see not following the college's masking policy. This will be done in the first days of school in lieu of written and verbal warnings made through the Student Life conduct process.
- All faculty, staff, and students should feel empowered to ask individuals who are not complying with the college masking policy to put on a mask. If necessary, all faculty, staff, and students can call **Wartburg Safety & Security at 319-352-8372** to report individuals who are not in compliance.