KEEP
TRINE
STRONG!
CAMPUS REOPENING MANUAL
A note to the campus community.

Trine University faculty and staff have worked tirelessly over the last several months to prepare for the return of our students in August. Throughout this time, our overriding objective has always been that they will arrive at a safe, clean, welcoming campus. We are confident that we have met this objective.

This, of course, is a tribute to the hard work and dedication of all of our employees. We fully intend to provide the best residential college experience possible while doing everything in our power to protect the health and safety of our entire campus community.

Our plans for a safe opening have been guided by direction provided by the Indiana State Department of Health, the Centers for Disease Control (CDC) and the American College Health Association (ACHA), and in counsel with trusted partners like Parkview Health and Cameron Memorial Community Hospital. Many of our employees, including all of our senior leadership, have actively sought knowledge and guidance from professional associations, colleagues from other institutions and webinars. They have been in regular and frequent contact with peers from other institutions and with public health officials and representatives from state and local government.

Armed with this guidance, Trine University staff has spent countless hours developing plans and processes that conform to accepted best practices. We know that some form of social distancing and the need for other precautions will continue as the nation works toward a COVID-19 vaccine and that will change, to some extent, the upcoming semester. However, the work we have done over the last few months demonstrates our commitment to meeting these challenges head-on, and that we will not allow this virus to interrupt what we know will be a great Trine experience.

This KEEP TRINE STRONG! campus reopening manual includes processes, procedures and resources, and will be updated when new information becomes available. Also, the latest campus information and medical and health resources can always be found on the Trine University resource pages.

We know the Trine experience will be somewhat different this fall, but it will not be diminished. Every Trine employee -- faculty or staff -- is fully committed to this principle.
Guiding principles

• We intend to operate this fall and will provide the best residential college experience possible while doing everything in our power to protect the health and safety of our entire campus community.

• Some form of social distancing will be required, at least for the near future.

• Our plan for a safe opening is based on guidance from the Centers for Disease Control (CDC), the Indiana State Department of Health and the Independent Colleges of Indiana; and in consultation with trusted partners that include Parkview Sports Medicine and Cameron Memorial Community Hospital.
The planning process

- Professionals and departments across the university have been working to identify innovative solutions to ensure the health and safety of our campus community, while faculty have been preparing to deliver their courses online, as well as in person.

- Informal working groups, representing Academics, Operations, Communications and Athletics and others, have developed detailed plans and processes to welcome students to campus.

- Trine administrators, representing all departments, have been actively seeking knowledge and guidance from professional associations, colleagues at other institutions, webinars and more.
Considerations

- The COVID-19 pandemic is constantly evolving and we will modify plans and protocols as necessary.

- For now, physical distancing, viral testing, isolation, quarantine, and contact tracing are our best strategies to control the spread of this virus.

- We know that the high-touch, highly interactive, mobile, densely populated living and learning environment of a university campus is an ideal breeding ground for the transmission of respiratory illness.

However, a “high-touch, highly interactive” university is exactly who we are.

So, together, we will work to maintain this essence of who we are, while safely and effectively changing the lives of our students.
Key Provisions of The Plan

1. The campus will deploy primary public health controls to slow the transmission of COVID-19.

2. The academic calendar for the fall has been adjusted to reduce or eliminate student movement to and from campus during the semester.

3. Classrooms and other on-campus spaces have been or will be modified to ensure social distancing; physical barriers will be erected where necessary.

4. Trine University continues planning to participate in athletic activities.

5. All Trine students will complete a return-to-campus health screening questionnaire before returning to campus. In addition, students and employees will be screened for COVID-19 when they display symptoms of respiratory illness or flu-like symptoms.

6. It is possible that a residential student may contract or be exposed to COVID-19 and may require isolation or quarantine. Therefore, Trine Housing will reserve quarantine and isolation rooms that will be physically separated from other residential student rooms.

7. Student “Move-In Days” will be stretched over three days and restructured to reduce crowd-size.

8. COVID-19 training will be provided to employees.

9. We will constantly communicate, on all available platforms, the CDC’s “simple steps to stop the spread,” everyday preventive actions to stop spread of respiratory illness and COVID-19.
The campus will deploy primary public health controls to slow the transmission of COVID-19, including:

- Enhanced cleaning and disinfection
- Requiring the wearing of face coverings in public spaces
- Providing appropriate personal protective equipment (PPE)
- Maintaining proper physical distancing; requiring testing and contact-tracing (if necessary)
- Controls that will be implemented and monitored to prevent or mitigate outbreaks
The academic calendar for the fall has been adjusted to reduce or eliminate student movement to and from campus during the semester:

- Fall classes will start two weeks earlier, on August 10, in a hybrid of online and face-to-face classes
- Classes and finals will be concluded by Wednesday of Thanksgiving week
- All fall holidays and breaks have been removed from the schedule
- Students will vacate residence halls on the Wednesday before Thanksgiving
- All residence halls and academic buildings will be thoroughly sanitized before students return to campus in January 2021
Classrooms and other on-campus spaces have been or will be modified to ensure social distancing; physical barriers will be erected where necessary.
Trine University continues planning to participate in athletic activities:

- Health and safety first
- Provide a complete student-athlete experience
- Take part in competitive events, when possible
- Work in cooperation with the MIAA and under the guidance of the NCAA
- Work closely with Parkview Sports Medicine and others to establish and continue protocols and procedures for operating safely
All Trine students will complete a return-to-campus health screening questionnaire before returning to campus. In addition, students and employees will be screened for COVID-19 when they display symptoms of respiratory illness or flu-like symptoms:

- Testing will be done to evaluate symptomatic individuals and those with high-risk exposures; the testing will be completed by an off-campus respiratory clinic and infected students will be required to self-isolate.

- Public health experts currently see no role for broad temperature screening or antibody testing in a college setting.
It is possible that a residential student may contract or be exposed to COVID-19 and may require isolation or quarantine. Therefore, Trine Housing will reserve quarantine and isolation rooms that will be physically separated from other residential student rooms.

Teammates, classmates or roommates of someone testing positive will be contacted by university staff. Contact tracing will be directed by the Indiana State Department of Health, and those who have been directly exposed to an infected person may require symptom monitoring, isolation and testing.
Student “Move-In Days” will be stretched over three days and restructured to reduce crowd-size:

- Students will be provided the opportunity to schedule an appointment time to move in to better control the process
- Staff will be reminded of the ongoing need for symptom-screening and self-monitoring

Move-in and check-in days are set for:

- Friday, August 7 (returning students)
- Saturday, August 8 (new students)
- Sunday, August 9 (students living off-campus, Greek-housing, commuter)
COVID-19 training will be provided to employees that covers, at a minimum:

- Workplace infection-control practices
- The proper use of personal protective equipment (PPE)
- Steps each employee must take to notify the appropriate person of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19
We **will constantly communicate**, on all available platforms, the CDC’s “simple steps to stop the spread,” everyday preventive actions to stop spread of respiratory illness and COVID-19:

- Stay home when sick
- Cover coughs and sneezes
- Clean and disinfect frequently touched surfaces
- Wash hands; use alcohol-based hand sanitizer if soap and water are unavailable
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ADDITIONAL DETAIL
Trine University COVID-19 Academic Guidelines for Students, Fall 2020

Attendance Policies

• In the interest of safety, any student who feels ill must not physically attend class. If they are experiencing flu-like symptoms, they should call the Health Center at 665-4585 to make an appointment to be screened.

• For each scheduled class period of the semester, instructors have arranged a way for students who are physically absent from class due to illness, suspected illness, or quarantine to complete class activities virtually. Please check your courses’ syllabi for details about attendance.

• Students who are physically absent due to illness, suspected illness, or quarantine must still participate in class virtually unless their illness makes them unable to do so. Students who are too ill to participate virtually should seek medical attention and provide documentation to their instructors.

• Doctors’ notes or other documentation are not required for an individual physical absence but they are required in the following cases:

  • **Two consecutive absences.** If a student is physically absent from two consecutive class meetings, this raises concern about his or her health. Instructors will report such absences using WeCare and students should schedule a visit to the health center or another physician who can determine the student’s fitness to return to class. This documentation should be provided to instructors.

  • **More than three physical absences over the course of the semester.** Similarly, chronic absence due to health issues are concerning. Instructors will report the event using WeCare, and students should consult the health center or another physician and present documentation to their instructors.
Trine University COVID-19 Academic Guidelines for Students, Fall 2020

Attendance Policies (continued)

- There is no limit on the number of days a student can be physically absent from class due to illness, suspected illness, or quarantine so long as appropriate documentation is provided.

NOTE: These attendance policies do NOT apply to 8-week TrineOnline courses. Students enrolled in those courses will adhere to the standard TrineOnline attendance policy.

Quarantined Students/Extended Absences

In the event that a student is barred from physically attending class due to quarantine, illness, or other reasons all class materials and assignments will be available online, and class attendance will be recorded virtually.

Virtual/Hybrid Learning Models

Due to reduced room capacities, classes may need to be split into smaller groups so that only some of the students are meeting in the classroom at any given time. A small number of classes may also meet for 16 weeks online. It is students’ responsibility to understand the attendance requirements for each class; they should consult their course syllabi for details and communicate with their instructor if they have questions or concerns.
Social Distancing, Masking, and Other Classroom Procedures

• For student safety and the safety of others, students must wear a mask. Students are expected to bring a mask with them to class every day.

• The University has a limited supply of disposable masks; if a student forgets their mask one may be available. However, if these supplies have been exhausted, students will be required to obtain their own mask before participating in class activities. Failure to do so may result in an unexcused absence.

• In face-to-face classes students and faculty should maintain six feet of distance from each other as often as possible. In classes and labs where group work is required, special attention should be paid to avoiding physical contact, passing back and forth of physical objects, etc.

• Food and drink will not be permitted in classrooms.

• As much as possible, objects should not be shared/passed among students.

• Buckets of sanitizing wipes will be available in each classroom; students should use these to sanitize their desk/work area before the beginning of class.
Trine Employees

What do I do if I or someone I know shows symptoms or tests positive?

**Employees who feel sick**

Employees who are feeling unwell or displaying any symptoms of COVID-19 such as fever (100.4°F or above), must stay home and not risk infecting others; if an employee starts to feel unwell or display symptoms such as a fever while at work, ask them to leave work and not return until they are symptom-free. Employees must be tested for COVID-19 if they display symptoms of respiratory illness. They may return to work if test results are negative, but must continue to monitor symptoms, including daily temperature checks, for 10 days.

**Employees exposed to someone with COVID-19**

Employees who have recently (within 48 hours of a person showing symptoms) had a close contact (within 6 feet for at least 15 minutes, unmasked) with a person with COVID-19 should stay home and monitor their health. If on campus, they will be asked to leave. They may return to work if they test negative for COVID-19, or after 14 days from the date of exposure, if no symptoms develop. If they test positive, see the guidelines below.
Trine Employees

What do I do if I or someone I know shows symptoms or tests positive?

**Employees diagnosed with COVID-19**

Employees must stay home when they have tested positive for COVID-19, or been diagnosed with the illness. Those who do not display any symptoms may return to work after 10 days, providing no symptoms appear.

Following a positive test or diagnosis of COVID-19 from a healthcare provider, without a positive test, employees may return to work once:

- 10 days have passed since the test (if one was performed) was collected
- At least 10 days have passed since symptoms first appeared
- At least three days have passed since fever has resolved (without medication) and respiratory symptoms have improved
Trine Employees
Reporting COVID-19 exposure

The university requires all employees to report a potential exposure to COVID-19 to the Director of Human Resources. If you have sent an employee home as a result of symptoms, please contact the Director of Human Resources. The Director of Human Resources or the Dean of Students will contact the employee to understand the potential exposure to other employees or students on campus.

If there has been exposure, all potentially exposed employees will be notified by Human Resources and asked to leave campus. Employees sent home as a result of a potential exposure on campus will be notified by Human Resources when they are able to return.

Employees who travel

- Employees traveling internationally or to or from a domestic area with a travel advisory must isolate for 14 days without displaying symptoms before returning to work. At present, the state of Indiana does not have any travel advisories for domestic areas. Managers are encouraged to check the state’s coronavirus website for updates. Employees should work with Human Resources for work from home arrangements or, if this is not feasible, use sick or vacation time.
Trine Employees
Following CDC guidelines

All faculty and staff are required to wear a face covering (mask) in all campus buildings when entering or traveling through, and when you are in common spaces, hallways, restrooms and anywhere else person-to-person contact may occur. Masks are not required when working alone in private offices or when walking outside on campus, at least six feet apart from anyone. In addition:

• Employee work stations should be a minimum of 6 feet apart; in addition while moving around employees should maintain the recommended 6 foot of social distance.
• In-person meetings are to be avoided; if necessary, in-person meetings, should be short, in a large meeting room where people can sit at least 6 feet apart.
• Online conferencing, email or the phone must be employed whenever possible, even when people are in the same building or even just down the hall.
• Employees will be asked to avoid shaking hands.
• Some campus buildings have been set up for specific entry points and one-way foot traffic in order to minimize physical contact in hallways.
• Campus Operations is working to provide protective shields where necessary in order to provide protection to those who work in an area heavily visited by multiple people throughout the day.
• Employees over 65 or with high-risk health conditions may continue to work from home.
Food Service

- Hours will operate as normal at all venues and we will continue to monitor and assess if hours need to be modified.
  - Whitney Commons (main cafeteria): Mon.-Fri.: 7-9:30 a.m.; 11:00 a.m.-2:00 p.m.; and 5:00 -7:00 p.m.; Sat.-Sun: 11:00 a.m.-1:00 p.m.; and 5-6:30 p.m.; Whitney Commons will also continue late night to-go ordering on Thursday evenings starting Aug.20.
  - The Depot Grill: Mon.-Fri.: 11:00 a.m.-10:00 p.m. and Sat.-Sun.: 5-10 p.m.
  - Centennial Station: Mon.-Fri.: 7:30 a.m. – 2:00 p.m.
  - The Bean Counter: Mon.-Fri.: 7:30 a.m. – 2:00 p.m.
- We will be more flexible in grab-and-go and to-go options, especially in Whitney Commons.
- Self-service food stations will be eliminated
- Additional cleaning, sanitizing, and infection control efforts will be implemented
- Seating and tables have been re-arranged to allow for increased social-distancing
- Whitney Commons and The Depot will be closed to the general public until further notice
- Bon Appetit employees will be required to wear the proper personal protection equipment items as recommended by the CDC and there will be reinforcement of illness reporting
IT Services

Outside IT Services Offices

• Masks will be worn on service calls
• Employees will maintain distance of at least 6-feet from the customer; in addition, employees will:
  • Avoid tight spaces; if necessary, have the customer wait outside office while troubleshooting
  • Not shake customer hands upon service arrival or departure
  • Wash hands upon return to IT Services office and before returning keys

Inside IT Services Offices

• When devices are brought to IT Services, they will be wiped with a sani-cloth before and after servicing them
• Employee face-coverings are required inside IT Services
• The number of customers in the lobby is limited to two; if more are waiting for assistance, they will form distanced lines in the hallway
• Employees are expected to wash hands frequently with hot water and soap; hand sanitizer is used secondarily
• Counters or items (public computer, phones, etc.) will be wiped down after each customer visit
• Employees will wash hands before opening key box and grabbing keys