Marian University Return to Campus Guidelines
August 2020

What is COVID-19?
COVID-19 is a contagious respiratory illness caused by a new coronavirus called SARS-CoV-2. People with COVID-19 sometimes have a cough, fever, feel like it’s hard to breathe, or even lose their sense of taste or smell. Other symptoms include congestion or runny nose, diarrhea, headache, nausea or vomiting, muscle pain or fatigue, sore throat or chills. Symptoms range from mild to severe and may appear 2-14 days after exposure.

Marian University’s Response
Marian University is responding to the COVID-19 pandemic by working to ensure that students will continue to receive a high-quality education in an environment that is as safe as possible for them and for our faculty, staff, and visitors.

This document outlines the policies and procedures that will, with the cooperation of the entire Marian University community, allow us to achieve that goal as we resume face-to-face classes for the Fall 2020 semester.

As the situation in central Indiana and across the country develops, Marian University will continue to review and adjust policy and guidance based on the latest public health information, regulatory guidance, and peer best practices. New information will be shared through regular updates and will be posted on the Marian University website at marian.edu.

Marian University remains committed to our mission as a great Catholic university, to our vision of educating transformational leaders for service to our evolving world, and to our Franciscan sponsorship values of dignity of the individual, peace and justice, reconciliation, and responsible stewardship. We encourage the Marian University community to think of what it means to be a responsible steward when following guidelines that promote health and safety, including washing hands, distancing from others, and wearing masks. You'll stand out as a leader who cares for your peers, colleagues, and the community.

EVERYONE is Responsible for the Safety of Our Community
Keeping the Marian University community safe is the responsibility of everyone—students, faculty, staff, alumni, trustees, and guests. Everyone is expected to follow these guidelines and make sure others do too.

If you see someone not wearing a mask as required, please gently/kindly:
- Remind them to “Mask Up, Knights!”
- Ask them if they have a mask. If not, tell them where they can get one or offer to get one in the Office of Human Resources in Marian Hall or at the Office of Campus Safety/Marian University Police Department in the Paul J. Norman Center.
If you see someone wearing a mask—but not covering the area from their nose to their chin, please gently/kindly:

- Remind them that a mask needs to be covering your nose and chin, otherwise it is the same as not wearing a mask.
- If their mask is too big, they can get one at the places listed above.
- Thank them!

If you see someone not physically distancing from others, please gently/kindly:

- Remind them that physical distancing protects them and others by reducing the spread of the virus.
- Remind them that the combination of wearing a mask and physical distancing provides the maximum protection from COVID-19 for everyone in the Marian community.

Be kind. None of us have done this before and old habits are hard to break! If gentle and kind reminders do not change behavior, contact Amy Koch in the Office of Human Resources regarding uncooperative faculty and staff and the Karen Candlish, the dean of students, regarding uncooperative students.

**General Personal Health and Safety Procedures**

Masks and hand sanitizer will be provided to all students, faculty, and staff before the fall semester begins. Disposable masks are available at numerous locations on campus, including at the Office of Campus Safety in the Norman Center. Faculty and staff can secure supplies from their department’s supply liaison. Hand sanitizer stations are available in several locations on campus for the benefit of students, faculty, staff and visitors.

Please follow these best practices to help prevent the spread of COVID-19 and all respiratory viruses:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer (available in many locations across campus).
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Maintain at least six feet of distance between yourself and others wherever possible.
- Wear a face mask in public areas and where physical distancing is not possible.
Best Practices for Hand-Washing
As you wash your hands, follow these five steps to make sure your hands are clean:

1. Wet your hands with clean, running water (warm or cold) and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum “Happy Birthday” or the “Marian University Spirit Song” from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60 percent alcohol. Hand sanitizers can quickly reduce the number of germs on hands in many situations.

However, hand sanitizers do not get rid of all types of germs and may not be as effective when hands are visibly dirty or greasy. They also might not remove harmful chemicals from hands like pesticides and heavy metals.

Best Practices for Physical Distancing
Students, faculty, staff, and visitors 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 precautions such as:

- Maintaining at least a distance of six feet (about two arm lengths) from other people at all times.
- Avoiding crowded places and mass gatherings.
- Avoiding physical contact with others, such as hugging and handshakes.
- Utilizing electronic communications instead of face-to-face interactions where possible.
- Avoiding those who appear to be demonstrating symptoms of COVID-19.

Best Practices for Face Masks
To help reduce the spread of COVID-19, the Centers for Disease Control and Prevention (CDC) recommends wearing a face mask to not only protect yourself, but the people around you. Face masks are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the face mask coughs, sneezes, talks, or raises their voice.

The CDC warns that people who are not experiencing symptoms of COVID-19 can still be infected without knowing and spread the virus. This is why it is especially important to wear a face mask in public settings and when physical distancing is more difficult.
The CDC recommends **these steps to follow** when putting on and wearing a face mask:

- Wash your hands before putting on your face mask.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.
- Don’t put the covering around your neck or up on your forehead.
- Don’t touch the face mask, and, if you do, wash your hands.

Taking off a face mask:

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold outside corners together.
- Place covering **in the washing machine**.
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.
- Masks should be washed after **each use**.

**Cleaning, Disinfection, and Hygiene Protocols and Supplies**

Our partner Aramark is taking a highly-professional approach to cleaning and sanitizing our campus and is working diligently to ensure that academic, residential, athletic, and common areas on campus are regularly cleaned before and after activities or events.

The Office of Campus Operations will increase the cleaning of shared bathrooms and high-touch areas.

Classrooms and other shared spaces will be equipped with cleaning supplies. Everyone using these spaces will be expected to clean their area(s) of use personally before each use to supplement the daily deep cleaning by Aramark staff.

**For faculty and staff:**

- Face masks, hand sanitizer, and other supplies are available for distribution to campus buildings through the building or department supply coordinator. A supply coordinator has been identified in each area/building and will arrange for distribution of masks and other supplies as needed.
- Schools/departments should not order their own supplies.
- Faculty or staff who come to campus in the evenings, weekends, or at a time when they cannot reach their supply coordinator can pick up a mask and other supplies from the Marian University Police Department. A limited amount of protective supplies will be available there.
- Special cleaning needs should be submitted to Aramark through the Office of Campus Operations Work Order system.
- Special requests for additional COVID-19-related supplies or facility modifications should be emailed to facilities@marian.edu. Please do not submit special requests through the Office of Campus Operations Work Order system.
Specific Health and Safety Protocols Required by Marian University

1. **Self-Assessment**

Marian University requires everyone in our community—faculty, staff, students—to use the CampusShield app to complete a daily self-assessment before coming to campus or leaving your campus residence for an activity on or off campus. Information about the app can be found at marian.edu/welcome-back-to-campus. This will provide an opportunity for a brief reflection about your health each day, and hopefully will catch some early symptoms in time for you to get appropriate care and for others to be protected. You may be asked to show the results of your daily self-assessment—a Green Shield—at various places on campus, including classrooms, athletic practices or competitions, and dining venues.

If your daily self-assessment results in a Red Lock instead of a Green Shield, you may not come to campus or leave your campus residence for an activity on or off-campus. Please follow the instructions in the app if you receive a Red Lock. If you have questions about the appropriate next steps, please contact the Student Health Center (students) or the Office of Human Resources (faculty and staff).

If you inadvertently provide an incorrect answer to the daily self-assessment, or have other issues relating to the app, please use the phone number in the app to obtain assistance. If you do not have a smart phone or tablet, please use the daily self-assessment form—COVID-19 Daily Self-Assessment Questionnaire. This is available on the Marian University website. Follow the instructions on the form. We suggest you keep your daily form available in some manner in case you are asked to demonstrate your compliance with this requirement.

2. **Face Masks**

Face masks are required to be worn on campus in shared and public spaces (building hallways, elevators, restrooms, and common areas). Each student, faculty, and staff member will receive a personal protective equipment (PPE) kit containing two cloth Marian masks, hand sanitizer, and a reusable thermometer. Disposable masks are available through department supply liaisons for faculty and staff, through the Student Health Center for students and in the Office of Campus Safety in the Norman Center for everyone.

If you require an accommodation from this requirement for health reasons, religious concerns, or other special circumstances, students should contact the director of academic support services, Marj Batic, at mbatic@marian.edu, and faculty and staff should contact the Office of Human Resources.

3. **Physical Distancing**

All public spaces on campus have been set up to support maintaining a physical distance between people. This includes classrooms, the Dining Commons, Alumni Hall, the Mother Theresa Hackelmeier Memorial Library, and all lounges. Maintaining physical distance—ideally six feet, or about two arm lengths—helps prevent the spread of the coronavirus which causes COVID-19. Do not move furniture or rearrange spaces. Outdoors, please maintain physical distancing when possible. ALWAYS maintain physical distancing if you can’t wear a mask, except in your private residence or office space.
Guests on Campus
Guests on campus are expected to follow all of the Marian University guidelines as described in this document. We ask that everyone ask any guests you are hosting on campus to complete a self-assessment before arrival, to protect our campus community from infection to the extent possible. There is a free self-assessment tool on the anthem.com website and many other places on the internet.

Unscheduled visitors are discouraged in campus buildings, except for attendance at planned public events. We encourage you to meet your guests in a central location to avoid confusion. All guests must adhere to the Marian University mask policy. If the guest does not have a mask, they can obtain one at the Office of Campus Safety in the Norman Center.

Academic Issues

Class Attendance
Students will receive more information from their course instructors about the nature of their specific courses and expectations. Students will be expected to wear face masks/shields during in-person class sessions, with some very limited exceptions.

Faculty have prepared all courses with sufficient flexibility and adaptability to enable them to accommodate students who are in quarantine or isolation and to transition effectively during the semester to online instruction and back to on-campus instruction if conditions on our campus and in our community warrant such changes.

Academic Calendar

Fall 2020
To maximize the quality of our on-campus experience this fall and reduce the chance of having the semester disrupted by a viral spike, we have adjusted our academic calendar as follows:

- With the exception of Marian’s Adult Programs, the Marian University College of Osteopathic Medicine, Saint Joseph’s College of Marian University - Indianapolis, and Accelerated Nursing Programs, this fall semester will begin on campus a week earlier than scheduled, on August 17.
- The on-campus portion of the semester will end on November 24.
- We will continue with online instruction and the completion of finals through December 8.
- We eliminated the Labor Day and fall semester breaks.

This adjustment of the academic calendar best fulfills our commitment to safe, high-quality educational experiences and emphasizes the value that on-campus experiences provide the students. The adjustments in the fall schedule limit student travel and the likelihood that students will bring the virus back to campus from elsewhere.
Spring 2021
Any adjustments to the Spring 2021 academic calendar will be announced in Fall 2020.

Student Support Services
Many student support services offer virtual, as well as in-person services. For in-person services, advance appointments are strongly preferred. Contact the specific office for details.

Internships, Work Study, Clinical Experiences
Students are encouraged to participate in internships if appropriate safety protocols are in place. Students will be expected to comply with Marian University’s COVID-19 guidelines, as well as any additional requirements of their employer or internship partner. Necessary safety equipment and supplies will be provided by Marian if not provided by the employer or internship partner.

Similarly, clinical experiences are encouraged as long as appropriate safety protocols are in place. Students will be expected to comply with Marian University's COVID-19 guidelines, as well as any additional or more stringent requirements of the clinical partner. Necessary safety equipment and supplies will be provided by Marian if not provided by the clinical partners.

General Modifications to Campus Buildings

Occupancy Limits
Many rooms are marked with a maximum occupancy consistent with physical distancing. These capacities should be strictly adhered to.

Common Areas
Marian University requires wearing masks in shared and common areas. Some common area furniture has been removed to support occupancy limits and physical distancing in residential lobbies, lounges, and kitchens.

Building Entrances and Exits
Most buildings entrances and exits are not marked for one-way flow. However, we strongly encourage everyone on the Marian University campus to enter and exit buildings quickly, and not to congregate at or near entrances or exits. Maintaining a smooth flow of traffic will limit opportunities for communal spread of the coronavirus.

Elevators
Elevators are marked with maximum occupancy, which is typically one person per trip.

Water Fountains
Water fountains have been disabled for drinking, but many remain available for filling individual bottles.

Classrooms
Classrooms have been set up to allow physical distancing and to meet the needs of the classes being taught in that space. Furniture should stay in place and not be moved. Students will have assigned seats in every class to facilitate contact tracing if it is needed.
Classrooms will be deep cleaned by ARAMARK staff at least once daily. Before each class, faculty and students are expected to use the available cleaning supplies to clean their personal workspace to ensure it is ready for their use.

**Laboratories**
Special protocols for the use of laboratories have been developed and will be shared by the faculty as needed for a particular course or activity.

**Building Ventilation**
To improve building ventilation, some doors to buildings and spaces may be propped open. Please do not close them. Some spaces may have additional equipment intended to improve ventilation. Also, filters in the HVAC systems in some buildings have been upgraded and/or will be replaced more frequently.

**Special Issues Regarding Residence Halls**
- With limited exceptions, students will be housed in double occupancy rooms.
- Common areas will have limited occupancy and some furniture will be removed.
- Take special care using common equipment such as microwaves, coffee pots, etc. Wipe down surfaces touched after each use.
- Students are expected to keep their living spaces clean. The Office of Residential and Commuter Life staff will make cleaning supplies available for suite-style private bathrooms for students in need.
- The residential guest policies have been updated. They are as follows:
  - Students who live in residence halls may not have any guests in their room.
  - Students who live in residence halls may host Marian University community members in the lobbies, lounges, or kitchens of their residence hall observing occupancy.
  - Persons who are not members of the Marian University community are not permitted in the residence halls.
  - Students who live in houses or apartments may host one guest per resident of that particular house or apartment.

**Dining Services**
- The Dining Commons has been set up to allow physical distancing. Do not move furniture or remove barriers.
- Additional seating is available in the Peyton Manning Children’s Hospital Hall of Champions.
- Serving lines will be served by dining staff (no self-service).
- Take-away dining is encouraged and containers will be provided.
- Outdoor seating has been arranged to support larger outdoor dining space to allow for physical distancing.
- The east side of Alumni Hall will be set up for overflow dining, and a tent outside of Alumni Hall has been set up for dining as needed.
- Appropriate personal protective equipment (PPE) and precautions will be in place for all dining staff.
- Plexiglas and other appropriate barriers have been installed as needed for cashiers.
• Alumni Hall will allow for all-access dining in addition to the Dining Commons during peak meal times.
• Starbucks will be open for carry-out only. Orders can be placed in person at Starbucks or via the Dining Sidekick app.
• Subway will be open for carry-out with very limited seating in the Norman Center. Orders can be placed via the Dining Sidekick app.

Regular dining updates can be found at marian.edu/dining.

**Study Spaces**
Because of occupancy limits in many areas, additional study spaces have been established in the Mother Theresa Hackelmeier Memorial Library, Alumni Hall, and in a tent outside of Alumni Hall.

**Drew Family Health and Fitness Center**
The fitness center is open by appointment only. To make an appointment go to muknights.com/fitness-center-home-page. Hours for the fall semester are Monday-Thursday, 7 a.m.-1 p.m. and 2-8 p.m.; Friday, 7 a.m.-1 p.m. and 2-6 p.m.; Saturday, 8 a.m.-noon; and Sunday noon-6 p.m. You must show your CampusShield Green Badge to enter the Drew Family Health and Fitness Center, and follow all other safety protocols.

**Mail Services**

For faculty and staff:
Access to the mailroom lobby is limited to one individual at a time to allow for appropriate social distancing. Before coming to the mailroom for a pickup, please email mailroom@marian.edu ahead of time so that we know that you are coming and can prepare accordingly. Please avoid using the door to the dock, as this makes physical distancing difficult and security a challenge. Most of the large packages will be delivered by the mailroom staff to your pick up location. Any outgoing mail will be picked up from a centralized location based on your building. Mailroom use should be reserved for business purposes only.

For students:
United States mail will be delivered by a member of the residential life staff to individual student mailboxes. Packages will be delivered via the campus package lockers (Pack City) located near the Dining Commons in Clare Hall. Package recipients will be notified via an email to their Marian University email. The email contains package retrieval information and directions. Packages that are too large for the package lockers will be kept in the mailroom. To pick up a large package, email mailroom@marian.edu to schedule a time to do so.

For everyone:
There will be a campus and U.S. mail receptacle outside the mail room in Clare Hall. The receptacle will be checked and emptied one time per week day between the hours of 8 a.m. and noon. Stamped mail will be placed in a nearby U.S. mailbox for pickup. Campus mail will be delivered within several business days. There is no outgoing package delivery available on campus at this time. It is highly recommended that individuals take their own stamped mail to a U.S. post office or U.S. post box to ensure prompt delivery. If you have questions about mail delivery, please email mailroom@marian.edu.
Campus Ministry Guidelines for Public Worship and Use of Chapel Space

Masks Are Required: For the health of the Marian University community, all public worship services require the proper wearing of masks (covering mouth and nose) and physical distancing. Masks are also required upon entrance of all chapels for private or group prayer. Masks will be available at the entrance to all chapels if needed.

Occupancy Limits Have Been Established: Bishop Chartrand Memorial Chapel (Marian Hall capacity=80), Our Lady of Perpetual Help (COM, capacity=12), and St. Francis Chapel (Oldenburg Hall—capacity=16).

If you want to reserve any chapel, please schedule with Lesley Bartone, LBartone@marian.edu.

Physical Distancing is Required: Stickers on chairs in all chapels will indicate where visitors can sit. Community members should place a card on a seat after use, to designate to the Office of Campus Operations where to disinfect. Painters tape on the floor in Bishop Chartrand Memorial Chapel will indicate physical distancing requirements.

Hand Sanitizing is Recommended: Hand sanitizer will be provided at entrance of all chapels. We will have two small tables with hand sanitizer near the front of the chapel for communicants to use before receiving (and for Eucharistic ministers to use if they accidentally touch someone’s hand). It is recommended that all who are receiving use hand sanitizer before receiving communion and upon departure from Mass.

Sunday Mass

The 7 p.m. Sunday liturgies will be held outdoors at the amphitheater as long as weather permits. Change in venue will be communicated via social media. If weather is not cooperative, we will have Sunday Mass in Bishop Chartrand Memorial Chapel. The Marian University Theatre (capacity =65) will serve as overflow where Mass will be streamed live. Eucharistic ministers will bring communion to those attending Mass in the theater.

All Sunday liturgies will be live streamed on the Marian University Facebook page.

All Campus Masses

All Campus Masses on Thursday, August 20, 1-2 p.m. and Monday, October 5 (Feast of St. Francis), 10-11 a.m. will be held at the St. Francis Colonnade.

Rain locations are the Marian University Theatre, Peyton Manning Children’s Hospital Hall of Champions and individual devices. Both Masses will be live streamed on Marian University Facebook page and on all screens on campus.

Daily Mass

Daily Mass will continue socially distanced in Bishop Chartrand Memorial Chapel, pending availability of guest priests until our chaplain, Father Barry Fischer, returns.

Private Prayer

All chapels are available for private prayer. Masks should be worn and physical distancing maintained.
Daily Virtual Prayer Service
A virtual prayer service is conducted at 8:45 a.m. daily Monday-Friday via WebEx: https://mu.webex.com/mu/j.php?MTID=mfedef0c7c1f982621c3acb1f0e4c79bc

Communion
Hosts will be placed without contact into the communicant’s hand. If hands touch, the Eucharistic minister will need to put down the ciborium and re-sanitize hands. Communion will not be offered on the tongue for the safety of all. A spiritual communion prayer will be offered before distribution of Eucharist for all who are not able to receive or who are participating virtually. All hosts should be consecrated during mass and what is remaining, be consumed, rather than stored in tabernacle.

Music and Worship Aids
There will not be a choir, but a cantor and instrumental music will be offered. Congregants will be allowed to sing if they are wearing a mask. Single use worship aids will be provided and need to be disposed of upon departure in designated recycle bins.

Collections
The collection basket will be at entrance and exit of chapel rather than collected during Mass by hospitality ministers.

If you have questions contact Lauren Lawson, Llawson@marian.edu or Jeanne Hidalgo, jhidalgo@marian.edu.

Recommendations for Programs and Campus Events
These guidelines may change based on CDC recommendations.

- Events and group gatherings must follow the CDC Coronavirus Disease Guidelines and Marian University guidelines, policies, and procedures.
- A written event plan is required for all events for more than 10 people.
- All participants will be required to wear face coverings in all public/shared indoor areas and outdoor areas where physical distancing cannot be maintained. The exception to this would be when participants are consuming food and beverage.
- Event planners must have extra masks available at the event.
- Hand sanitizer and cleaning supplies must be readily available at all events. Event planners must coordinate with campus operations for housekeeping and trash removal needs at least two weeks in advance of the event.
- All events should be contactless and follow physical distancing guidelines. Events that include close contact, like dancing are prohibited.
- Indoor campus events are limited in participation size based on six feet physical distancing guidelines and room capacity.
- Guests are allowed on campus, but need to follow all guidelines. The exception to this is guests in the residence halls. No guests are permitted in residence halls.
- Events that require pre-registration are preferred to ensure appropriate set-up.
- Event organizers are encouraged to keep track of attendance should there be a need to track participants for health reasons. This list should be maintained by the event organizer for no less than 60 days after the event.
Events that can be created without food or beverage service are preferred due to the complications of maintaining appropriate precautions when eating and drinking.

For events with food, grab and go meals and pre-plated meals are preferred assuming every precaution has been taken. All food must be provided by Aramark unless alternative arrangements have been made through Scott Jayne.

Events with food related self-service (i.e. buffet or bowls/plates of food) are prohibited.

The university is only supporting essential travel. No student organizations are permitted to travel off-campus until further notice, this includes off-campus meals, service opportunities, and off-campus overnight experiences like retreats.

For faculty and staff planning events, event plans must be approved by Katie Smith at least 30 days prior to the event date.

For students planning events, event plans must be approved at least 14 days prior to the event date. Events will be approved by the following staff members:

- Events led by undergraduate students – Sarah Balana Molter
- Events led by resident assistants – Office of Residential and Commuter Life Professional Staff
- Events led by graduate and COM students – Kaylee Hofmeister

Considerations for Campus Events

- Outdoor events are recommended as they allow more flexibility for physical distancing.
- For large events, consider creating one-way traffic flows to mitigate crowding.
- Use signage and physical barriers to remind participants of physical distancing.
- Organizers need to consider accessibility.
- Consider staggering events, including virtual aspects of an event, or offering event/performance multiple times.
- Use single use items (for example, pens) when possible.
- When planning events, ensure there is an option available to ensure participants who are still not yet comfortable in these situations or have a compromised immune system have a safe way to participate.

Ideas and suggestions: use guides (tape or chalk) to direct participants, stagger events, plan events outdoors when possible (picnics), utilize Connect to manage RSVPs, consider purchasing Connect plug-in for sign-in, create a Marian University guide for guests/presenters, and limit handouts (including materials).

Athletics

To minimize the risks to student-athletes, coaches, and staff, the NAIA has limited the amount of official practice time for fall sports, in some cases has reduced the number of competitions, and has moved all championships to the spring. As a result, schedules are varied and subject to change. Up to date schedules can be found at muknights.com.

The NAIA has required testing and screening for fall student-athletes prior to the first competitions, as well as specific procedures to address positive tests and athletes who fall ill. We have incorporated all of these requirements into our plans.

Each coach has developed a specific, comprehensive plan for their team’s training, practices, travel, and competition that includes health self-assessments, temperature taking, masking,
physical distancing, sanitizing equipment, new rules about hydration, meetings, dining schedules, and the use of locker rooms. All plans have been reviewed and approved by members of the Reopening Task Force.

The weight room, fitness center, and training areas have strict protocols in place for occupancy, sanitization, and traffic flow.

We have requested and received a robust safety plan from our bus company partner to protect our student-athletes when they travel.

We are working with Aramark to develop plans to address some of the unique dining needs of our athletic teams.

We are developing a plan to accommodate a limited number of fans at competitions, using physical distancing in the stands, special protocols for sidelines, contactless ticketing, enhanced sanitizing, and new procedures for concessions. These details will be shared soon.

**Faculty and Staff Travel**
All non-local travel for university business is suspended except in unique circumstances, which requires special written permission from a cabinet member.

If you travel for personal reasons domestically and use mass transit, or travel internationally, it is recommended you quarantine for 14 days after returning if you can work remotely and fulfill your obligations to the university. If you must return to campus, you should scrupulously observe all masking and physical distancing requirements.

**Student Travel**
Students are discouraged from carpooling except for very short trips when masks will be worn by everyone in the vehicle. Student groups must allow for physical distancing and require masks for all travelers for university-sponsored trips.

**Health Services**

Student Health Center
The Student Health Center provides services to students only. Services can be provided only by appointment. An appointment can be made at (317) 955-6154.

**COVID-19 Assessment and Testing**
All students, faculty, and staff are required to conduct a daily self-assessment using the CampusShield app if possible. The self-assessment also is available on the Marian University website for anyone without a smart phone or tablet.
Symptoms of COVID-19 include the following:

- Fever or chills OR
- Cough OR
- Shortness of breath
  AND
- Fatigue OR
- Muscle or body aches OR
- Headache OR
- New loss of taste or smell OR
- Sore throat OR
- Congestion or runny nose OR
- Nausea or vomiting OR
- Diarrhea

Students are encouraged to call the Student Health Center at (317) 955-6154 to discuss symptoms and will be guided as to how to proceed. Students will be screened for symptoms and the possibility of exposure and scheduled accordingly. Tests will be administered by the Student Health Center as needed. If a student needs to quarantine or isolate, the Office of Student Affairs will notify their faculty, coaches, and others about their absence.

Faculty and staff experiencing symptoms of COVID-19, or who reasonably believe they may have been exposed to someone with COVID-19, should contact their health provider for an assessment and care plan. If a test is recommended, faculty, and staff are encouraged to have the test taken at either their healthcare provider or by appointment at Urgent Care Indy at 7911 Michigan Road, Indianapolis, Indiana 46268, (317) 960-3278. This will provide the quickest test results.

Faculty and staff must also notify their supervisor if they must quarantine or isolate. The supervisor and the employee will determine the best plan to continue the employee’s work. The supervisor will notify the Office of Human Resources, which will take appropriate steps to sanitize work spaces and initiate contact tracing.

**Isolation and Quarantine**

*Quarantine* is the separation of students, faculty, and staff from the larger community who may experience no COVID-19 symptoms, but who have reason to believe they have been exposed to the virus. Typically, quarantine is required while confirmation of infection is pending.

*Isolation* is the separation of students, faculty, and staff from the larger community if they experience symptoms of COVID-19 or have a positive test result. Isolation is required until the illness has run its course or the danger of spreading the virus has ended, as determined by a health professional.

Students, faculty, or staff experiencing symptoms or who reasonably believe they have been exposed to COVID-19 should quarantine in their residence until they have consulted with the Student Health Center (students) or their health professional (faculty and staff). If advised to quarantine, students, faculty, and staff should quarantine in their residence. If tested for COVID-
students, faculty, and staff should quarantine while waiting for test results. Students in quarantine will be supported to allow them to continue with classes online and will be provided with meals through Dining Services. Non-resident students will be asked to quarantine at home and will be supported to allow them to continue classes online. Students may not return to regular activities until released by the Student Health Center.

Isolation rooms will be provided for resident students who are experiencing symptoms of COVID-19 and/or test positive. Students in isolation will be supported to allow them to continue with classes online and will be provided with meals through Dining Services. Non-resident students will be asked to isolate at home and will be supported to allow them to continue classes online. Students may not return to regular activities until released by the Student Health Center.

Faculty or staff who experience symptoms of COVID-19 and/or test positive will be expected to isolate at home. Faculty and staff may not return to campus until they are advised to do so by their health professional.

Contact Tracing

Marian University has designated an employee to do contact tracing for students, faculty, and staff for their on-campus activities and interactions. Once a notification of COVID-19 symptoms or exposure resulting in isolation is received from students to the Student Health Center or from faculty and staff to their supervisor (and through them to HR), contact tracing will commence. The Marian University contact tracer will reach out to anyone who was in contact on campus with the isolated person for more than 15 minutes without wearing a mask or physically distancing. For students, this will usually include roommates or suitemates, for example.

Contacts will be asked to quarantine until the exposure of the isolated person is confirmed by a test, and they may be asked to have a COVID-19 test. If the isolated person is determined to be free from coronavirus, then the contact will also be released. If not, the contact may have to be isolated if he/she experiences symptoms or has a positive test.

Contacts must be released from their quarantine or isolation by the Student Health Center for students or by the Office of Human Resources for faculty and staff (a letter from their health professional may be required for faculty or staff).

Counseling

Understandably, the global crisis is taking an emotional toll on all around us. Please know that your Marian campus community is here to help and support you, and Counseling and Consultation services are available virtually to all students. Call (317) 955-6150 or email ccs@marian.edu to schedule an appointment. Faculty and staff may use appropriate Employee Assistance Program resources. Contact the Office of Human Resources for more information.

Student Accommodations

Students with documented disabilities should reach out directly to Marj Batic, Director of Academic Support Services, at (317) 955-6150 or mbatic@marian.edu for questions related to their accommodations.
Employee Accommodations
Staff with childcare issues or other unique circumstances should discuss accommodations and work plans with their supervisor and/or vice president, and with the Office of Human Resources.

If you are sick or have had contact with someone with COVID-19 symptoms or a diagnosis, self-isolate at home and contact your healthcare provider for further instructions. Notify your supervisor and do not return to campus until instructed to do so.

Reporting
Marian University will maintain the confidentiality of students, faculty, and staff impacted by COVID-19 to the extent possible, and will share personal health information only to the extent necessary to implement safety procedures to protect the community.

Marian will comply with all requirements of the Marion County and Indiana state health departments to report COVID-19 cases.

Marian will share anonymous statistics related to positive COVID-19 tests on a weekly basis through the CampusShield app, and will post these statistics on the Marian University website.

Resources
As the COVID-19 situation is fluid and constantly evolving, at both national and local levels, Marian University is providing the following resources to evaluate the most current updates and recommendations.

- CDC
- Indiana Department of Health
- Marion County Public Health Department

Marian University is committed to the health and wellbeing of the students, staff, and faculty and is taking steps to contain the virus and keep our community healthy. A list of on-campus resources are provided below and each of these departments remain open and staffed. In the event you have questions or need guidance, we are available to you.

- Office of Campus Safety/Marian University Police Department: (317) 955-6789
- Counseling and Consultation Services: (317) 955-6150
- Office of Residential and Commuter Life: housing@marian.edu
- Student Health Center: (317) 955-6154

Marian University will continue to monitor the COVID-19 situation and will update our students, faculty, and staff accordingly. We will post updates for the Marian University community regularly on the website at marian.edu/welcome-back-to-campus. We also will continue to host monthly Virtual Town Halls for faculty and staff and for students, and will share weekly KnightCare updates.