



*The Thomas More College
of Liberal Arts*

TMC AY 2020-21 Policy for Students for the COVID-19 Pandemic - effective January 17, 2021.

Table of Contents

- I. Social Distancing, Face Covering (Masks) and Hygiene Policy for the COVID-19 Pandemic
- II. Health Monitoring Policy for the COVID-19 Pandemic
- III. Classroom Policy for the COVID-19 Pandemic
- IV. Cafeteria Policy for the COVID-19 Pandemic
- V. Off-campus employment policy for the COVID-19 Pandemic
- VI. Travel Policy for the COVID-19 Pandemic
- VII. Events Policy for the COVID-19 Pandemic

Relevant terms per NH DHHS and CDC guidelines:

Social Distancing requires a minimum of 6 feet of distance between you and another person.

Isolation separates sick people with a contagious disease from people who are not sick.

Quarantine separates and restricts the movement of people who were exposed (or possibly exposed) to a contagious disease to see if they become sick.

Quarantined students:

- must keep to strict social distancing and avoid contact with others, e.g. they do not sit with others at table;
- may not enter any other building aside from their dormitory and the chapel (the latter only if social distancing can be maintained and face covering is worn);
- will be provided with meals; student life staff will deliver meals to their rooms;

- will have access to remote instruction.

Thomas More College students who report symptoms or have been in direct contact with persons presumed positive with COVID-19 will be required to relocate to a self-isolation facility and be tested (at their own expense). Their close contacts will be required to quarantine.

We are required to report positive or presumed positive cases to the NH Department of Health (NH DHHS). NH DHHS will take the lead in more systematic contact tracing.

I. Social Distancing, Face Covering (Masks) and Hygiene Policy for the COVID-19 Pandemic

To protect the health, safety, and welfare of the campus community and the surrounding communities, this policy sets forth the general mitigation requirements all students on campus must follow until otherwise determined.

For questions about this policy, contact the Office of Student Life.

1. Social Distancing, Face Covering and Hygiene Requirements

1. Maintaining 6 feet of social distancing from other individuals, seated and standing;
2. Always wear face coverings when physical social distancing cannot be maintained;
3. Before and after entering classrooms/cafeteria/lounges, washing hands with soap and water for at least twenty (20) seconds or using hand sanitizer with at least 60% alcohol content frequently, or after contact with potentially-infected surfaces, to the greatest extent feasible;
4. Covering coughs or sneezes, preferably with a tissue immediately disposed of, or into the sleeve or elbow, not hands;
5. Regularly cleaning high-touch surfaces, such as doorknobs, computer key boards, cell phones, etc;
6. Avoid touching your eyes, nose, and mouth;
7. Not shaking hands; and
8. Not driving together in private cars for persons from different households (first two weeks).

2. Communication Plan

Requirements set forth in this policy as well as updates will be communicated via *Populi*. In addition, this policy and updates to this policy will be posted in hard copy in various locations on campus where such notices are regularly posted.

The Dean of Students and the COVID-19 Coordinator monitor guidance, coordinate responses, and communicate regularly with students and families, and serve as the liaison between public health and other state and local partners.

Communication Response to Positive Cases of COVID-19

In cases of confirmed positive COVID-19 cases, TMC will coordinate with the New Hampshire Department of Health and Human Services (NH DHHS) and inform the college community via

the designated platforms, via emails, as appropriate, and in accord with proper legal and privacy rights.

3. Violations of this Policy

It is absolutely vital that students comply with this policy. Infraction will result in a referral to the Dean of Students and possible suspension or expulsion.

Of particular import is honest and prompt communication about possible exposure. Withholding such information or planning to violate or circumvent said policy will result in serious and immediate disciplinary action.

II. Health Monitoring Policy for the COVID-19 Pandemic

One of the most important things that we will all need to do each day is pay attention to and monitor our health, including conducting symptom checks and taking our temperature each day before classes.

All students should bring their own thermometers upon return to N.H. to help conduct self-checks. Additionally, students should ensure that they have awareness of the symptoms of COVID-19. A good point of reference is the [CDC Coronavirus site](https://www.cdc.gov/coronavirus).

I. Self-Monitoring during the first 14 days

During the first 14 days after arrival, students are required to screen for symptoms **twice daily** and record their temperature **twice daily** (thereafter once daily). Screening for symptoms – self monitoring – involves completing the following questionnaire:

1. Do you have any symptoms of COVID-19 (list/call-out individual symptoms for screening process)?
2. Have you had close contact with someone who is suspected or confirmed to have COVID-19 in the prior 14 days?
3. Have you traveled in the prior 14 days outside of New Hampshire?

II. After the initial two weeks

Pending approval by the Dean of Students, during the semester, students are required to self-monitor on a daily basis. Students must take their temperature, screen for symptoms and record their temperature.

III. Self-Monitoring after the initial 14 days

Students are required to self-screen on a daily basis. Students must take their temperature, screen for symptoms and record their temperature before attending breakfast or classes. Screening for symptoms involves completing the following questionnaire:

1. Do you have any of the following symptoms of COVID-19?
 - i. You have temperature 100.4 or above;
 - ii. You have a persistent, dry cough;
 - iii. You experience loss of taste;
 - iv. You experience loss of smell;
 - v. You experience nausea;
 - vi. You suffer vomiting;
 - vii. You suffer diarrhea;
 - viii. Or you have any of two of the following:
 1. sore throat;
 2. runny nose;
 3. chills;
 4. muscle aches.
2. Have you had close contact with someone who is suspected or confirmed to have COVID-19 in the prior 14 days?
3. Have you traveled in the prior 14 days outside of New Hampshire?

IV. When symptomatic

(Symptomatic means you exhibit symptoms possibly indicative of Covid-19.)

In the case that you answered any of the above question in the affirmative, you must immediately inform the Dean of Students, Dr. Denis Kitzinger and the COVID-19 Coordinator, Miss Hannah O'Connor.

After a review of the student's past two weeks, the student may then be required to quarantine and self-monitor. After 72 hours of persistent symptoms the student is required to discuss with the Dean of Students and the COVID Coordinator whether, when and how to inform his/her health care provider and get tested.

If it is determined that the student ought to be tested, the student will be taken to the testing facility by student life staff.

Close contacts of symptomatic students will be required to self-monitor and maintain strict social distance.

If asymptomatic students need testing, they must use a molecular test.

When you are asymptomatic but have been in close contact (see above) with someone suspected or confirmed with COVID-19 you must quarantine and self-monitor for 10 days from your last exposure or take a test and quarantine until you have received a negative result.

V. Isolation and Quarantine Locations

The college has designated specific residential locations to serve as isolation and quarantine areas to house and care for residential students who may become symptomatic or test positive for COVID-19. These locations are:

Ladies: Kopka, third floor, front of the building

Men: Stillman, third floor wing, new Stillman

Ladies: Mercy Hall, Second Floor

If a student's health care provider determines that a student with COVID-19 requires more advanced care or is unable to care for themselves, the Department of Student Life will ensure that the patient is safely transferred to a local health care facility.

The transfer shall be in a designated vehicle. The infected person will be seated at a social distance from the driver and other personnel. All passengers must wear face coverings. Student Life personnel must wear gloves.

VI. When Confirmed Positive

When a person is confirmed positive with COVID-19, the college will:

1. Close off areas used by the person who is sick;
2. Switch classrooms, if applicable;
3. Open outside doors and windows to increase air circulation in the areas;
4. Wait up to 24-hours before cleaning or disinfecting to allow respiratory droplets to settle to reduce the risk to individuals cleaning;
5. Clean and disinfect all areas used by the person who is sick, such as classrooms, offices, bathrooms, and common areas;
6. The student will be asked to move to the isolation facility.

VII. Violations

Infractions of this policy will result in a referral to the Dean of Students and possible suspension or expulsion.

III. TMC AY 2020-21 Classroom Policy for Students for the COVID-19 Pandemic

Classrooms

Classrooms will be arranged to allow appropriate social distancing—at least one meter and ideally more—between participants.

Students and faculty may wear masks in class. They must wear masks in class when the appropriate social distance cannot be maintained.

Weather permitting, classrooms will be kept open to outside air. At a minimum, classrooms will be aired out between meetings by opening windows and doors.

High-touch surfaces will be wiped down after each class meeting. All classrooms will be thoroughly cleaned at the beginning of each class day.

Class attendance

Students must follow the *Health Monitoring Policy* and the *Social Distancing, Face Covering (Masks) and Hygiene Policy*. No student may attend class if he has any symptoms of COVID-19 or if he has had close contact with someone who is suspected or confirmed to have COVID-19 within the past 14 days.

Commuter Students must complete the above questionnaire before they attend classes on any given day. If any of the questions are answered in the affirmative, the student must refrain from attending classes and follow the applicable policies.

Moreover, commuters, like off-campus visits, must be able to confirm that they have been with family either known to be free of COVID-19 or have a history of at least two weeks without symptoms, travel risks, and known or suspected exposure.

Commuter students must social distance and wear face covering when they cannot social distance.

Office hours and advising

Faculty will hold in-person office hours only if the appropriate social distance can be maintained and the room is well-ventilated. Office doors will remain open at all times when guests are present.

If the appropriate distance cannot be maintained, faculty will meet with students outdoors; or virtually via Zoom (or equivalent).

IV. TMC AY 2020-21 Cafeteria Policy for the COVID-19 Pandemic

Kitchen Staff (including kitchen crew and cafeteria work study students)

All kitchen staff is trained in proper protective measures.

Kitchen Staff must wear the necessary PPE to ensure guest and employee safety - gloves, masks, eye protection, aprons/gowns.

The kitchen is supplied with necessary PPE tools such as thermometers.

All kitchen staff must self-monitor and take temperatures before and after each workday.

Kitchen Staff must refrain from work when:

- they show any symptoms of COVID-19;
- they have had direct contact with a presumed positive case;
- they have been confirmed positive with COVID-19.

Dining Hall

During the first two weeks, eating in the dining hall is reduced to 50% (4 chairs per table) capacity at the tables to assure social distancing (6 feet).

During the first two weeks, students must wear face coverings when not seated, thereafter when moving through the food line.

Additional seating will be available upstairs in the student lounge.

Mealtimes

- To be announced by kitchen staff.

Students and Staff must wash hands before and after entering the dining hall.

Serving food

Food will be served by kitchen staff and kitchen crew.

Deliveries and Food Storage

The Chef oversees deliveries and the handling of food orders and storage.

All suppliers pass stringent safety and sanitation requirements to gain and maintain approval. Additional controls will be placed on vendor deliveries to ensure the safe transfer of all products.

Standards for food receipt, storage, handling and preparation are very detailed and specific. Each step of the process is monitored and documented so that quality, temperature control, and contamination risks are managed at all times.

Access to Refrigerators and Freezers

Access to refrigerators and freezers is strictly limited to authorized personnel. Violations will result in a fine. Additional violations will result in further disciplinary actions.

Cleaning and Sanitizing Kitchen and Dining Hall

Thorough cleaning will be performed in the dining area between meals consistent with best practices and federal guidance. In addition, all individuals involved in preparation or delivery of food or the sanitation of the premises will undergo daily temperature checks and symptom checks.

The Kitchen staff will perform extra and frequent cleaning of all surfaces and items that are at higher risk of contamination (door handles, light switches, condiment stations, etc.).

The College will provide increased availability of hand wash stations and hand sanitizers to promote hygiene.

V. Off-campus employment policy for the COVID-19 Pandemic

All off-campus employment has to be approved by the Dean of Students. Requests for off-campus employment may be made in writing to the Dean of Students. Students must supply their potential employer's COVID-19 Guidelines and/or Policy.

Off-campus employment, including transportation to and from the place of employment, must fall into a low risk category.

Low risk employment is a workplace that 1) has and enforces strict COVID-19 guidelines (e.g. screening of employees, including taking employee's temperatures, questionnaire; enforcing the wearing of face coverings where appropriate; upholding social distancing; requiring proper hygiene, etc); that 2) requires limited direct interaction with others or requires interaction with others outside or in an environment open to outside air circulation; and 3) where the place of work is located in a state/area with a low number of COVID cases (New Hampshire, see *Travel Policy*)

Students arriving back on campus from off-campus employment must exercise appropriate hygiene to minimize the possibility of transmission. Modes of transportation to and from off-campus employment must be cleaned and sanitized.

VI. Travel Policy for the COVID-19 Pandemic

All travel and off-campus visits require the approval of the Dean of Students.

Off-campus visits are (overnight) visits to or with persons not part of collegiate life including family and friends.

During the first two weeks, visits to places other than home and within 2 hours of driving distance from campus are not permitted.

All visits are only permitted when they do not increase the risk for the college community of contracting and importing COVID-19.

Low risk visits are visits where all visited family are either known to be free of COVID-19 or have a history of at least two weeks without symptoms, travel risks, and known or suspected exposure.

Travel outside of New Hampshire is not permitted, with the exception of the Easter Break.

Because the epidemiology of the COVID-19 pandemic is rapidly changing, the COVID-19 Coordinator and the Dean of Students will check with NH DHHS and the NH DOE to ensure that TMC is using the most up-to-date travel risk factor screening questions, which can change over time.

Person(s) with any new or unexplained COVID-19 symptoms (even if only mild symptoms), those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors (who are more likely to get ill) may not travel unless so instructed by their health care provider.

VII. Events and Activities Policy for the COVID-19 Pandemic

In order to minimize the likelihood of COVID-19 infections, it is of paramount importance that the college limit the number of visitors on campus. Therefore, visitors are not permitted to attend collegiate events, except by permission of the Dean of Students.

At social events, social distancing (6 feet), face covering and hygiene apply at all times as appropriate to the occasion and in keeping with TMC policies.

Intramural sports, pick-up games, etc. are permitted with proper attention to hygiene and self-screening. Intramural sports, pick-up games, etc. are permissible only after two weeks of classes, pending approval by the Dean of Students.

Use of the YMCA is permitted only after two weeks of classes and pending approval by the Dean of Students.

Off campus activities – excluding religious activities – not organized and operated by TMC are not permitted, e.g., participating in a sports league, taking dance lessons, etc.

Students must wear face covering during transportation to off-campus events or outings.

Symptomatic students and those who have come into direct contact with positive cases of COVID-19 as well as students affirmed positive with COVID-19 must refrain from attending social events and from participating in any athletic activity.

By signing this form, I am stating that I have read and understood all the policies set forth in Thomas More College' "Covid-19 Policies for Students" and that I agree to uphold them for the duration of my studies here.

Reading and knowing this document is required of every student at Thomas More College. Failure to sign and submit this form will result in suspension from classes until the completed form is submitted to the Dean of Students and the submission is confirmed.

Student Name (Printed)

Date

Student Name (Signature)