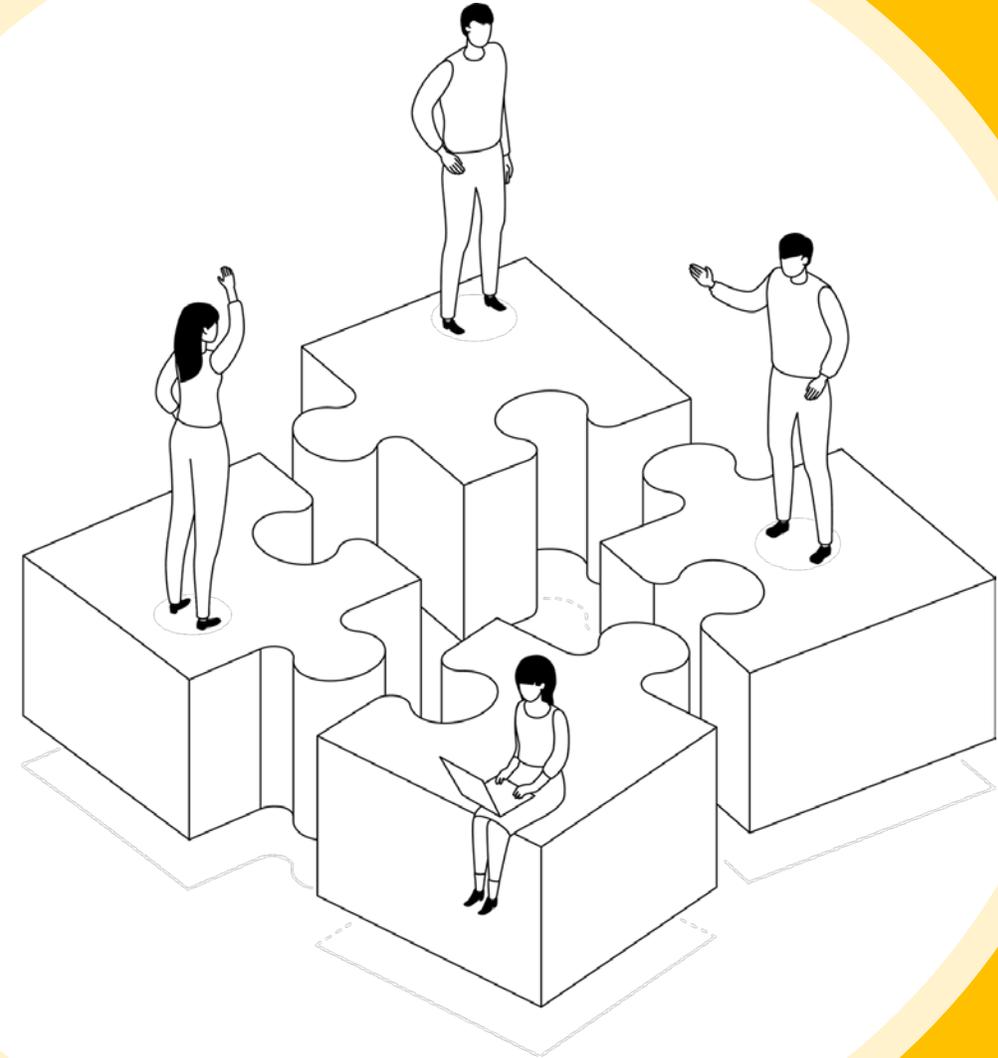


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ODU Rising

Return to Campus Guide



About This Guide

Ohio Dominican University's (ODU) policies and procedures for responding to the COVID-19 pandemic are **rooted in the safety, health and well-being for our students, faculty and staff, as well as the general public we interact with.**

Our approach for bringing students, faculty and staff back to campus centers on our **primary goal of maintaining the safety, health and well-being of the entire ODU community, while advancing our mission of providing a quality liberal arts education.** Our plans will also be aligned and consistent with the U.S. Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), and Ohio Department of Health's Responsible Restart Ohio regulations and guidelines.

The Return to Campus Guide provides details on how we will come back to campus safely. All are expected to comply with the policies and procedures outlined in this document.

As our knowledge and understanding of the COVID-19 virus evolves, our policies and procedures for responding will be updated and communicated accordingly.



Shared Responsibility of Core Strategies

Our safe and successful return to campus requires a shared responsibility and accountability from all of us.

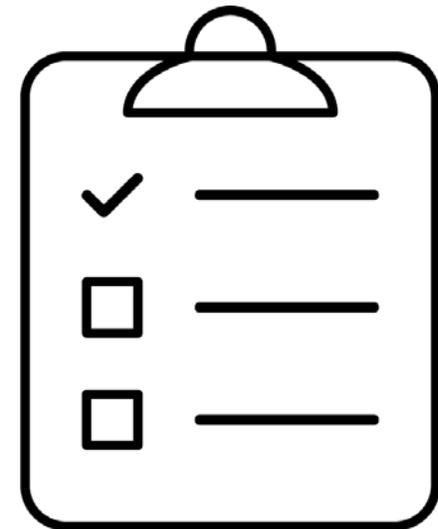
We have developed five core strategies to guide our return to campus.

Health Monitoring

Daily symptom monitoring can help detect the early onset of illness, so that individuals can self-isolate themselves from others and reduce their risk of spreading the disease. **All employees and students must conduct self-symptom health monitoring every day before returning to campus.**

How is self-symptom monitoring done?

Fever is one of the most common symptoms of COVID-19. By routinely checking your temperature before coming to work or class in the morning and later in the evening before going to bed, you can track one of the early indicators of illness. You are encouraged to use the Symptom Monitoring Log to track if you are experiencing symptoms. This log will be sent out under separate cover.



Health Monitoring: COVID-19 Symptoms

[According to the CDC](#), symptoms may appear 2–14 days after exposure to the virus.

At this time, these symptoms include one or more of the following:

Fever or Chills

Cough

Shortness of
breath or difficulty
breathing

Fatigue

Muscle or Body
Aches

Headache

New Loss of Taste
or Smell

Sore Throat

Congestion or
Runny Nose

Nausea or
Vomiting

Diarrhea



Health Monitoring: If You Have Symptoms

To Our Students

- **Students who experience a combination or any of the symptoms should contact their Primary Care Provider or the Wellness Center to schedule a telehealth appointment with Jamie Kemp MPAS, PA-C, Director of Health Services for evaluation of symptoms.**
 - Residential students who present with COVID - 19 symptoms will be evaluated by either Student Health Services or their Primary Care Provider and sent for testing if applicable. **If tested, students will be asked to isolate in their dorm rooms or at home until test results are available. They will have access to online classes if isolation or quarantine is necessary. Students who are considered contagious with general cold or flu symptoms may be asked to isolate until they are considered non-contagious and/or symptom free.**
 - **Once tested, whether positive or negative, students may choose to go home to self-quarantine or return to campus. Student must self-isolate and classes accessed online for 14 days.**
 - Commuting students are encouraged not to come to campus if they are feeling ill or experiencing COVID-19 symptoms. If a student arrives on campus and feels ill, they should contact the Wellness Center to notify them, if possible, but should leave campus and head home and contact their Primary Care Provider immediately.
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Health Monitoring: If You Have Symptoms

To Our Employees

- **Employees who experience a combination or any of the symptoms should notify their supervisor and Human Resources and not report to work.**
 - Employees should begin self-symptom monitoring and contact their healthcare provider and follow their guidance.
 - **If symptoms begin at work, employees should notify their supervisor and Human Resources, leave campus and then call their healthcare provider.**
 - Employees with confirmed cases of COVID-19 should follow [CDC-recommended steps](#) and should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
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Health Monitoring: Mental and Physical Well-Being

The mental and physical well-being of our students and employees has always been a top priority. **Now, more than ever, we are committed to providing a safe working environment that focuses on both physical and mental well-being.**

We understand you may feel anxious about possibly being exposed to COVID-19 or even returning to your old routine after months of being at home. Our students and employees and their families have access to several support resources.

Our students are encouraged to contact our Dean of Students and the Wellness Center. Our employees are encouraged to contact Human Resources.

Everyone can check out the [CDC Daily Life & Coping](#) Resources

Protecting Our Community



We understand some employees and members of our community may be more vulnerable to COVID-19.

[According to the CDC](#), individuals with certain conditions may have a higher risk for COVID-19 infection.

Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Protecting Our Community: High Risk Individuals



Employees whose health condition falls within one of the [CDC High Risk Categories](#), or is pregnant, and/or caring for or living with people who need to take extra precautions may request a reasonable work accommodation and/or flexible working arrangement. Employees should contact Human Resources with questions.

Students whose health condition falls within one of the [CDC High Risk Categories](#), or is pregnant, and/or caring for or living with people who need to take extra precautions may request classroom accommodations. Students should contact Academic Affairs or the Dean of Students with questions.

Given the evolving nature of COVID-19, we are committed to providing a flexible and safe working environment that still allows our academic mission and business operations to continue.

Protecting Our Community: Staffing Options

After June 15, when employees are permitted to return to on campus work, there are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

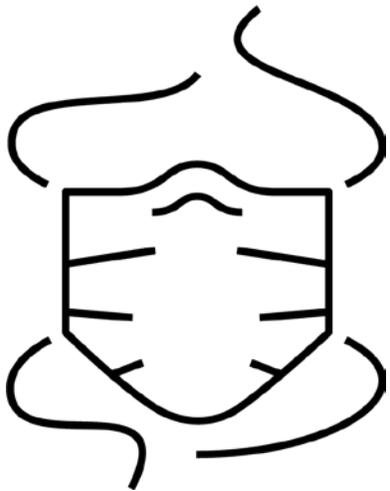
Remote Work: Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be done in on a full or partial day/week schedule as appropriate.

Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.



Personal Safety Practices: Cloth Mask/Face Covering



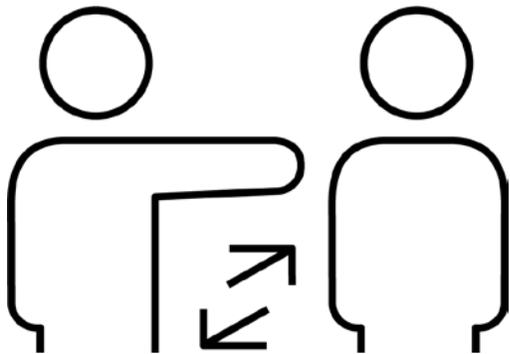
Following the guidance from the CDC and the Occupational Safety and Health Administration (OSHA) and in response to Governor DeWine's Responsible Restart Ohio, **effective immediately and until further notice, all employees and students working, attending class or living on campus are required to wear a cloth mask or face covering when out in public or when social distancing is not possible.** This also includes times of brief interaction between co-workers or friends. Employees working alone in their offices and students who are alone in a dorm room do not need to wear masks, but anytime someone is within 6-feet of another person a mask must be worn.

Employees and students will be expected to provide and maintain their own cloth mask or face covering. ODU will purchase disposable face masks to stock at designated locations on campus for emergency situations. Designated locations include: The Wellness Center, Public Safety, Human Resources, Residence Life, Undergraduate Admissions, Athletics and The Helpdesk.

Employees and students are not required to wear face coverings, if it is not advised due to health reasons, such as people who have severe asthma or breathing issues, hearing aids, autism, post-traumatic stress disorder, or claustrophobia.

Employees should contact Human Resources with questions and/or concerns. Students should contact The Wellness Center with questions and/or concerns.

Personal Safety Practices: Social Distancing



Per the CDC, social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home.

To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

Upon your return to campus, you will notice postings and modifications to areas like classrooms, dining areas, common spaces, conference rooms and building entrances and exits to practice social distancing.

Everyone returning to campus must follow social distancing practices.

Personal Safety Practices: Handwashing

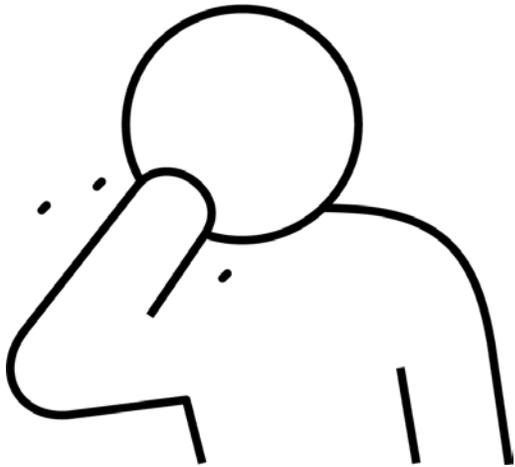


Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or used the restroom; after blowing your nose, coughing or sneezing; and before and after eating.

If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

Avoid touching your eyes, nose and mouth with unwashed hands.

Personal Safety Practices: Coughing/Sneezing



If you are in a private setting and not wearing your face mask/covering, **remember to always cover your mouth and nose with a tissue when you cough or sneeze** or use the inside of your elbow.

Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Enhanced Cleaning Protocols

Reducing the risk of exposure to COVID-19 by cleaning and disinfecting is an important step in our return to campus.

- COVID-19 Compliance Audits will take place by Sodexo to provide the required cleanliness assurance and risk mitigation
- High touch-point disinfection frequency in some areas could be as high as hourly; enhanced disinfectant will be used
- Enhanced system for responding to COVID-19 related requests (restocking, spot cleaning, requests for service)
- Increased communication to ODU community, as well as cleaning schedule for each department head on what will be cleaned, materials used and frequency

Cleaning refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. However, disinfecting a surface after cleaning can further lower the risk of spreading infection.

Classroom Guidelines



Changes have been made to our class delivery method allow us to come back as a community in as safe a manner as possible.

ODU will now have 31 hybrid classrooms with cameras and speakers, that will permit students to participate in person or from another location.

Class Delivery Methods Available

Traditional Face-to-Face: These are classes that take place in a regular classroom. Classrooms will have fewer seats that are reconfigured to be 6-feet apart to practice social distancing. Students will be expected to wear cloth mask/face covering while in class. Classrooms will have disinfectant wipes for students to wipe down their areas before/after class.

Blended: This type of class has both an online component as well as regularly scheduled time to meet each week in person. While meeting in person, social distancing, cloth mask/face covering and the wipe down of personal seating practices will still apply.

Online: These are classes offered strictly online.

Workplace Guidelines: Visitor Policy



In effort to protect our community and minimize the potential spread of viral transmission, we ask departments with scheduled visitors over the summer consider facilitating these meetings or business operations remotely, if possible.

Conference services and outside campus will begin hosting on campus events beginning in July.

Admission tours for prospective students and their families will begin in July.

Visitors and guests will be asked to comply with our face coverings/face mask and social distancing policies.

Workplace Guidelines:

Meetings on Campus



Convening in groups increases the risk of viral transmission.

While on campus, employees and students are **asked to hold group meetings over 10 people by Microsoft Teams or other technology available, rather than face-to-face.**

Employees and student groups are also asked to move meetings to spaces on campus that allow more space to meet.

Small group meetings such as individual one-on-one meetings can still be held, as long as social distancing is practiced.

Who To Contact

General COVID-19 Questions, Concerns or Comments: ODURising@ohiodominican.edu

Public Safety: 614-251-4700 or Publicsafety@ohiodominican.edu

Students

Academic Affairs: academicaffairs@ohiodominican.edu

Wellness Center: wellnesscenter@ohiodominican.edu

Residence Life: reslife@ohiodominican.edu

Dean of Students: reeds@ohiodominican.edu

Employees

Human Resources: HR@ohiodominican.edu