

Returning to Campus

*General Guidelines, Protocols,
and Monitoring System*

Created 14 May 2020

Updated 22 July 2020

Updated 23 Aug 2021



UNIVERSITY
of MARY

Authored by The University of Mary's Emergency Response Team:

Jerome Richter

*Executive Vice President
(Co-Chair)*

Carla Reinbold

*Campus Safety and Security
Coordinator*

Brigadier General Dave Anderson

*Coordinator of Military Student
Services
(Co-Chair)*

Austin Holgard

Assistant to the President

Alex Cournoyer

Director of Residence Life

Brenda Nagel

Vice President for Public Affairs

Emily Lysne

*Special Assistant for
Communications and Hospitality*

Dale Lennon

Athletic Director

Jake Markel

*Assistant to the
Executive Vice President*

Luke Seidling

Director of Physical Plant

Please note: This document was initially published on May 14th, 2020, updated with the "Risk Monitoring System" on June 16th, referred to the Board of Trustees on July 8th, approved by President's Council on July 15th, and has been revised in response to changing circumstances and relevant guidance.

The most recent version will be posted to www.umary.edu/covid and will supersede all previous versions.

Guiding Principles

Care for Students

The University of Mary's policies and protocols for responding to the COVID-19 pandemic will continue to be **primarily rooted in an ethic of care for our students**, while also maintaining the safety of our faculty, staff, and of the public we interact with. Our care for students is not a *theoretical* but a *personal* commitment; they will *experience* that we care for them.

Integrity of Mission

The pandemic may necessitate changes in the way we interact, but it does not change what we do. The University of Mary will continue to operate and will continue to provide the highest-quality education possible to our students, and University of Mary employees will continue to serve those who have been entrusted to us.

Health & Safety

Constantly monitoring an often-changing situation, we will strive to allow our community to learn, train, work, and worship as long as we can reasonably guard the health and safety of those we serve.

Campus as Home

The University of Mary is committed to continuing classes and on-campus life in September 2021. **Our campus is meant to be experienced as a true home for students, a place of stability where they can learn and grow, not a temporary place of residence.** We will support and thoughtfully consult directives, recommendations, or restrictions from the ND Department of Health (NDDoH), and we will monitor local orders and ordinances from the City of Bismarck and Burleigh County.

The University of Mary is committed to continuing classes and on-campus life in the 2021-22 academic year.

The University of Mary has determined the following main categories of focus:

Student Health & Safety	Employees
Residence Life	The Public
Student Life	Commuter Students
Athletics	Vulnerable Members of Our Community
Dining Services	COVID-19 Mitigation Strategies
Modes of Instruction	

The Emergency Response Team endorses the use of the *Safe Colleges COVID-19 Training and Tracking Program* for online training courses on how to prepare students, faculty, and staff better to understand the novel coronavirus as well as take steps to reduce exposure at home, on campus, and through daily preventative actions. Verified completion of the designated courses will be required of all students, faculty, and staff before the start of the fall semester.

Definition of Terms

An important aspect of this plan is providing a definition of terms related to safety precautions used to fight against COVID-19.

Social Distancing means keeping space between oneself and persons outside of one's place of residence by, not gathering in groups, staying at least 6 feet (about 2 arms' length) from other people, staying out of crowded places and avoiding mass gatherings, and wearing a mask in situations where maintaining physical distance is not feasible.

Close Contact means someone who has been within 6 feet of oneself for longer than 10 minutes.

Contact Tracing is the vital process where, in the case of a suspected or confirmed COVID-19 infection, public health staff work with a patient to help the patient recall everyone with whom he or she has had close contact during the timeframe in which he or she may have been infectious. Public health staff then warn these exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible.

Personal Protective Equipment (PPE) is specialized clothing or equipment worn for protection against infectious pathogens or materials.

Possible Mandatory Screening Techniques include monitoring temperatures, use of questionnaires (involving questions to assess symptoms, travel, and other information required for contact tracing) and actual testing for COVID-19.

Quarantine separates and restricts the movement of people who may have been exposed to COVID-19 to see if they become sick. People in quarantine should stay in their place of residence, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation separates those infected with COVID-19 (both symptomatic and asymptomatic) from those who are not infected. People who are in isolation should stay home until it is safe for them to be around others.

Return to Campus

Expectations, Guidelines & Monitoring System

All faculty, staff, and students are expected to comply fully with the policies, protocols and guidelines of the University of Mary COVID-19 Risk Monitoring System outlined in this document. Failure to do so may result in corrective action.

Symptoms to Monitor for COVID-19

The symptoms listed on the right, or a combination thereof, could indicate the presence of COVID-19. Members of the University of Mary community should be alert to these symptoms as possible signs of infection and, out of consideration for others, restrict their movement and possible exposure to others.

- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fever*
- *Chills*
- *Repeated shaking with chills*
- *Runny nose or new sinus congestion*
- *Muscle pain*
- *Headache*
- *Sore throat*
- *Fatigue*
- *New GI symptoms*
- *New loss of taste or smell*

Who is at Risk?

According to the Centers for Disease Control, certain individuals or those with certain conditions may have a higher risk of serious harm if infected with COVID-19. A list of such high-risk individuals or conditions is provided on the right.

- *Older adults (65+)*
- *Those who are HIV positive*
- *Asthma (moderate-to-severe)*
- *Chronic lung disease*
- *Diabetes*
- *Serious heart conditions*
- *Chronic kidney disease being treated with dialysis*
- *Severe obesity*
- *Being immunocompromised*

University of Mary's COVID-19 Monitoring System

The graphic on the right represents the ND Department of Health's determination of **North Dakota's risk level as of July 7, 2020.**

The University of Mary (UMary) crafted a parallel system to inform and update the university community of the appropriate measures to be taken based on the level of risk for COVID-19.



Students, faculty, and staff are to adhere to the designated guidelines and protocols at each specific “Risk/Action Level” while always adhering to the following universal standards based on the ND Smart Restart Color-Coded Health Guidance System, which are the “UMary Smart Campus Protocols.”

UMary Smart Campus Protocols

Common Sense and Personal Accountability

Public health guidance cannot anticipate every unique situation. The UMary community must take personal accountability to be informed and take actions based on common sense and wise judgment that will protect health and support educational reactivation.

Protective Hygiene and Cleaning

Students, faculty, and staff must continue to practice good hygiene and cleaning regimens to minimize the risk of the virus. These include but are not limited to the following:

- *Stay home when sick or exhibiting symptoms previously referenced.*
- *Wash hands with soap and water for at least 20 seconds as frequently as feasible*
- *Use hand sanitizer after interactions with people or objects*
- *Cough or sneeze into the sleeve or elbow, not hands*
- *Clean high-touch surfaces (buttons, door handles, counters, etc.) regularly*
- *Avoid touching your face*

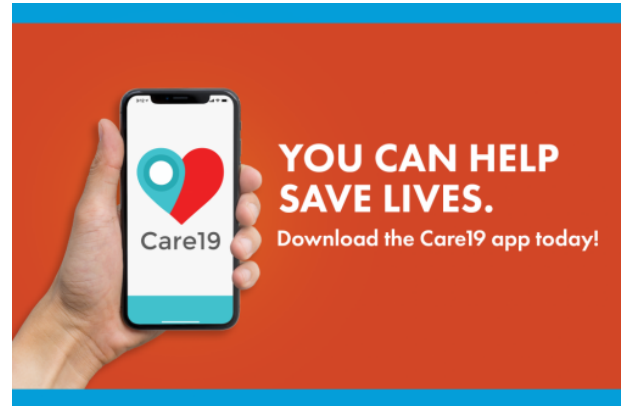
High-Risk/Vulnerable Members

High-risk members and vulnerable members of the UMary community and those in close contact with them are encouraged to visit with their supervisor/advisor and follow the specific set of instructions as issued by the Governor and the NDDoH.

Contact Tracing Responsibilities

All students, faculty, and staff returning to campus, including all commuter students, are urged to download either or both the “Care19 Diary” app or the “Care19 Alert” app to assist in contact tracing. As explained on the NDDoH website, these apps “will help the NDDoH reduce the spread of COVID-19 by more efficiently and effectively identifying individuals who may have had

contact with people who have tested positive. Once the app is downloaded, individuals will be given a random ID number and the app will anonymously cache the individual's locations throughout the day. Individuals are then encouraged to categorize their movement into different groups such as work or grocery. The app will only store the location of any place a person visits for 10 minutes or more, and the ID number of each individual contains no personal information besides location data."



Persons unable to download the Care19 Diary or Care19 Alert apps are expected to keep a meticulous daily journal of all “close contacts” each day as a protective measure for self and out of respect for co-workers, other students, and our entire community.

Accurate contact tracing records are a prime method to make contact tracing more effective, to respect and conserve the valuable time and effort of public health officials on the front lines, and to reduce lost time at work or study for oneself and all of one’s close associates.

Spiritual, Mental & Emotional Wellbeing

University Ministry

The University of Mary has substantial resources for spiritual support and guidance for students and all members of the university community. Father Dominic Bouck, University Chaplain, and University Ministry staff are located in the Saint John Paul II Center for University Ministry within the Benedictine Center for Servant Leadership. They may be reached at (701) 355-3704 or umin@umary.edu. Father Craig Vasek, Chaplain for Marauders Athletics, is also prepared to assist scholar-athletes or coaching staff who are seeking spiritual care. He may be reached at (701) 355-5168 or cvasek@umary.edu.

Counseling Services through CHI St. Alexius Health

University of Mary students and their dependent children are eligible for free and confidential counseling (up to five sessions) provided by licensed mental health professionals. It is possible to meet in person with a counselor at their location in downtown Bismarck (1310 East Main Avenue) or to opt for online sessions using the HIPAA compliant ZOOM video service. Appointments may be made by calling (701) 530-7195 or (800) 327-7195. Counseling Services also offers a 24/7 crisis line at the (701) 530-7195 number.

University of Mary faculty and staff along with any immediate family members are eligible for confidential counseling (three free sessions) through the University of Mary's Employee Assistance Program through CHI St. Alexius Health. It is possible to meet with a counselor from the privacy of one's home using the HIPAA-compliant ZOOM program or by calling (701) 530-7195 or (800) 327-7195.

Communications

The University of Mary Office of Campus Safety and Security (8000.umary.edu) utilizes a text-based Emergency Notification System. The university will utilize this system to notify the community of changes in the following Risk/Action Levels, with additional information posted to 8000.umary.edu. Other modes of communication (email, social media) may also be employed, but 8000.umary.edu will remain the primary mode of communication for changes in Risk Level of the University of Mary COVID-19 Monitoring System.



UNIVERSITY
of MARY | *for Life.*

Register today! 8000.umary.edu

Risk/Action Levels

What follows is an overview of the Risk/Action Levels the University of Mary will use to identify the level of risk for COVID-19 and the appropriate measures to be taken based on those risks. Although each progressive level involves increased precautionary measures and actions, there remain precautions and actions applicable at all levels: the **UMary Smart Campus Protocols** and the information provided in each of the orange subheadings below.

Student Health and Safety

In the event a student experiences symptoms of COVID-19, the student is asked to follow these procedures:

1. He or she will contact the university's Student Health Clinic and self-quarantine until receiving direction from the clinic's staff.
2. If deemed necessary, the student will wear a mask to visit the clinic and be tested.
3. While waiting for results, the student will quarantine in his or her residence hall room or at his or her place of residence. Should the student have roommates, those roommates will also be expected to quarantine at their place of residence. Dining Services will deliver a meal to each student quarantining on campus, and a mask will be required anytime quarantining students leave their rooms.
4. If a student residing in a resident hall tests positive, he or she will be moved to a designated, sanitary area of campus housing. The student will remain isolated for 10 days or until cleared by a health official. Commuter students will be asked to isolate in their own place of residency. Space limitations and other circumstances may possibly require that residential students who have identified an acceptable place for isolation in North Dakota are asked to isolate in that place.
5. Anyone exposed through close contact with a confirmed case will need to quarantine in their own rooms until cleared by a health official.
6. If the original symptomatic student tests negative, he or she can remain in his or her room and take the time needed to recover before returning to normal student life.

Guidelines administered by External Organizations

Athletics will consult NCAA and NSIC guidelines in addition to following the prescribed guidelines. Masses and University Ministry events will adhere to diocesan protocols in addition to following the prescribed guidelines.

Vulnerable Members of the Community

In our university community, there are those who may be particularly vulnerable to the harm caused by COVID-19 (cf. “Who is at Risk?”, pg. 6). At any of the Risk/Action Levels, employees are invited to consult with their immediate supervisor or the Office of Human Resources. Students are invited to communicate concerns and questions to healthinquiry@umary.edu, so that the Offices of Academic Affairs and Student Development can offer individual guidance or support.

Overview of Risk/Action Levels

Level 1 | New Normal

Normal operations at capacity resume under heightened hygiene and cleaning standards.

Level 2 | Low Risk

Most operations continue at capacity while limiting seating and self-service in dining services; remote/online instruction is available upon request.

Level 3 | Moderate Risk

All gatherings are limited to 75% of capacity and dining services’ seating is limited to 75% of capacity, with take-out meals readily available; social distancing is strongly encouraged and individuals in high-risk environments are screened regularly.

Level 4 | High Risk

Residential students remain on campus and commuter students refrain from entering campus; dining services’ seating is limited to 50% of capacity; no athletic or external events are held; all residential students receive take-out meals; students are randomly selected for testing.

Level 5 | Critical

All Level 4 stipulations remain in force; all classes move to online; only essential employees work from campus.

The following details the differences in action and precautions at the various levels of risk.

Level 1 | New Normal

Residence Life: *visitation between rooms allowed*

Student Life: *normal student organization, fieldhouse, and University Ministry activity maintained*

Athletics: *events open to the public*

Dining Services: *regular occupancy and activity maintained with self-service stations in use*

Modes of Instruction: *in-person classes maintained at capacity*

Employees: *regular activity and occupancy maintained*

The Public: *allowed at events and in campus facilities*

Commuter Students: *regular activity and classroom occupancy maintained*

Testing: *available to those with symptoms as capacity allows*

Screening: *self-screening encouraged; not implemented university-wide*

Social distancing: *encouraged but not mandated university-wide*

PPE: *not required*

Level 2 | Low Risk

Residence Life: *lounges and common spaces disinfected with increased frequency; visitation between rooms allowed*

Student Life: *student organization and fieldhouse activity maintained if sustained person-to-person contact can be avoided; the sign of peace and other person-to-person contact suspended at Mass and University Ministry events*

Athletics: *events open to the public*

Dining Services: *seating at normal capacity, with self-serve stations closed; take-out meals for students in quarantine are available at Susanne's (As of October 1, 2021, self-serve stations are reinstated with extra sanitation precautions in place.)*

Modes of Instruction: *in-person classes maintained at capacity with remote/online instruction available*

Employees: *regular activity and occupancy maintained*

The Public: *allowed at scheduled university events and activities; dining services closed to the public*

Commuter Students: *regular activity and classroom occupancy maintained with remote/online instruction available*

Testing: *available to those with symptoms as capacity allows*

Screening: *performed regularly on those learning and working in high-risk environments (e.g. clinicals, weight room, etc.)*

Social distancing: *encouraged*

PPE: *masks required in medical or other high-risk setting where social distancing is impossible to maintain*

Level 3 | Moderate Risk

Residence Life: *social distancing expected in common spaces and lounges; visitation between rooms prohibited*

Student Life: *social distancing expected in all student organization and fieldhouse activity; ND Department of Health Wellness Center Guidelines for fitness centers at the yellow/moderate risk level implemented in fieldhouse; congregational and choral singing, the sign of peace, and other person-to-person contact suspended at all Masses and University Ministry events*

Athletics: *events open to the public where social distancing is possible*

Dining Services: *seating limited to 75% of normal capacity, with self-serve stations closed; take-out meals available to all students on any meal plan upon request*

Modes of Instruction: *in-person classes maintained at social distancing capacity with remote/online instruction available*

Employees: *regular activity and occupancy maintained while practicing social distancing*

The Public: *allowed at invitation-only events and activities; dining services closed to the public*

Commuter Students: *regular activity and classroom availability maintained with remote/online instruction available*

Testing: *available to those with symptoms as capacity allows*

Screening: *performed regularly on those learning and working in high-risk environments (e.g. clinicals, weight room, etc.)*

Social distancing: *strongly encouraged*

PPE: *all students and employees required to carry a mask on their person; masks required in medical or other high-risk setting where social distancing is impossible to maintain*

Level 4 | High Risk

Residence Life: *social distancing expected in common spaces and lounges; visitation between rooms prohibited*

Student Life: *student organization events and in-person meetings prohibited; fieldhouse closed; congregational and choral singing, the sign of peace, and other person-to-person contact suspended at all Masses*

Athletics: *all events and games cancelled*

Dining Services: *seating limited to 50% of normal capacity but reserved strictly for dining (facilities unavailable for student leisure, meetings, study, etc.); take-out meals provided to all students through a designated point at the Crow's Nest; social distancing in line and a low-contact form of payment required*

Modes of Instruction: *hybrid model utilized, blending in-person and online instruction*

Employees: *non-essential personnel work from home at the discretion of their vice president or dean*

The Public: *prohibited from campus*

Commuter Students: *refrain from entering campus*

Testing: *performed on randomly selected students and those with symptoms as capacity allows*

Screening: *daily self-screening and temperature logging encouraged for all students and employees*

Social distancing: *expected always of all students and employees*

PPE: *all students and employees required to carry a mask on their person, to be worn while in close contact with any other person*

Level 5 | Critical

Residence Life: *common spaces and lounges closed; visitation between rooms prohibited*

Student Life: *student organization events and in-person meetings prohibited; fieldhouse closed; congregational and choral singing, the sign of peace, and other person-to-person contact suspended at all Masses*

Athletics: *all events and games cancelled*

Dining Services: *seating limited to 50% of normal capacity but reserved strictly for dining (facilities unavailable for student leisure, meetings, study, etc.); take-out meals provided to all students through a designated point at the Crow's Nest; social distancing in line and a low-contact form of payment required*

Modes of Instruction: *all classes moved online*

Employees: *non-essential personnel work from home*

The Public: *prohibited from campus*

Commuter Students: *refrain from entering campus*

Testing: *performed on randomly selected students and those with symptoms as capacity allows*

Screening: *daily self-screening and temperature logging encouraged for all students and employees; required prior to any necessary in-person meetings*

Social distancing: *expected always of all students and employees*

PPE: *all students and employees required to carry a mask on their person, to be worn while in close contact with any other person*

Note

The University of Mary reserves the right to apply additional department-specific requirements as needed to ensure the safety of all members of the community.

All such department-specific requirements will be reviewed by the Emergency Response Team for approval before implementation and will be communicated as appropriate.