Safe Return to Campus Playbook
Fall Semester 2020
### TABLE OF CONTENTS (clickable)

- Introduction
- Campus Health Protocols

#### Students
- Things to Do Before Arriving on Campus
- Arriving on Campus
- COVID-19 Screening
- Commuter Students
- Residence Life
- Calvin Dining Services
- Campus Store
- Campus Life and Activities
- Growing Your Faith
- Knights Athletics

#### Academics and Classrooms
- Classroom Policies and Setup
- Teaching and Learning Strategies
- Policy on Recording Classes
- Off-Campus Programs

#### Offices and Operations
- Admissions and Campus Tours
- Calvin Career Center
- Hekman Library
- Information Technology
- Mail Services
- Prince Conference Center
- Print Services
- Production/Event Technologies
- Student Support Offices
- Building Access Fall 2020

#### Employees
- Steps to Take to Come to Campus
- Safe Return Team
- Guidelines for Distancing and Hygiene
- Expectations for Employees and Supervisors
INTRODUCTION

Our community is ready for another semester of thinking deeply, acting justly, and living wholeheartedly as Christ’s agents of renewal. To that end, we are prepared to adapt to local and global developments in the COVID pandemic. With thorough contingency plans created for these unique times, we can ensure that no matter what happens, our mission will be accessible for every one of our students, faculty, and staff.

In the spirit of committing to love our neighbors well, we are asking all faculty, staff, and students to sign an agreement, the Love Your Neighbor Covenant, to commit to caring for our friends and neighbors by guarding their health as much as our own, just as Jesus Christ calls us to love our neighbors as much as we love ourselves. This promise is the backbone of Calvin’s plan for a Safe Return to Campus, from which all our actions are generated.

As part of this communal covenant, the following is a list of practices that will guide the actions of Calvin's community members in each of these areas:

Protect Myself and Others
- Take my temperature daily and record it.
- Complete the training and testing requirements.
- Indicate your health status using the #CampusClear app every day.
- Maintain at least six feet of social distancing, especially in classroom settings and in the presence of older members of the community.
- Wash my hands before and after eating, using the bathroom, and touching door handles or surfaces outside of my room.
- Sneeze or cough into my elbow and away from other people.
- Wear a mask whenever I am outside my room or office or am in the presence of others.
- Stay home if I feel ill or after exposure to someone who has tested positive for COVID-19.
- Be positive, attentive, and helpful to anyone around who may need support.

Protect my Community
- Keep my clothing, belongings, personal spaces, and shared common areas clean.
- Participate in testing and contact tracing to preserve the wellness of the community.
- Carefully observe instructional signs and follow directions.
- Abide by State of Michigan guidelines for re-engagement (e.g., size of gatherings).

Engage in Calvin’s Mission
- Actively support the learning and living experience of our students, however it is delivered (in-person or online).
- Pray for the health and wellbeing of our community, our city, our nation, and our world.

This playbook is designed to outline both the preparations and expectations for everyone’s Safe Return to Campus. However, please note that the pandemic situation is evolving, and the policies and protocols in this playbook are subject to change as circumstances warrant. For example, if COVID-19 creates significant health issues on campus, in Michigan, or if there are new government mandates issued, we may have to alter our plans accordingly.
CAMPUS HEALTH PROTOCOLS
Masks
Calvin University requires that faculty, staff, students, and visitors to campus use face masks in all public spaces. This includes dorm lobbies, classrooms, dining halls, hallways, and other indoor spaces on campus. Masks will also be required in outdoor spaces such as on the path where social distancing is impossible. This is consistent with the State of Michigan’s current requirements and recommendations.

Calvin University will initially provide each student, faculty, and staff member with a couple of face masks; we recommend that members of our Calvin community also bring a few additional masks to supplement what the university is providing.

Social Distancing
We advise that each person maintain at least six feet of distance between themselves and others as often as they can. We are working hard to make this possible in all classrooms and common areas. We also advise that everyone maintain proper social distancing while passing through common areas. Congregating indoors within 6 feet is not permitted. Please note that wearing a mask and social distancing are not either/or propositions—both practices work together to limit the transmission of COVID-19.

Testing and Contact Tracing
All Calvin students will receive a COVID-19 screening upon arrival on campus. Faculty and staff will be screened as well. Everyone will also be required to use the #Campus-Clear app to help with both personal symptom tracking and contact tracing.
STUDENTS
**Things to Do Before You Arrive on Campus**

- Be aware of your health before arrival and avoid large group gatherings and places where others aren’t using masks, etc. Make your final couple of weeks at home as healthy as possible!
- Pre-schedule your arrival time using the separate email link you will receive (look for an email from ‘Calvin Housing <noreply@qemailserver.com>; in your Calvin email).
- **Pre-schedule your COVID screening test.** Students moving on to campus who live farther away should schedule your screening on the day of your arrival (sometime within your arrival window) or earlier that week. (It is important to schedule this test. Walk-ins are not an option. If you live in Grand Rapids and can come to campus earlier for screening, plan to schedule your screening on or after August 24). More information on screening is below, including an option to be tested at home before arriving.
- Complete this short educational module to learn about campus policies and protocols to protect our community’s health and wellness.
- **Self-monitor** for symptoms at least 72 hours before you arrive. Students should not report to campus if they are experiencing symptoms of COVID-19. Instead, please isolate, seek medical consultation, and follow the instructions you receive from your medical provider before coming to campus. Students are also encouraged to contact Calvin’s Health Services with any medical-related questions or concerns: 616-526-6187.
- Start packing! Learn what to bring (and what not to bring), and check out dorm amenities. Consider packing light—students tend to bring more than they need, as it makes for a smoother move-in experience.
- Add your cell phone number to your **Calvin Profile** page.*
- Add contact information to your **Emergency Contact** page.*
  *You’ll need to log in with your Calvin username and password for these.

**Arriving on Campus**

To ensure maximum flexibility and to reduce the number of people moving in at the same time, we are planning for a staggered arrival schedule. This will stretch our process across several days, with specific days set aside for first-year students and other days set aside for returning students. The move-in process will involve 1) pre-scheduling your day/time of arrival, 2) pre-scheduling your COVID screening test, and 3) arriving on campus to move in and be screened at your designated time.

Note: Please look for the link to the arrival reservation app in your email.

**Staggered Arrival Schedule:**

- First-year residence hall students coming from outside the U.S.
  - Arrival date: Friday, August 14
  - Screening test date: Friday, August 14
Returning residential students coming from outside the U.S.
• Arrival date: Residence halls – Wednesday, August 19; Knollcrest East apartments – Wednesday, August 19
• Screening test date: Wednesday, August 19

First-year residence hall students coming from within the U.S.
• Arrival date: Thursday morning, August 27 – (Note: students assigned to this arrival time will be permitted to arrive on Wednesday evening, August 26, if early arrival is requested); Thursday afternoon, August 27 – (students will be assigned a specific arrival window, either Wednesday evening/ Thursday morning or Thursday afternoon)
• Screening test date: Thursday, August 27 – students will sign up for a screening test appointment that corresponds to their arrival window, in either the morning or afternoon

Returning residential students coming from within the U.S.
• Arrival date: students will be assigned a specific arrival window to stagger roommate arrivals
  • Residence halls – Friday, August 28; Saturday, August 29; Sunday, August 30
  • Knollcrest East apartments – Thursday, August 27; Friday, August 28; Saturday, August 29; Sunday, August 30
• Screening test date: Students will sign up for a screening test appointment that corresponds to their arrival window
  • Residence halls – Friday, August 28; Saturday, August 29; Sunday, August 30
  • Knollcrest East apartments – Thursday, August 27; Friday, August 28; Saturday, August 29; Monday, August 31

Returning students living off-campus during the 2020-21 academic year
• Arrival Date: N/A
• Screening Test Date: Monday, August 24; Tuesday, August 25; Wednesday, August 26; Saturday, August 29; Monday, August 31 (students will be invited to sign up for a screening test)

When you arrive on-campus:
• Report directly to your assigned residence hall or to the KE front desk for check-in and move-in. Please do not arrive earlier than your reserved day and time slot.
• Please limit the number of family members who help with move-in, preferably being assisted by only one or two others. Face masks are required at all times during this process.
• Be screened for COVID-19 at your designated time (stopping your unpacking for a while to do so, and then returning afterward to continue).
• If you need to retrieve any belongings from a basement trunk-room, there will be specific procedures to follow to request and schedule this access. Trunk rooms will not be available at all times, and care will be taken to allow only one student in the room at a time. More details will be shared upon your arrival.
Move-in process for roommates:

- The app for pre-scheduling your arrival time will prevent roommates from arriving during the same arrival windows, thus spreading out the move-in process. You may want to communicate with your roommate(s) ahead of time if one of you has some arrival time limitations.

- If you move in before your roommate, you’re asked to leave the room when your roommate arrives for their move-in time so that your roommate and accompanying family can begin their move-in process.

- After both of you are moved in, you may be present in the room together while wearing masks and paying attention to distancing, but you will not be permitted to sleep in the room together until both individuals have received confirmation of a negative screening test (results will be back by 5:00 p.m. the next day). At that point, masks will not be necessary in your private room and you (and your suitemates in the residence halls) will effectively become a new “family unit” within the Calvin community.

- Finding space for later arriving roommates to sleep alone in a room (until negative screening tests are back) will take some creativity for later arriving roommates. In the residence halls, RAs will help find isolated sleeping space for those that need help, using empty rooms in the building or other empty spaces on campus. For KE residents, students should be able to shuffle around as roommates arrive, allowing the recently arriving students to have an isolated bedroom while those already present share the second bedroom or sleep in the living room, etc. Think creatively!

NOTE: The process will be made easier if you’re able to come to campus BEFORE your move-in day in order to get the screening test or can bring a test result from home (see below for details). Documentation of an outside COVID-19 test performed on or after August 24th is an acceptable substitute. This would allow you to sleep in the same room already on the first night.

As you can imagine, the process of moving students into shared living spaces is quite complicated during this unprecedented year. But we’re confident that with everyone’s best efforts and a spirit of flexibility, it will go well.

COVID-19 Screening

- Calvin is partnering with Helix Diagnostics to provide screening tests at no charge for every student, staff, and faculty as they return to on-campus work and life. After you have made your arrival time reservation, pre-schedule your screening appointment.

- To ease the process on the day of your screening, please download this form, sign it, and bring it with you to the screening. Copies will be available on-site as well.

- Calvin is utilizing an rt-PCR test, which detects the virus’ genetic material and helps determine if you have an active coronavirus infection and therefore, should take steps to quarantine or isolate yourself from others.

- The entire screening process should only take a few minutes. During our move-in week, we should be getting results back by 5 p.m. the next day.
• All screening during move-in week will be done outside near the Spoelhof Fieldhouse Complex and will be well marked. Find your way to the main entrance patio of the Spoelhof Fieldhouse Complex and follow the signs.

**Early testing at Calvin or at home:**
To ease the complications of sleeping in private rooms until test results are back, we encourage residential students to consider screening earlier in the week if possible. Simply find a screening time slot that works for you. Your results will be available by 5 p.m. the next day. If both roommates can do this, then there are no restrictions on sleeping in the same room for the first night.

Alternatively, some students may be able to receive a screening test at home earlier that week and bring a copy of their negative result to campus when they move in. This would be at your own expense but would potentially ease the sleeping conditions on the first night. Testing taken elsewhere must be administered no earlier than Monday, August 24, so be sure to verify if results will be available in a timely manner before getting tested. Bring a copy of the lab results to the COVID-19 screening location at Calvin (outside near the Spoelhof Fieldhouse Complex) as you move in, so that we can accurately record the results.

Remember that the screening test is meant to provide a baseline for all students, staff, and faculty as they return to campus and alert us to any asymptomatic carriers. (Note: community members who have symptoms before returning to campus will not be permitted to return until they have received clearance from a medical provider). The screening test results are accurate for a particular point in time, but they do not guarantee that Calvin community members will not be at risk in the future. Self-monitoring for symptoms, maintaining social distance, and wearing face coverings will be critical elements to our strategy to ensure a safe campus in the weeks and months ahead. We’re also asking all members of the Calvin community to sign our “Love Your Neighbor Covenant” (noted in the introduction and as part of the educational module in the first section above), indicating their willingness to take personal responsibility for fostering safety and wellbeing on campus.

**Commuter Students**
Some of you are returning students who will be living with friends in local houses, apartments, duplexes, etc. Living off-campus is a privilege and a blessing—an excellent opportunity to experience new freedoms and responsibilities and to focus on academics and your core group of friends. Others of you will be commuting from a family home and will experience the blessing of regularly being with family and having a foundation of support, particularly during these uncertain times. We’re eager to see all of you on campus for classes this Fall!

You’ve been receiving a lot of information lately as the university shares plans to reopen for classes. Thanks for staying on top of everything—we’re counting on you to help us return to classes safely. While a lot of planning has gone into life ON campus, it’s time for you to be thinking about life OFF campus as well. To get you started, we want to share some important information for commuting students.
Reporting your off-campus address:
Because you’ll be living off-campus, please fill out the form to update your local address and confirm City Ordinance Compliance at the Students Checklist page. The deadline for this is Friday, September 25, which is a long way off. But since most of you know your address now, fill out the form today—it’s simple and will take just 90 seconds of your time!

COVID-19 Guidelines for Commuting Students
*Have “COVID Conversations.”* As you think about beginning the academic year at Calvin in a few weeks, we’re asking you to plan a house or apartment meeting for those you’ll be living this Fall. Sit down with each other and have a “COVID Conversation,” where you review the various points of this letter as a group of peers or family members. Make commitments to each other to take health, cleaning, and house rules seriously. Use the three areas outlined below to guide your conversations:

**Your housing:**
- *Cleaning:* Pay attention to cleanliness—disinfect common touchpoints regularly (i.e., door handles, cupboards, light switches, etc.). Make a cleaning schedule and stick to it. Avoid sharing personal items such as hand towels, dishes, and utensils.
- *Isolation Space:* Create a space within the place you live where an ill student could be isolated—a private space to sleep and hang out and that has access to an individual bathroom if possible. If a separate bathroom is not possible, disinfect the bathroom before and after every use. Having a mini-fridge and good internet service in an isolation space would be a bonus.
- *Quarantining:* The better you plan for isolating someone who is ill, and the sooner an ill person isolates away from other household members, the more likely others in the household will stay healthy. Keep in mind that if someone in your household becomes ill, you still may have to quarantine, and quarantine may extend longer than you would want, especially if members of your household are not diligent about isolating and committing to other health and hygiene practices.
- *Support one another:* In the event that one or more of you is ill or in quarantine due to potential contact with another ill person, please support one another with food delivery and other needs, so that the affected students can recuperate safely while remaining isolated from other household members. Food and other necessities should be left outside the door of the ill person; avoid interactions until symptoms have passed and the ill person has been cleared by a health professional to resume normal activities.

**Your social life:**
- *Limits:* Limit your physical social circles. The more contact you have with people, the greater the risk of spreading the virus if someone gets ill. By all means, have fun and stay connected, but do it in smart and safe ways.
• **Masks:** In public settings with those outside of your living unit, masks and social distancing are the rule of the day. If we all do this together, it becomes tolerable and normal for all of us.

• **Visitors and Travel:** Don’t have visitors inside your house/apartment. If you must, ask people to wear a mask. And we strongly recommend that you do not travel outside of the local region until after Thanksgiving. Let’s start the year cautiously until community guidance allows us to relax restrictions.

• **Accountability:** Follow all local and state guidelines, particularly those that reference gatherings and parties. You, your neighbors, and your fellow community members will be holding each other accountable.

• **Illness:** Reporting COVID-like illness early and getting tested is key to keeping our campus safe. Complete this electronic form to request a COVID-19 test from Health Services. Results are usually back within 48 hours. Remain isolated until you are certain it is not COVID-19. If you start strict isolation while waiting for results, your housemates may avoid a prolonged quarantine.

• **Connect:** Commit to having fun, finding ways to grow together as friends safely, and looking out for each other’s well-being!

**Being on campus:**

• **Daily monitoring:** Check your temperature each morning and complete daily symptom monitoring every day before coming to campus using the #CampusClear App. Follow instructions on the app. If you’re ill, be sure to follow the instructions to obtain an order for COVID-19 testing. Watch your email and turn on Microsoft Teams because someone from Health Services will respond quickly to coordinate care and support your recovery.

• **Transportation:** Take care driving to campus, only sharing transportation with those you live with. If you drive with others, wear a mask. Follow these travel tips provided by the CDC.

• **Masks:** Masks will be required in all buildings, classrooms, restrooms, and public spaces on Calvin’s campus, so be prepared. Be sure to clean reusable masks regularly. Keep in mind that masks will also be required outdoors when you are within 6 feet of others for more than 15 minutes at a time or in congested areas (like a busy pathway as you walk to class).

• **Eating:** Commuting students are generally asked not to eat on campus, particularly not indoors. We now know that COVID-19 often spreads among people who are eating near one another. To the extent possible, plan to eat meals when you are at home, rather than on campus. If you need to eat on campus, be sure to socially distance at least 6 feet away from others who are not members of your household, or find a private spot outside, in your car, on the lawn, etc.

• **Classroom rules and more:** Follow the instructions that Calvin staff or faculty members provide—for classroom seating arrangements, group project guidelines, online
meetings, dining protocols, reservations for study spaces in the Hekman Library, etc. Unique protocols will be in place for the safety of all members of our community, and all of this helps with the important work of contact tracing in the event of illness on campus.

Thank you for the important role you play in keeping our community healthy and functioning so that we can continue in-person education during this time. Please pray with us that as we work together to establish safe practices early in the fall semester, we might see some lessening of the coronavirus in our region and, as a result, be able to move toward an even more open campus.

Residence Life

• *Floor, roommate, and suitemate agreements:* Live-in staff and student staff will build upon existing roommate agreements, floor visioning sessions, and apartment goals to create shared expectations and commitments. Guidelines related to visitors, hygiene, food sharing, and open communication will be a priority. These specific community commitments will contribute to the overall shape and traditional elements of our on-campus life together.

• *Health and safety checks:* Our regular once-per-semester health and safety checks, which focused more on cleanliness, furniture arrangements, and mechanical safety, will be modified into more frequent contact with residents by our live-in and student staff members, to ensure shared responsibility, individual health, and best practices by all of our community members.

• *Common Spaces:* As part of our shared community expectations, our common spaces (including kitchens, basements, lounges, and study rooms) will have some new expectations for residents, including guidelines for cleanliness, wearing of masks, limits on the number of people, etc.

• *Facilities staff and cleaning:* Our facilities staff will provide daily cleaning and disinfecting of common spaces and frequent touchpoints, with the expectation that residents will contribute to this process through proper disposal of garbage, cleaning up after personal use of public kitchens or common areas, and keeping a proper social distance from those who are working hard to keep our communities clean.

• *Isolation and quarantine planning:* Calvin has a team of support staff who can help guide you through your illness or quarantine. Calvin will provide isolation or quarantine spaces for residents who become ill with COVID-19 and are unable to travel home. This will include procedures for health checks, emotional support, meal delivery, and other support services. Specific rooms in strategic locations will be left empty for these situations, and an entire residence hall scheduled for renovation has been dedicated to temporary housing in the event of displacements due to illness. Students living off-campus who live locally may choose to return home during their illness or isolate in place following the CDC recommendations for isolating while living with others. Report all COVID-like illnesses to help us begin the contact tracing process and to help you gain access to testing and other support services.
Calvin Dining Services

Calvin Dining Services will continue to make the health and safety of our students, guests, and employees our primary goal as we reopen our operations this fall. We will follow all guidelines set by the state of Michigan and the Kent County Health Department. Throughout all of the dining operations and the Prince Conference Center, staff will be assigned to consistently clean and sanitize all common touch items, beverage stations, tables, and chairs as guests leave and at a minimum of 30-minute intervals during events. All staff will go through additional COVID-19 specific health, safety, and sanitation training in addition to standard food safety training. They will be provided with the appropriate personal protective equipment and be required to wear face masks while on site. Employees will be required to follow daily check-in procedures to ensure that prescribed health standards are met at a minimum before their workday begins.

There will be a designated supervisor or manager who will be the COVID-19 Person-in-Charge for each shift and location. This person will complete a checklist of required health and safety standards related to COVID-19 in addition to the standard operational check at the beginning of the shift. Throughout the day, they will continue to monitor employees to ensure they don’t exhibit any observable symptoms of illness, are using PPE appropriately, and follow safety protocols. This individual will also be an informational resource to students, staff, and guests.

All locations have hand sanitizer available for guests to use. This is an added precaution and not a substitute for proper handwashing.

Residential Dining Halls

Residential dining will continue by observing physical distancing guidelines, decreasing capacity in locations, reorganizing serving stations, and removing self-service items. Directional signage will be laid down on flooring to create clear pathways for location entrance, station queue points, location flow, and location exit areas.

Checker stands will be equipped with plexiglass dividers to protect the guests and the employees. Students will be highly encouraged to download the Creative Dining Services Eatable App and use that for check-in. If this option is not available, a prox-chip reader will be installed so students will no longer need to hand their student ID to an employee.

If in-seat dining is restricted, dining services will use disposables for all service items. Students will be able to choose their meal from a variety of menu items and then take their meal to an outside dining location or back to their rooms.

When in-seat dining is available, tables and chairs will be removed or shifted to account for physical distancing. All service items, including plates, bowls, and wrapped silverware, will be passed to the guests. Cups will be provided at the self-service beverage stations. All self-service items will be moved to other areas of the dining operation, and either served to the guest or packaged for easy service. This includes salad bars, the pizza station, and dessert stations. All condiments will also be served. Students will also have the option to take out meals rather than dine in the dining hall.
Retail Dining at Peet’s Coffee Shop and Johnny’s
Retail dining will continue by observing physical distancing guidelines and decreasing capacity in locations. We will be changing disposables and packaging to ensure that prepared food remains free from cross-contamination. Condiments will be provided to guests instead of guests serving themselves. An increased variety of grab-and-go items and mobile ordering will be added to decrease guests congregating while waiting for orders.

When common dining spaces are reopened on the Commons Building’s lower level and the Hekman Library, tables and chairs will be removed or shifted to account for physical distancing.

Catering
Standards are being revised, including operational and sanitation procedures to ensure our guests’ safety in adherence to state and local regulations and guidance as well as university health and safety protocols. In partnership with Venues at Calvin, spacing recommendations and diagrams will be utilized to provide adequate social distancing. A new catering menu will be published with current service options and additional food options. Current bookings and contracts will be reviewed and modified with the guest’s input to provide the best style of service within the university’s criteria.

Campus Store
Due to state and CDC guidelines for COVID-19 we will only be able to allow 17 people in the bookstore at a time. We strongly suggest that all students living on campus use dorm delivery as their method for book pickup. Order your books as soon as you have your schedule.

Tip: Ordering books as soon as your schedule is finalized ensures that you’ll receive them before the first day of class.

Campus Life and Activities
Calvin will re-imagine and adapt student activities and student organizations to ensure a vibrant and healthy student experience. Engagement, involvement, and leadership opportunities outside of the classroom are hallmarks of the Calvin community that we seek to preserve and cultivate, even as the COVID-19 realities necessitate some changes for all of us.

New Student Orientation
New Student Orientation will include educational and engaging online content and small group-based opportunities within the best guidelines of the Kent County Health Department and the State of Michigan. Attention will be given to the size of indoor meeting spaces, with limits on occupancy matching classroom density limits used for academic classes.
Student Organizations and Activities
Calvin student organizations will continue to promote vibrant engagement while modifying events and meetings using proper physical distancing, as well as virtual options for larger groups and for students who are unable to participate in person.

Student leaders will be trained on physical distancing and facemask guidelines, as well as how to lead virtual meetings. Standard practices will be developed and shared with all student organization leaders, so that event and meeting guidelines are consistently implemented.

• **Cokes and Clubs**
  This outdoor gathering that encourages student organization marketing and sign-ups will continue, with appropriate spacing and hygiene practices. Student organizations will also be encouraged and empowered to increase their online presence so that students have virtual access to sign-up information.

• **Student Activities Office (SAO)**
  The ability to host live concerts and films on campus will be challenging until safety guidelines change for indoor events. But the SAO will continue the conversations on popular culture and “holy worldliness” that is a hallmark of our approach to equipping students to be wise and faithful participants and leaders in contemporary society. SAO will use new venues and mediums to engage music, film, podcasts, articles, and conversation.

Campus Recreation
Campus recreation and wellness will make extensive health-related modifications for the fall semester. The capacity of activity areas will likely be reduced, extensive cleaning requirements will be in place, towel service will be suspended, and staff contact will be reduced.

Facilities Closures
At this time, the Spoelhof Fieldhouse Complex is closed to the general public. We continue to monitor public health authority guidance, and we will move toward opening once it is safe to do so. (Note: Some spaces on campus may open earlier in the semester for instructional use and not right away for recreational/activity use (depending on guidance from local and state health officials.)

Recreation and Events
Events will be modified on a case-by-case basis in accordance with appropriate guidelines. We are currently evaluating club sports, intramurals, recreation trips, and general fieldhouse usage with an eye toward gradual reopening that will meet physical distancing and sanitation requirements. Additional details will be shared as restrictions on public gatherings in indoor and outdoor athletic facilities gradually lessen.
Growing your Faith

Bible Study
The Bible study this year will be six sessions on Philippians. Anyone can lead a study! Members of our Barnabas Team (the spiritual care and leadership team in each dorm) will lead studies in each residence hall. Pastor Mary will also preach each Wednesday in chapel on Philippians for the first six weeks of the school year. The study will be posted online, and available to all students, staff, and faculty.

Worship
Chapel will happen daily at 10 a.m. via Livestream. The worship leaders will be the only ones in the chapel. There will be designated chapel rooms around campus to worship together safely. All services will also be recorded to watch later. We encourage you to find a chapel buddy to watch with every day. (See below.)

There will be no LOFT (Sunday evening service) this year. We encourage you to find a local church to worship with online on Sunday mornings.

As with our worship on campus, most churches are hosting online worship experiences. We STRONGLY encourage you to enjoy “Sunday morning watch parties” with friends rather than going to any in-person church event. (Young adults tend to be asymptomatic spreaders of the virus, and we want to be good neighbors to our church friends.)

Pastoral Care
Our pastors will have limited in-person hours on campus. There will be drop-in times and appointments outside under tents, as well as the opportunity to go for walks. They will also offer 1:1 and group meetings via the Teams app. Email campusministries@calvin.edu, Pastor Mary, Pastor Matt, or Pastor Paul to set up a time. Our seminary interns, Anthony Vander Schaaf and Sarah Vermerris, will also be available to meet.

Our pastoral partners (local church pastors) will also have limited in-person hours on campus. Our pastoral partners are Pastor Darrell Delaney from Madison Square, Pastor MoonBae Kim from Grace Korean, Pastor Byron Salguero from Mision de Fe Church, Pastor Chris Schoon from the Office of Faith Formation (of the CRCNA), and Pastor David Sung from Living Water. We are grateful for these partners! To set up a meeting with any of them, you can find them on their church’s website or email campusministries@calvin.edu.

Knights Athletics

Regular Health Screenings
Due to the close contact required for training and competition, regular health screenings will be adopted. Under the guidance of the team physician and the sports medicine staff, student-athletes will be regularly screened for COVID-19 symptoms. This may include questionnaires, temperature checks, and testing.
High-Hygiene Environment
In student-athlete support areas and locker rooms, enhanced cleaning practices will be employed. This will include shared responsibility by those using the spaces (wiping down areas before and after use), cleaning by staff members at regular intervals, and deep cleaning by Physical Plant staff. Hand sanitizers, personal towels, and antiviral sprays will be utilized where necessary.

In student-athlete support areas and locker rooms, including weight rooms and training rooms, capacities will be reduced and staggered schedules will be created to facilitate physical distancing.

Calvin Athletics’ Sports Medicine Team, along with Calvin’s Safe Return Team, will develop sport-specific mitigation strategies pertaining to acclimatization, practices, balls or playing apparatuses, equipment, sanitization, travel, distancing, sport-specific venues and activities. Guidance from the NCAA Sports Science Institute, the National Athletic Trainers Association, the Intercollegiate Council for Sports Medicine, and other sport-specific governing bodies will be used to develop these plans for the return and re-socialization of sport.

Fan formation
*Note: The following information relates to if/when competition resumes this fall.

Adjusted Attendance Maximums: Based on Michigan and local guidelines, as well as campus practices, athletic events will be hosted in front of reduced capacity crowds. Strategies will be developed for varying percentages of capacity.

Physical Distancing in Venues: Fans/Guests may be assigned to enter at specific gates and lines will be queued with appropriate spacing outside the venue. Seating strategies will be developed that allow the ability to physically distance oneself, including broad use of general admission-style seating, the creation of mask-required sections, and the ability of guests to move freely about venues to less crowded areas as desired.

Low-Touch Environment: To protect both staff and guests, the use of hard tickets will be minimized, handouts and programs will be eliminated, safe food practices at concession stands will be employed, and buffet-style food offerings in premium spaces will no longer be used.

Event Flexibility: Venue changes dictated by the NCAA, MIAA or other relevant agencies will be employed as well as efficient ticketing and communication strategies in case changes must be made to events. An effective notification of students, staff, families, and fans will be critical in the event of alteration or cancellation of competitions.

Virtual Strategies: Calvin athletics will make every effort to enhance coverage on social media, educate fans on offerings through the website (calvinknights.com), and broadcast (Livestream) games through no-cost options when available.

Visiting Teams: Visiting teams and travel parties, including coaches and staff, will be required to complete screenings before participation on Calvin’s campus. Visiting teams’ sports medicine staffs will be responsible for oversight of any medical screening and
care pursuant to standards set by the MIAA and Calvin Athletics Sports Medicine and Health Maintenance COVID-19 Committee.

**Sport-specific venue guidelines (for at least Fall semester 2020)**

**Volleyball**
- Michigan and local guidelines and executive orders will determine capacity.
- Van Noord Arena will continue to be a ticketed general admission/open seating venue.
- Athletics will encourage masks and social distancing of attendees through signage and advertising.
- Seats behind the team benches and staff will be free of fans.

**Soccer**
- Zuidema Field is not an enclosed athletics venue. As such, events will continue to be general admission/open seating.
- Both men's and women's soccer will remain non-ticketed events.
- Athletics will encourage masks and social distancing of attendees through signage and advertising.

**Cross Country**
- Calvin's Gainey Athletic Complex’s Cross-Country course is not an enclosed athletics venue.
- Calvin Cross Country events will remain non-ticketed events.
- Athletics will encourage masks and social distancing of attendees through signage and advertising.

**Basketball**
- Michigan guidelines and executive orders will determine the capacity for basketball games in Van Noord Arena. If significantly restricted, we will limit attendance to student-athlete guests, students, faculty, staff, and season ticket holders only.
- Hospitality practices within the arena’s suite will be modified to reflect reduced capacity, physical distancing, and best practices in foodservice.
- The upper level of Van Noord Arena will be open for all games to facilitate physical distancing.
- Athletics will encourage masks and social distancing of attendees through signage and advertising.

**Swimming and Diving**
- Michigan guidelines and executive orders will determine capacity for swim and dive events in Venema Aquatic Center. If significantly restricted, we will limit attendance to student-athlete guests, students, faculty, and staff.
- Hospitality practices within the Spoelhof Fieldhouse Complex related to swimming events will be modified to reflect reduced capacity, physical distancing, and best practices.
- Calvin athletics will encourage masks and social distancing of attendees through signage and advertising.
Hockey (Eagles Ice Center)

- Michigan guidelines and executive orders will determine the capacity for hockey competition in the Eagles Ice Center. If significantly restricted, we will limit attendance to student-athlete guests, students, faculty, and staff.
- Hockey will remain a ticketed event.
- Hospitality practices within the Eagles Ice Center will be modified to reflect reduced capacity, physical distancing, and best practices in food service.
- Athletics will encourage masks and social distancing of attendees through signage and advertising.

Please note: more information about facilities located in the Spoelhof Fieldhouse Complex can be accessed here. Some spaces on campus may open earlier in the semester for instructional use and not right away for recreational/activity use (depending on guidance from local and state health officials).

All Calvin courses will be offered through in-person instruction in classrooms configured to support physical distancing, with requirements for wearing face coverings and sanitizing surfaces such as desks, computers, or other equipment. Calvin class sizes are small. All classes will physically distance desks. Some classes are moving to larger spaces on campus, including some rooms that are not normally used for instruction.
ACADEMICS AND CLASSROOMS
Classroom Policies and Setup

All faculty and students must wear cloth face coverings in classrooms, labs, and studios. Classrooms will be configured to promote physical distancing. Room-specific plans will be developed for every classroom and instructional space, including labs, studios, and rehearsal spaces.

Calvin will provide cleaning supplies so students and faculty can clean surfaces and shared computers and equipment when they enter and leave classrooms. Adjusted room capacities are listed on the Facilities website and will also be physically posted at each location. Please note that not every campus space is listed yet, but rooms are being added daily. Facilities’ staff are currently focusing on common spaces.

Specific class guidelines will be communicated by faculty at the beginning of courses and will be included in course syllabi.

Additionally, each HVAC system on campus is being configured to maximize outdoor air intake and air circulation. Filters have been replaced this summer, and, where applicable, filtration rates have been increased. As each system is monitored for performance, facility mechanical technicians will increase filtration if air circulation is not negatively impacted by a higher filtration rate. You can help by opening windows to increase outdoor air intake into the building when possible.

Teaching and Learning Strategies

The COVID-19 pandemic has challenged faculty and staff to reimagine where and how teaching and learning take place, but it has not changed our commitment to rigorous Christ-centered teaching and learning.

All courses will be designed and taught in ways that allow students who are unable to travel to campus, who are in quarantine or isolation, or who must shift to fully remote learning for other reasons, to continue to complete the coursework. Faculty will be available to assist students in remote learning to ensure they understand the course expectations and available resources.

Policy on Recording Classes

Please be advised of the following regulations:

- Recorded lectures may not be shared with other people without the consent of the lecturer.
- Recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are recorded as part of the class activity.
- Information contained in the recorded lecture is protected under federal copyright laws and may not be published without the consent of the lecturer.
- All lectures should be erased immediately following the end of the semester.
Off-Campus Programs

International Off-Campus Programs
Due to COVID-19, the Off-Campus Programs office has made the difficult decision to cancel all international travel for both fall and spring semesters and for the January interim. The health and safety of our students is our top priority. Some international January interim programs are planning to move to May. Some programs have changed their program site to a domestic location. Please consult individual program leaders for more information.

Students who have made a deposit but whose programs have been canceled will see a credit on their next statement.

Domestic Off-Campus Programs
Currently, the Chicago Semester Program is continuing for the 2020-2021 school year and is still accepting applications. The Washington D.C. Semester will take place as planned during the spring semester.
OFFICES AND OPERATIONS
Admissions and Campus Tours

Prospective students and their families are welcome on Calvin’s campus by appointment only. Visitors can check-in at the admissions office in the Spoelhof University Center. Campus tours and admissions meetings begin from this location and information about campus policies, including physical distancing and the use of face coverings, will be communicated to visitors upon registering online.

Daily meetings with the admissions staff and campus tours will limit the number of people visiting to comply with physical distancing requirements. While Calvin offers on-campus visits, there will still be many more options for virtual experiences.

Please send questions to admissions@calvin.edu or call (800) 688-0122.

Calvin Career Center

Career advising appointments will continue in a virtual format or with one-on-one meetings in line with social distancing guidelines.

On-campus recruiting and company information sessions will continue through a mix of virtual and in-person formats, as determined by employers’ availability and willingness to travel. Staff will provide students with resources for optimizing and gaining from engagement in virtual platforms.

Workshops and seminars will continue through a mix of virtual and in-person formats. Events will be modified on a case-by-case basis, though an option for virtual offerings is recommended across the board.

Hekman Library

In the wake of COVID-19 and based on informed practice, this fall the library is unable to offer traditional physical reserves (e.g., course readings or entire books/textbooks) for student readings. Where possible, we will support the acquisition of online copies and/or digitization of course reserves.

Because of the university’s hybrid instructional model this fall with in-person and online students, and to mitigate virus spread among our on-campus population, physical reserves will not be prudent. Librarians will work with faculty and help to identify and digitize those portions of printed or visual works that serve current pedagogical needs. For complete works, the library will attempt to provide access to digital versions when such access is feasible and allowable under copyright law, but note that based on publisher practices, we cannot assure the faculty that this will be successful. It should be noted that electronic textbooks are often not available for libraries to purchase.

For textbooks, this may be an opportune time to explore Open Educational Resources (OERs).

For those materials not currently available in digital form to libraries, requests for the digitization of portions of printed or visual materials should be made through a form on the Reserves webpage. Since digitizing multiple works for multiple faculty will take time, the library encourages faculty to submit requests as soon as possible for the fall
semester, providing as much information as possible, particularly when the assignment is due. Please note that the digitization of entire works for course reserves is generally not possible due to copyright restrictions.

**Information Technology**

Calvin’s Information Technology offices have created new virtual strategies and designed low-touch, high-hygiene protocols:

- Technology service and support will be provided primarily by video-visit and phone when necessary; necessary in-person consultations will require appointments rather than walk-in visits and will be scheduled in an area that provides safe social distancing. The CIT offices in Hekman Library and Hiemenga Hall will be limited to staff access only.
- Equipment service and exchange will occur in a low or no contact manner, with instructions for different types of equipment service and exchange provided at the time of the initial call. Desk-side and office support will be limited to items where the technology is a fixed asset (for instance, network jack repair, scientific/research equipment, displays, and projectors).
- In partnership with facilities, classrooms and their technologies will be sanitized between use. In the case where the occupant is asked to participate in shared responsibilities for sanitization, appropriate cleaning supplies for electronics will be provided.
- Classroom support and “rescue” will be available, but initial troubleshooting must occur by phone first, and response may be limited.
- Academic technology support and workshops will be delivered remotely or by appointment. Scantron grading is temporarily discontinued because of the risk posed to faculty and our student staff handling paper forms and machinery. Moodle quizzes are recommended as an alternative. Training will be conducted over the summer with faculty to prepare for the new process.
- Audio Visual (AV) loaner pool equipment is available by advanced reservation only. Equipment will be cleaned to appropriate standards (that are approved by the university’s Safe Return team) after each use.
- The AV workroom will be available only by appointment. The concurrent number of users in the room will be limited, and proper distancing and equipment sanitization processes will be followed.

Computer labs will operate on limited hours and the number of concurrent students allowed in the labs will be reduced by configuring computers to allow for physical distancing. Some campus computer labs may be closed. Shared responsibilities will be enacted for keeping equipment disinfected before, during, and after each use.
**Mail Services**

Pickup and delivery will be managed by observing physical distancing guidelines. Safe and secure drop off/pick-up locations for both print items and mail deliveries will be identified in buildings across campus. Delivery and service vendors will have a common understanding of our updated operational policies and procedures to comply with physical distancing practices to allow them to operate on campus.

**Prince Conference Center**

We are committed to promoting the health and safety of our guests and associates. We will continue to closely monitor and follow guidelines from the CDC and local health departments.

We have high standards for hygiene and cleanliness and are adding additional steps to surpass the guidelines set forth for our industry. We will continue to monitor and adjust our services and offerings based on industry and regulatory directives.

**Hotel**

Please note that daily housekeeping service and self-service continental breakfast will be unavailable until further notice to reduce guest interaction.

**Arrival:**
- Staff is sanitizing all check-in items, including room keycards, pens, and credit card terminals.
- To ensure social distancing, we have installed floor markers in front of the desk with six feet of distance between markers.
- Our front desk agents are wearing masks when interacting with guests.
- Countertops will be wiped after each guest interaction.
- Guest rooms will be assigned at every other room on a rotational basis to increase the distance between guests. This measure is based on availability and guest requests.

**Lobby & Corridors:**
- Staff will conduct regular cleaning and sanitizing services in the lobby and corridors.
- Hand sanitizer stations are available in our lobby and by the guest elevator.

**Guest Rooms:**
- Guest rooms will be deep cleaned before check-in with special attention to high-contact points.
- Daily room cleaning will be temporarily suspended. Guests will be provided additional linens and toiletries upon request.

**Food & Beverage:**
- Hotel guests may have food delivered from local restaurants to eat in their room or at the picnic tables overlooking the Calvin Ecosystem Preserve & Native Gardens.

**Departure:**
- Guests do not need to check out; they may leave the keys in the room, and a receipt will be emailed after departure.
- Hand sanitizer is located near the exit for guests’ convenience.
Cancellation Policy:
• It is important to us that you can make informed travel decisions and that you have peace of mind anytime you choose to visit the Prince Conference Center at Calvin University. Please review our cancellation policy.
• For a full refund, please cancel 48 hours before your arrival date.
• Guests who booked via online travel agents or other third-party travel professionals are advised to contact their booking provider for information on their policies.

Conference Center
Employees:
• As a precautionary measure, all employees will be required to follow new check-in procedures that will ensure prescribed health standards are met before their workday begins. Employees will wash their hands and have their temperature checked before entry is allowed.
• Appropriate personal protection gear will be worn by all employees based on their role and responsibilities and in adherence to state and local regulations and guidance.
• Staff will conduct regular cleaning and sanitizing services in the lobby, restrooms, and corridors.

Catering and Events:
• Standards are being revised, including operational and sanitation procedures.
• Food service will be limited to individual items, plated meals, or served buffets. No self-service food stations are permitted.
• Guests must wear masks upon entry and can remove masks only for dining purposes.
• Room capacities have been adjusted to allow for social distancing of six feet.

Email venues@calvin.edu with additional questions.

Print Services
Pickup and delivery will be managed by observing physical distancing guidelines. Safe and secure drop off/pick-up locations for both print items and mail deliveries will be identified in buildings across campus. Delivery and service vendors will have a common understanding of our updated operational policies and procedures to comply with physical distancing practices to allow them to operate on campus.

Production/Event Technologies
CIT will continue to provide limited support to productions and events on campus as they are scheduled. Service operations for events may be reduced so that they can occur safely, with appropriate social distancing and minimal equipment contact. For instance, events that require multiple technicians and support staff in an operations area will have reduced services.) Additionally, fewer event staff members will be allocated to each activity. Please consult the CPT team of CIT to discuss and arrange for event needs well in advance of any scheduled activity.
Student Support Offices

- **Campus Ministries**: Pastor Mary and Pastor Matt are both available to meet with students via Microsoft Teams during this COVID-19 time of separation. To schedule an online appointment, email pastormary@calvin.edu or pastormatt@calvin.edu.

- **Campus Safety**: The Campus Safety Department is responsible for policy enforcement, security, and emergency response on the campus. The department is staffed 24 hours a day, 7 days a week, and strives to work collaboratively with the campus community to ensure a safe campus environment.

- **Center for Counseling and Wellness**: The Center for Counseling and Wellness is a resource for Calvin students who aim to grow and thrive emotionally through their university years. We offer a broad range of services that are customized to the specific needs and strengths of each student through the use of a Stepped Care Model. All services are designed to support student wellness and emotional flourishing, helping to equip students for the wholehearted pursuit of their academic endeavors as well as healthy engagement with their community.

- **Center for Student Success & Intercultural Student Development Office**: The Center for Student Success and Intercultural Student Development Office are available to help students thrive. Each will be available to help students but with more restrictions like attendance limits, mask-wearing, and physically distanced behavior. Furniture in these offices will be reconfigured for spacing, and signage will be instructive of traffic flow.

  - **Programs and events** will continue through a mix of virtual and in-person formats as determined by the venue, but not all traditional events will occur. Programs are vital in cultivating social connections that support a student’s personal and identity development in becoming a thriving individual. Select events will occur in a redesigned and culturally relevant approach to connect students, especially first-year students, with mentors.

  - **Education and development** on inclusive excellence are services that support a pluralistic orientation in teaching and other engagements throughout the university. Consultations will continue through virtual means and training, and workshops will be modified on a case-by-case basis (with remote offerings as the primary mode of delivery). Staff will provide their expertise in creating an inclusive university pandemic response that is attentive to all, including the most vulnerable and historically marginalized members.

- **Health Services**: Led by a medical doctor, our health services team of health professionals is set up to offer onsite COVID-19 testing and to meet your medical needs related to COVID-19 without any out-of-pocket expense for any COVID-related concern. Meet our campus physician or other care providers virtually or in-person for COVID or non-COVID-related concerns. Health Services is a comprehensive primary care office with an array of additional support such as psychiatry, ADHD care, allergy shots, and dietitian services on site. The staff is continually communicating with officials from the Kent County Health Department to ensure the safety of the
entire community as the situation with COVID-19 continues to evolve.

- **Residence Life:** As partners in enacting the mission of Calvin University, the Residence Life Department is dedicated to the learning experience of students through on-campus living. We challenge and support students in their development as whole persons, responsible participants in their communities, and faithful citizens of God’s kingdom. Through vibrant experiences and opportunities, we strive to connect students’ hearts to God’s heart in all things.

### Building Access Fall 2020

Due to safety precautions related to COVID-19, the following building access guidelines have been enacted for all residential and academic buildings to begin the 2020-2021 academic year. Adjustments will be made as conditions on campus and in the region dictate.

Calvin University requires faculty, staff, students, and visitors to campus to use face masks in public spaces. This includes dorm lobbies, classrooms, dining halls, hallways, and other indoor spaces on campus. Masks will also be required in outdoor spaces where social distancing is not possible. This is consistent with the state of Michigan’s current requirements and recommendations.

It is important for all students, faculty, and staff to know that they are required to visibly carry their Calvin University ID card on a lanyard in all public and classroom spaces. Additionally, all contractors, guests, and visitors to campus buildings will be required to carry a visible Calvin University ID card on a lanyard.

Employees or departments that utilize contractors or who have visitors or guests on campus will be required to obtain a contractor, guest, or visitor ID card for each individual. Requests for contractor, guest, and visitor ID cards can be sent to Campus Safety at safety@calvin.edu.

#### Residence Halls and Apartments in Knollcrest East:

- **Residence Halls:** Students will only have standard card access to their own residence hall. Regular access will not be provided to other residence halls, but limited access on class days will be provided to students who have a class scheduled in a residence hall basement.

- **Knollcrest East Apartments:** Students will only be given standard card access to their own apartment building along with Theta Epsilon due to the need for access to the KE front desk and mailboxes. Regular access will not be provided to other KE apartments.

#### Academic Buildings:

- **Students:** 7:30 a.m. to 9:30 p.m. (6 p.m. on Friday) – card access (ID card only during normal building hours, card+ pin for after-hours access). Doors will remain secured.

  After the first two weeks of the semester, limited access can be authorized by fac-
ulty or staff for students to have access as needed until 11 p.m. Students can submit requests for access to their professor at **Academic Building—request permission to be in a building after hours.** NOTE: The granting of access to academic buildings outside of normal business hours will be dependent upon any mandates issued by the governor’s office, the Kent County Health Department, and the status of Coronavirus cases in our community.

Access will be limited to the following needs:
- Research projects (including work for faculty/staff) that require attention outside of regular building hours
- Senior projects required for graduation

**Employees:** Card Access 24/7 to own academic building. 7:30 a.m. to 9:30 p.m. (6 p.m. on Friday) for all other academic buildings. Card access (ID card only during regular building hours, card + pin for after-hours access). Doors will remain secured.

**Hekman Library Hours:** 7:30 a.m. to 9:30 p.m. (6 p.m. on Friday). View the [reopening guidelines](#) for access to the Hekman Library.

**Saturday and Sunday:**

- **Students:** Closed, no access for the first two weeks of the semester, then limited access can be authorized by faculty or staff for students to have access as needed between 8 a.m. and 5 p.m. Students can submit requests for access to their professor at Academic Building—request permission to be in a building after hours. NOTE: The granting of access to academic buildings outside of regular business hours will be dependent upon any mandates issued by the governor’s office, the Kent County Health Department, and the status of Coronavirus cases in our community.

Access will be limited to the following needs:
- Research projects (including work for faculty/staff) that require attention outside of regular building hours
- Senior projects required for graduation

**Employees:** Card Access 24/7 to own academic building (card + pin is required for access). All other buildings are closed with no card access.

**Hekman Library Hours:** 1 p.m. to 5 p.m. on Saturday. NOTE: Vulnerable populations will be able to access the main second floor from 11 a.m. to 1 p.m. *There is no Sunday access.* View the [reopening guidelines](#) for access to the Hekman Library.
EMPLOYEES
Steps to Take to Come to Campus

To make it clear that you have completed all steps necessary to return safely to campus, you will receive an authorization notification in your Workday inbox.

Receiving this Workday authorization means that you have:
• Completed the COVID Awareness Training and Covenant
• You have received a negative test result from your COVID screening
• You have been participating in the daily self-monitoring program
• Been approved to be part of the “on campus-cohort” by your supervisor or department chair

Working remotely
If you will be continuing to work remotely, you still need to complete these steps:
• Completed the COVID Awareness Training and Covenant form by August 17.
• Submit your daily health checkup via the Campus Clear app starting August 17.
• Submit this Return To Work form for one-time access if you need to come to campus for a special reason.

At any point, when you are approved to join the on-campus cohort or if you know you will need to come to campus periodically, you will need to:
• Register for and complete COVID screening at least 7 (but no more than 14) days before your return to campus. Check with Health Services for screening dates.

#CampusClear app
To promote health and safety on our campus, all members of the Calvin community are required to use the #CampusClear app to do a daily self-screening. #CampusClear is free, easy to use, and respectful of your privacy.

To make reporting your daily health a 10-second activity, learn more about the #CampusClear app and where to download it here. If you don’t have a smartphone, you will be able to report your health online via your computer.

Safe Return Team
Calvin is committed to supporting the health and safety of faculty, staff, students, and visitors as part of the nation’s finest learning community. In order to do this, earlier this summer, a Safe Return Team (SRT) was formed with more than 35 faculty and staff members from across campus. SRT members have each been assigned to working groups in order to focus their work.

• The SRT working groups are:
  • Instruction and the Classroom, Lab, and Studio
  • The Campus Experience, Alumni, and External
  • The Employee Experience
  • Health Maintenance
  • Communication
In preparation for the returning campus, each divisional vice president has been asked to provide a coordinated return to work plan that serves the needs of faculty, staff, and students well. This plan is to consider the necessity of working from campus, when on-campus work needs to resume, staggered hours of operation or work shifts, and other creative ways for getting work done with fewer people in close proximity on campus. As part of our planning, we are consulting the Michigan Independent colleges and universities “Playbook for COVID-19 Response and Re-Opening” presented to Governor Whitmer this past spring. Additionally, training modules are available for students, faculty, and staff returning to campus.

Guidelines for Distancing and Hygiene

Facilities will continue providing daily cleaning and disinfecting of classrooms, breakrooms, bathrooms, and public spaces. Additionally, all employees will be required to exercise caution and maintain physical distancing and personal hygiene practices in order to protect from the spread of the coronavirus as per the guidelines below. All employees will be asked to monitor their health daily. Click here for a template for employee health monitoring.

Expectations for Employees and Supervisors

Vice presidents and deans will work with department directors, department chairs, and program directors to ensure that employees maintain established social distancing and hygiene practices (listed below).

• Faculty and staff should limit close personal contact and maintain a minimum six-foot distance apart.
• Faculty and staff in individual offices should consider working with office doors shut.
• Faculty and staff should engage in frequent hand washing, the use of hand sanitizer, and regularly sanitizing of surfaces:
  • Wash hands with soap and water for at least 20 seconds as frequently as feasible.
  • Use hand sanitizer after interactions with people or objects if soap and water are not readily available.
  • Cover coughs and sneezes into the sleeve or elbow, not hands.
  • Clean and disinfect high-touch surfaces (buttons, door handles, counters, workstations, keyboards, telephones, handrails, etc.) regularly. The facilities team will provide disinfecting wipes or sprays for computer labs, classrooms, and public spaces for individuals to clean surfaces regularly.
• Avoid touching your face.
• Refrain from shaking hands.
• Faculty and staff are encouraged to wear cloth masks in public spaces and must wear them anytime they cannot maintain a safe physical distance from others. Masks are available through Jennifer Ambrose in Environmental Health and Safety.
• Faculty and staff should avoid using other employees’ phones, desks, offices, or oth-
er work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

• Faculty and staff should limit the number of people at gatherings, ensuring that Michigan (MI) law is followed. Examples include:
  • When in-person meetings are necessary, no more than the number of people defined in Michigan law by the governor’s order should be present, and physical distancing should be in place.
  • Video conferencing and conference calls can be used instead of in-person meetings.
  • No events, meetings, or gatherings will be approved that includes more than what Michigan law allows.
  • Please note that the multi-person limit on gatherings includes other personnel that may be present in that space.

• Faculty and staff should remain mindful of physical distancing in small spaces, including elevators, hallways, stairwells, and restrooms.

• Faculty and staff should eat in a location that allows for appropriate physical distancing (e.g., outdoors, in an enclosed or private space, in an office with the door closed, etc.).

Note: All visitors to campus, including contractors, vendors, guest speakers, etc., will be expected to follow these guidelines.

Expectations of employees with COVID-19 symptoms or a with a sick family member at home with COVID-19

• Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor, contact their healthcare provider, and utilize sick leave to stay home. A COVID-19 leave grant of up to 80 hours is available for employees regardless of their current PTO balance.

• Employees with confirmed cases of COVID-19 should follow CDC-recommended steps, should use the COVID-19 leave grant, and should not return to work until the criteria for discontinuing home isolation is met (in consultation with healthcare providers and state and local health departments).

• Employees who are well but who have a family member at home sick with a confirmed case of COVID-19 should notify their supervisor and follow CDC-recommended precautions.

Expectations of supervisors: work environment

Vice presidents and deans will work with department directors, department chairs, and program directors to evaluate the work environment and make the necessary changes and adjustments to ensure physical distancing practices can be followed. In shared offices or workspaces, the following should be considered:

• Utilize work from home, flexible work schedules, and staggered work hours, and staggered arrival and departure times. Examples include:
  • Rotations of remote and in-person work: Create schedules that rotate employees on in-person and remote workdays to ensure offices are covered while
also supporting social distancing and decreasing congestion in the office.

- Alternate break/lunch scheduling: Alternate work or lunch schedules to minimize the number of individuals working together, congregating in one area, or gathering.

- Adjust furniture and office layout to allow for social distancing. Examples include:
  - Keep desks or furniture apart to maximize spacing within offices, office suites, work areas, and lounge or public spaces.
  - Relocate individuals to alternate spaces or use larger spaces if possible.
  - Based on limited availability, and as a last resort, consider the use of office partitions or plexiglass dividers for areas where the prominent purpose is customer service or interacting with walk-up traffic of students, faculty, staff, parents, or campus visitors.

- Alter or limit congregating factors or spaces where the virus could be easily spread. Examples include:
  - Discontinue the use of office coffee pots. Post signage to require disinfecting handles on refrigerators and microwaves, as well as control panels of microwaves and vending machines. Post signage discouraging drinking from water fountains.
  - Alter break room setups to increase social distancing. Limit the number of people who can be present where gatherings often occur, such as lunch or break rooms. Encourage outdoor break periods.
  - Ensure adequate space between personal items in areas of shared storage such as locker rooms or mailrooms.

Vice presidents and deans will work with department directors, department chairs, and program directors to utilize guidance from Governor Whitmer’s “MI Safe Start” plan, specifically the section on “Controlling Spread in the Workplace.” Best practices fall into five categories: access control, social distancing, sanitation/hygiene, PPE, and contact tracing/isolation.

**Employees with a higher risk for severe illness from COVID-19**
The CDC has identified individuals with a higher risk for severe illness from COVID-19 as older adults and people who have serious underlying medical conditions, including:

- People 65 years or older
- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions, including high blood pressure
- People who are immunocompromised. Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease.
Employees in the above groups should consult the CDC’s extra precautions site and speak with their supervisor and healthcare provider. N-95 masks will be available for employees in the above groups who cannot maintain a six-foot distance from others during work.

Supervisors or employees should contact human resources to discuss instances potentially needing an additional accommodation for someone who has identified themselves as a higher risk for severe illness and who is unable to work in conditions provided to them.
“He will be like a tree planted by the water that sends out its roots by the stream. It does not fear when heat comes; its leaves are always green. It has no worries in a year of drought and never fails to bear fruit.”

JEREMIAH 17:8