# TABLE OF CONTENTS

- **Introduction** ................................................................. 1
- Community Responsibility .................................................. 2
- Anonymous Reporting Tool .................................................. 2

## Comprehensive Testing, Well-being Monitoring & Contact Tracing System
- COVID-19 Testing Plans - *for Summer 2021* .................. 3
- Vaccinations ................................................................. 5
- Symptom & Well-being Monitoring ................................... 7
- Positive Case Reporting .................................................. 8
- Contact Tracing ............................................................. 8

## Personal Health Safety Practices & Protocols
- Face Mask Requirements .................................................. 9
- Social Distancing Guidelines ............................................ 10
- Personal Hygiene Practices .............................................. 10
- Cleaning & Disinfectant Practices ................................... 11
- Isolation and Quarantine .................................................. 11
- Travel Policy ................................................................. 12
- Meetings and Events ...................................................... 15

## Adjustments to Academic Offerings
- Academic Offerings ....................................................... 16
- Attendance Policies ........................................................ 16

## Building Spaces
- Physical Space Alterations .............................................. 17
- Building Ventilation ........................................................ 17
- Confined Spaces ............................................................. 18
- Building Access Hours ................................................... 18

## Campus Life
- Residential Life ............................................................. 19
- Dining Services ............................................................. 20
- Career Services & Employer Relations ........................... 21
- Health Services & Student Counseling Center ................. 22
- Athletics ..................................................................... 22
- Sports & Recreation ........................................................ 23
- Clubs, Organizations & Greek Life ................................. 24
- Office of Financial Aid ................................................... 24
- Visitors to Campus ........................................................ 24

## Enterprise Information Technology Service Desk Protocol
- Submitting a Service Request .......................................... 25
- Visiting EIT in Person .................................................... 25

## Media Interviews ............................................................. 26
INTRODUCTION

Rose Ready is our comprehensive guide to help keep the Rose-Hulman Institute of Technology campus and surrounding community safe by limiting the spread of COVID-19. This guide, intended to reflect the period of June 1-July 31, 2021, includes the plans, tools and protocols needed for the successful continuation of campus activities while helping every member of the Rose-Hulman community stay safe and healthy. Our overall guiding principles for this work are simple:

- Maximize student, faculty and staff health and safety
- Maximize student learning

This guide serves as a living document which will continue to evolve, driven by the latest development of the virus on campus, in the local, regional, state and national communities, and the ever-expanding body of knowledge and science surrounding COVID-19. The collective efforts of those involved in campus leadership and planning, utilizing our guiding principles, continue to be focused on not eliminating all potential risks, but providing a systematic and feasible path for operation within the pandemic environment.

Currently it is difficult to imagine any residential campus community that can guarantee an environment completely free of COVID-19, and the measures described in this plan recognize that reality. While much has gone into this effort to protect the Rose-Hulman community, this is a situation where one weak link can break the chain, and so we trust that all community members — faculty, staff, students and visitors alike — will ultimately take responsibility for their own health and safety and at the same time act in a manner that demonstrates respect and consideration for all those around them. Through our combined efforts and diligence, we will be Rose Ready.
COMMUNITY RESPONSIBILITY

In this era of a COVID-19 pandemic, to maintain a culture in which health, safety and student learning are maximized, we believe all community members must acknowledge and accept these common responsibilities:

• All students, faculty and staff will actively participate in training exercises to learn the health and safety practices required to successfully navigate this new campus environment.
• All students, faculty and staff will actively participate in daily health monitoring activities for and report all symptoms of COVID-19 to the Rose-Hulman Health Services Clinic.
• All students, faculty and staff will follow critical personal safety practices including the wearing of face coverings; enhanced personal hygiene practices including frequent hand washing and sanitizer use; adhering to safe social distancing practices; and following all general safety instructions and signage presented.
• All students, faculty and staff will keep personal belongings and all living, studying and working spaces clean.
• Any students, faculty and staff who are not fully vaccinated will participate in initial and routine surveillance testing and contact tracing under prescribed protocols.

The success of this plan is ultimately dependent upon the entire community’s acknowledgment and acceptance of these common responsibilities.

ANONYMOUS REPORTING TOOL

Individuals who have concerns about someone on the Rose-Hulman campus not following COVID-19 safety protocols as outlined in the Rose Ready guide, can share that information through an anonymous reporting tool. The report will go to select leadership in Student Affairs, who will then take action as appropriate. The tool can be accessed by clicking the hyperlink above or in the My Rose-Hulman COVID-19 quick links.
COMPREHENSIVE TESTING, WELL-BEING MONITORING & CONTACT TRACING SYSTEM

The ability to detect the presence of COVID-19 through testing, coupled with tracing individuals who have been infected by COVID-19, is key to containing the spread of the virus. We will rapidly assess, sample and test any student, faculty or staff member reporting COVID-19 symptoms and those identified through clinically relevant contact tracing. Testing protocols have been established in conjunction with Centers for Disease Control and Prevention (CDC) and Indiana State Department of Health (ISDH) guidelines.

COVID-19 TESTING PLANS - for Summer 2021

Rose-Hulman has secured access to COVID-19 testing for our campus community at no cost to the individual. Testing has been in place since May 2020.

As shared in our early return-to-campus communications last fall, part of our testing strategy was based on positivity rates, with increased testing during high-risk periods.

During the summer break, we anticipate the number of tests per week dropping significantly with the reduction of campus population and more individuals becoming fully vaccinated. Therefore, tests will be collected one day per week, on Mondays, with the exception of the weeks of the Memorial Day and Independence Day holidays. During those weeks collection will occur on Tuesday. Results will only be received one day a week and the dashboard will be updated once a week to coincide with results.

Test kits will continue to be placed in the mailboxes of students and on-campus employees who meet the testing requirements.

If the positivity rates or number of cases on campus changes significantly, we may adjust our testing frequency.

Drop-off procedures remain the same, with tests expected to be placed in the designated locations by 9 a.m. Mondays, except for the two holiday weeks noted above, when tests need to be submitted by 9 a.m. those two Tuesdays, June 1 and July 6. Please do not place tests in bins outside of the normal collection dates, as they will not be collected and you will be required to test again.
Pooled Testing:
As early as August 1, 2020, the CDC approved pooled testing as a method of testing and resulting in SARS-CoV-2 diagnostic screening and surveillance testing. As defined by the CDC; Pooling—sometimes referred to as pool testing, pooled testing, or batch testing—means combining respiratory samples from several people and conducting one laboratory test on the combined pool of samples to detect SARS-CoV-2, the virus that causes COVID-19. Individuals have been randomly assigned their testing days.

Individuals must wait until their assigned time to perform their test and follow the test kit instructions—specifically, labeling the vial with their name and date of birth (list DOB in the “Patient ID” field). Samples can be returned to designated drop-off locations throughout campus.

The institute is pooling 4 samples per test.
• If a pooled test result is negative, then all four samples can be presumed negative with the single test.
• If the test result is positive for a pool, then all four individual samples in the positive pool will be separated and tested individually to determine which sample(s) were contributing to the positive test result.
• Individuals whose samples are 1 of the 4 included in the identified positive pool will be notified by phone or email and asked to self-quarantine until all individual results are received. Anyone who lives in close proximity to the four individuals will be asked to self-isolate while confirmatory testing is occurring.

Additional information:
• Individuals not fully vaccinated who stay home due to a non-COVID related illness or vacation should collect and submit their sample on their first day back to campus.
• If you have not been vaccinated, and have symptoms, even minor symptoms, please contact campushealth@rose-hulman.edu, so you can submit your weekly surveillance test individually. Do not place it in the general collection containers.
• Individuals out for an entire week do not need to participate for the time away.
• Individuals whose kits are missing or are missing any supplies can come to the Human Resources Office for replacements.
• Visit the following embedded links for additional information on the testing laboratory and procedure, as well as its performance in a FDA-required comparison study.
• Individuals who test positive for COVID-19 will be notified by Health Services. Individuals on campus will be made aware of positive notifications as appropriate and of any precautions they should take.
• Students, faculty and staff returning to campus from a break will need to follow all Institute travel policies and guidelines. More information can be found in the Travel Policy section of this document.
VACCINATIONS

The availability of safe and effective vaccines has given us another tool in the effort to stop the spread of COVID-19. All vaccines currently available in the United States have been shown to be safe and highly effective at preventing the disease. Data from clinical trials indicate immunization may also keep you from becoming seriously ill even if you do get COVID-19. It may also protect the people around you, including those at increased risk for serious cases of the illness.

Rose-Hulman’s policy is as follows:

- All employees and students are strongly encouraged to be fully vaccinated as soon as possible.
- Students traveling on behalf of the institute, such as varsity athletics and competition teams, are strongly encouraged to be fully vaccinated by August 1, 2021.
  - Our policy for student athletes may change in the future if the NCAA or HCAC require them to be vaccinated to participate.
- Any student or employee choosing not to be vaccinated must continue participating in Rose-Hulman’s ongoing COVID-19 surveillance testing requirements in fall 2021 (and beyond).
- Any student choosing not to be vaccinated and not eligible for a medical or religious exemption will be assessed an additional quarterly health services fee to cover the cost of this testing, starting in fall 2021. We expect to have more details on testing frequency, process, and cost by July.
- Any employee choosing not to be vaccinated and not eligible for a medical or religious exemption will not be able to continue participation in the wellness program.
- Any employee seeking religious or medical exemption should contact healthservices@rose-hulman.edu for further instruction after June 1. If approved, these employees will be able to continue participation in the wellness program.

According to the CDC, individuals who have previously tested positive for COVID-19 should still be vaccinated, as health experts do not yet know how long you are protected from possibly getting the virus again after recovering from COVID-19.

If you were treated for COVID-19 with monoclonal antibodies or convalescent plasma, the CDC recommends waiting 90 days before getting a COVID-19 vaccine. Talk to your doctor if you are unsure what treatments you received.

Beginning April 14, 2021, Rose-Hulman began offering on-campus vaccinations to students and employees. Please visit this My Rose-Hulman post for details on how to schedule your appointments for the two-dose Pfizer vaccine, and this page for answers to Frequently Asked Questions about the on-campus vaccination process.
Additionally, Rose-Hulman has developed a brief checklist of steps each of us can take to protect ourselves, our campus, and our community.

**Step 1:** Get vaccinated as soon as you are eligible with whichever of the approved vaccines are first available to you. If you are at least 12 and live in Indiana, you now qualify to receive the vaccine. If you wish to schedule a vaccination appointment off campus, please visit the Indiana Department of Health vaccine map by clicking here to get started. If you have trouble registering in Indiana, dial 211. For immunization guidelines and locations in Illinois, click here.

**Step 2:** For those receiving their vaccinations off campus, immediately after receiving your final vaccination, send your vaccination card (preferred) or vaccination records provided by your health care provider to healthservices@rose-hulman.edu. Health Services will maintain and update records for those receiving vaccinations on campus.

**Step 3:** Two weeks after your final vaccination and your vaccine information has been received by Health Services you will be notified that you may;

a. Discontinue participation in campus surveillance testing.

b. Stop daily health monitoring; however, if symptoms arise, contact your health care provider.

c. No longer need to quarantine even if you are a close contact of someone who tested positive for COVID-19.

**Note:** Please continue wearing a mask indoors and practice social distancing.

Vaccinations are just one more layer of protection for you, your family, and our community. Please join us by getting immunized and help us bring the best of Rose-Hulman to the ongoing fight against COVID-19.

If you have questions or concerns about the COVID-19 vaccine, please talk with your doctor. If you have questions about the on-campus vaccination process, please contact Health Services. You can also review some commonly asked questions at these links from the CDC and Johns Hopkins.
SYMPTOM & WELL-BEING MONITORING

Self-monitoring for symptoms of COVID-19 is a requirement of students, faculty and staff, who are not fully vaccinated, every day before reporting to classes or work. You must be fever free and not have more than two symptoms potentially related to COVID-19 to be eligible to report to classes or work.

Rose-Hulman will use a proprietary internal site https://prodwebxe-hv.rose-hulman.edu/hsst-cgi/tool.pl for daily symptom monitoring. A link to this site can be found on MyRose-Hulman homepage or you can bookmark this site.

The survey only needs to be completed on the days in which individuals will be on campus. You will be prompted to upload a picture of the thermometer using your device’s camera.

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

- Fever of 100.4° F (37.8° C)
- Since your last day of class or work, or last visit here, any of the following symptoms:
  - Cough or change in your cough
  - Shortness of breath or difficulty breathing
- Or have at least two of these symptoms:
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
- Those with a temperature of 100.4F or above or two or more of any of the symptoms (not chronic), will need to closely monitor their health status and report persistent and problematic symptoms. Please do not leave your residence until you are symptom free or have discussed with a health care professional.

It is important to note the symptoms you report should be new and or acute symptoms and not explainable by any other underlying health condition or recent increase in activity (muscle aches) or untreated symptoms such as seasonal allergies.

For COVID-related questions, or to discuss your health screening, please call the COVID Hotline (812-877-8776) in the Health Services Office. If you reach a recording, please leave your name and phone number and your call will be returned.

If you think you have COVID-19, follow CDC’s guidance on “What to do if you are sick.” If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately.

During the summer, Health Services is open Monday-Thursday 7:30 a.m.-1 p.m and will be closed Friday – Sunday. If you need to reach the Health Services Nurse Practitioner after hours, please contact the Office of Student Affairs and they will assist you. If you need to be evaluated after hours, please go to:

**Convenient Care:**
221 S. Sixth Street
- Monday-Friday 8 a.m.-8 p.m.
- Saturday 9 a.m.-3 p.m.
- Sunday 1-5 p.m.
• We will be providing digital thermometers for new faculty and staff. For additional supplies please contact your residential life director or assistant directors or Safety and Security.
• Students, faculty and staff should stay home if sick. If someone in your residence is COVID positive or under a quarantine notice, we ask that employees contact their supervisor and not come to work. Students should notify student affairs and remain in their residence until they receive further instruction.

Students, faculty, and staff need to be prepared to isolate or quarantine when necessary. More information can be found on the Isolation and Quarantine section of this document.

POSITIVE CASE REPORTING

Rose-Hulman is committed to transparency in sharing COVID-19 positive case information with the campus community. The number of confirmed positive cases of students, faculty or staff will be updated by noon EDT Tuesday-Saturday, except during summer when testing is scaled back. Results will be reported one day each week, upon being received. No personal information will be shared about those who test positive. However, in the event a student is quarantined or isolated due to COVID, faculty will be notified by email from Lorie Nicoson, the Administrative Assistant for the Office of Student Affairs. Specific medical issues will not be shared, but faculty will be provided with an estimate of the time that the student will be absent.

CONTACT TRACING

• Contact tracing is the process of identifying individuals who may have come into contact with an infected person. It is an essential component in the Institute’s response to the threat posed by the COVID-19, as it helps us identify the individuals who should be isolated to limit potential transmission of the virus.
• Contact tracing inquiries by Rose-Hulman will be conducted under the purview of the Contact Tracing Task Force in coordination with State and County Health Departments as appropriate.

For questions about Comprehensive Testing, Well-being Monitoring, and Contact Tracing, please contact campushealth@rose-hulman.edu.
PERSONAL HEALTH SAFETY PRACTICES & PROTOCOLS

By wearing face coverings, practicing social distancing and good personal hygiene, we can all be good stewards in helping to reduce the spread of COVID-19.

FACE MASK REQUIREMENTS

• Wearing a face mask is required throughout campus by all non-vaccinated individuals. Individuals on campus who are fully vaccinated are not required to wear masks outdoors, but masks must continue to be worn by all students, faculty, staff and visitors in all public, indoor spaces on the Rose-Hulman campus. An individual is considered fully vaccinated two weeks after the second Pfizer or Moderna dose, or two weeks after the single Johnson and Johnson dose.

• The use of face coverings can help protect individuals by decreasing the spread of respiratory droplets produced during talking, sneezing, and coughing. This includes individuals who have been vaccinated, as they can still potentially transmit the virus to those who have not been vaccinated.

• Appropriate face coverings include purchased or homemade multi-layer cloth face masks and disposable multi-layer procedural masks. Neck gaiters are not considered an acceptable face covering and should not be worn as an infection control measure. Also, N95 masks with the exhalation valve should not be worn as an infection control measure.

• Employees are not expected to wear masks while working alone in their office.

• Face mask requirements will not apply to members of the Institute who live in Institute-owned or operated residential facilities, when they are in their private residential hall rooms.

• If dining on campus, individuals are required to wear face masks at all times while in the dining hall except for when they are eating.

• Eating in a classroom, lab or academic study space is not permitted when others are present in the same room. Momentarily removing or displacing a mask to take a drink is permitted in these spaces as long as proper masking is resumed after each time a drink is taken.

Wear your mask correctly:

• Wash your hands or use hand sanitizer before putting on your mask.

• A properly worn mask should cover both your nose and mouth while fitting securely under your chin.

• Fit the mask snugly against the sides of your face, slipping the loops over your ears and tightening as necessary, or tying the strings behind your head.

• If you have to continually adjust your mask, it doesn’t fit properly, and you might need to find a different mask type or brand.

Wearing your mask correctly provides maximum protection for all on our campus.
SOCIAL DISTANCING GUIDELINES

Utilizing social and physical distancing measures is another important and required tool in minimizing the spread of the COVID-19 virus.

• Maintain at least 3 feet from others where possible.
• Eliminate contact with others (hand-shaking, hugging).
• Avoid touching common surfaces where possible, and ensure frequent hand-washing or hand-sanitizing.
• Continue the use of virtual meetings as much as possible.

Individuals over age 18 and are not vaccinated should maintain 6 ft. social distance.

For minors attending summer camps:

• At least 3 feet between all campers within a cohort
• At least 6 feet between all campers outside of their cohort
• At least 6 feet while eating and drinking without a mask indoors, including among people within the same cohort
• At least 6 feet between campers and staff
• At least 6 feet between staff

PERSONAL HYGIENE PRACTICES

Good hygiene and protective measures against illness are instrumental in containing the spread of any virus. Students, faculty, staff, and visitors have a role in reducing the risk of spreading COVID-19 by taking the same steps to protect yourself against infection from the flu and common cold, which include:

• Wear face coverings as appropriate. (See above guidance on face coverings.)
• Wash hands often with soap and water for at least 20 seconds. If water is not available, use hand sanitizer with at least 60% alcohol.
• Avoid touching your eyes, nose, or mouth with unwashed hands.
• Avoid contact with people who are sick.
• Stay home while sick and avoid close contact with others.
• Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.
• Utilize secondary handwashing or sanitizing stations that are set up with either hand sanitizer or wipes/towelettes.
• Avoid shaking hands with others.
CLEANING & DISINFECTANT PRACTICES

- Campus community members shall proactively disinfect personal workstations in addition to shared areas or items (e.g., conference rooms, equipment, workstations) before and after use if they choose.
- Departments, where feasible, shall remove high-touch items such as magazines, common pens, candy dishes, etc.
- Advanced cleaning protocols are in place, which include cleaning throughout the day and additional disinfecting at night. We are working diligently to ensure the safest products are being utilized for our campus community.
- Only designated and trained Institute staff should perform detailed cleaning. Detail cleaning of all spaces will occur outside of business hours. High-touch or high-traffic areas including exterior entrances, restrooms, and corridors will receive attention throughout the workday.

ISOLATION AND QUARANTINE

As part of our efforts to protect the campus community, Rose-Hulman is following CDC guidance for isolation and quarantine as related to COVID-19. We will coordinate with the appropriate health department for each case, as well as our own medical director, while also ensuring our internal minimum timelines are met to minimize the spread of COVID-19 within our campus community.

In addition, we have secured on- and off-campus housing locations to house students who need to isolate, self-isolate, or quarantine. Our Student Affairs staff have protocols in place to continue supporting these students’ needs during this time. Included in these are plans to ensure the student’s academic activities can continue.

- For each campus community member in isolation or quarantine, they generally will have their own room and will be asked to stay isolated in that space, except to use the restroom if the restroom is not connected to the room.
- Every effort will be made to ensure that these individuals will have their own bathroom that will only be used by that individual and is attached to the room in which they are quarantined.
- Adequate supplies for good hygiene, including easy access to clean and functional handwashing stations, soap, and paper towels will be supplied by the Institute.
- Appropriate cleaning supplies will be delivered to the isolation or quarantine location.
- Meals can be delivered to those isolation or quarantine locations by the Institute.
- The Office of Student Affairs will designate a full-time staff member for each individual in quarantine to answer questions and get supplies that the individual may need.
- The Office of Student Affairs will also assist with the communication with professors to ensure that students stay up-to-date with class material, and that professors are aware of the quarantine situation.

For more details in regard to the Quarantine/Isolation Policy please click here.
TRAVEL POLICY

Individuals should exercise caution and continue to follow CDC recommendations while traveling.

International Travel

Effective April 27, 2021, the CDC recommends not to travel internationally until you are fully vaccinated. If you are not fully vaccinated and must travel, follow CDC’s international travel recommendations for unvaccinated people.

The COVID-19 situation, including the spread of new or concerning variants differs from country to country, and even fully vaccinated travelers need to pay close attention to the situation at their destination before traveling.

Fully vaccinated travelers are less likely to get and spread COVID-19. However, international travel poses additional risks and even fully vaccinated travelers are at increased risk for getting and possibly spreading new COVID-19 variants

For Vaccinated Individuals:

If you are fully vaccinated with an FDA-authorized vaccine or a vaccine authorized for emergency use by the World Health Organization:

• Continue to follow CDC’s recommendations for traveling safely and get tested 3-5 days after travel.

Before you travel:

• Make sure you understand and follow all airline and destination requirements related to travel, testing, or quarantine, which may differ from U.S. requirements. If you do not follow your destination’s requirements, you may be denied entry and required to return to the United States.
• Check the current COVID-19 situation in your destination.
• You do NOT need to get tested before leaving United States unless your destination requires it.

Before you arrive in the United States:

• All air passengers coming to the U.S., including U.S. citizens and fully vaccinated people, are required to have a negative COVID-19 test result no more than 3 days before travel, or documentation of recovery from COVID-19 in the past 3 months, before they board a flight to the U.S.
After returning from traveling abroad:

• Get tested with a viral test 3-5 days after travel.
• If your test is positive, isolate yourself to protect others from getting infected.
• Follow all state and local recommendations or requirements.

For Non-Vaccinated Individuals:

CDC recommends delaying international travel until you are able to get fully vaccinated. If you are not fully vaccinated and must travel, take the following steps to protect yourself and others from COVID-19:

Before you travel:

• Get tested with a viral test 1-3 days before your trip.
• Make sure you understand and follow all airline and destination requirements related to travel, testing, or quarantine, which may differ from U.S. requirements. If you do not follow your destination’s requirements, you may be denied entry and required to return to the United States.
• Check the COVID-19 situation in your destination.

While you are traveling:

• Wear a mask over your nose and mouth. Masks are required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
• Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
• Wash your hands often or use hand sanitizer (with at least 60% alcohol).

Before you arrive in the United States:

• All air passengers coming to the United States, including U.S. citizens and fully vaccinated people, are required to have a negative COVID-19 viral test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.

After you return from traveling abroad:

• Get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
• Even if you test negative, stay home and self-quarantine for the full 7 days.
• If your test is positive, isolate yourself to protect others from getting infected.
• Follow all state and local recommendations or requirements.
**Business Travel**

- All employees are strongly encouraged to be vaccinated prior to traveling on behalf of the institute.
- All employees are required to obtain a U.S. Travel Authorization Form and receive approval prior to leaving on a business trip with a destination of more than 100 miles from the Institute.
  - Approved travel, as it is defined in this policy, is only for travel further than 100 miles from campus, or travel that requires an overnight stay.
- For those not vaccinated:
  - Each vice president will review requests from non-vaccinated employees in their respective areas and approve the travel deemed acceptable. The area vice president is responsible for tracking and reporting approved travel to the President.
  - Each travel plan that is approved by the area vice president will have a plan for reentry to campus including appropriate testing, quarantine, and working-from-home plan.

**Personal Travel for Employees**

Employees should contact their supervisor with leave requests and inform them of travel dates and if they are planning to leave the state. Supervisors must approve the leave through their normal process.

- For those not vaccinated:
  - The supervisor will fill out the employee’s Out of State Travel Form in cornerstone (RosePOD).
  - Each travel plan that is approved will have a plan for reentry to campus including appropriate quarantine, testing and working-from-home plan.

Vaccinated employees do not have to complete the Out of State Travel Form.

**Institute-related Student Travel**

Vaccinated students can travel on behalf of the institute, subject to the same guidelines and restrictions that were in place prior to the pandemic.

Non-vaccinated students must be pre-approved by the appropriate vice president or designee noted below.

This approval process will include the roster of individuals and travel itinerary. Each area may have additional travel guidance and each area vice president or designee will be responsible for communicating those expectations.

- Athletics – Jeff Jenkins or Erik Hayes
- Student Organizations – Erik Hayes
- Student Team Competitions – Rick Stamper
- Academic Classes/Projects – Rick Stamper
- International Student Travel – Kathy Hammett
- Other Institute-related travel – Area vice president
MEETINGS AND EVENTS

Campus guidelines have been established to support the various campus organizations and groups conducting meetings or hosting events on campus which will be attended by Rose-Hulman students, faculty, or staff. Virtual meetings and events should be implemented as much as possible to minimize transmission risk and reduce stress on campus space utilization. In-person events and group gatherings must follow the campus COVID guidelines, policies and procedures to include universal masking and social distancing.

In-person meeting attendance will be dictated by the social distancing occupancy limits set for all campus spaces. Room and event occupancies for the summer remain the same as what was used for the 2020-21 academic year.

Events hosted by departments or student organizations and clubs will be limited to 10 attendees unless approved by area vice president and the president.

Review the full policy including definitions for meetings and events on the Reserving Spaces – EMS My Rose-Hulman page:

https://rosehulman.sharepoint.com/sites/AS/SitePages/Reserving-Space--EMS.aspx

For questions about Personal Health Safety Practices and Protocols, please contact campushealth@rose-hulman.edu.
ADJUSTMENTS TO ACADEMIC OFFERINGS

Several changes to the way Rose-Hulman conducts classes are being made to decrease the risks posed by the virus to our students, faculty, and staff. These changes focus on reducing the likelihood of transmission of the virus between individuals, and include the following:

ACADEMIC OFFERINGS

- Several different delivery modes are being deployed. Those modes include traditional face-to-face courses, hybrid courses, and fully online courses.
- Some laboratory and group work instruction will occur in short durations with distancing of less than 3 feet. In those cases, all participants will wear a mask and a face shield.
- The progression of the pandemic may also force us to reconsider the academic calendar. Options in such a scenario include switching to full remote, or various combinations of shifting the remaining portion of the calendar or increasing the amount of instruction provided each week.

ATTENDANCE POLICIES

- Attendance policies continue to allow for anticipated absences in anticipation of absences caused by the need for some students to isolate and quarantine at various times.
- Regular and engaged participation in a class is essential to successful completion of a course, and attendance polices were designed to help ensure that. The relaxation of attendance policies will require increased cooperation between students and faculty, and increased discipline by the students to ensure that they meet the learning objectives of their courses.

For questions about Adjustments to Academic Offerings, please contact Provost and Vice President for Academic Affairs Rick Stamper.
BUILDING SPACES

Classrooms, living spaces, dining halls and libraries have been de-densified to allow for safe social distancing, with an enhanced commitment to the health and safety of our campus community.

PHYSICAL SPACE ALTERATIONS

- All class participants will wear face masks. Students will be encouraged to face the same direction as much as possible.
- Distancing of less than 3 feet will be allowed in instructional laboratories and in some group work situations for short periods of time when all participants are wearing both a face shield and a mask.
- The layout and design of campus buildings and facilities have been assessed one-by-one to ensure proper health and safety updates are made, appropriate signage is posted and public-use areas are addressed.

BUILDING VENTILATION

- Rose-Hulman is committed to minimizing COVID-19 risk for building users through the building heating, ventilation and air conditioning (HVAC) systems by increasing ventilation, routinely inspecting air handling units, routinely replacing filters, and routinely ensuring air handlers are functioning as designed.
- Ventilation rates are being increased to the limit that the equipment can tolerate and still maintain proper building conditions. In addition to increasing building ventilation rates, the efficacy and practicality of various air cleaning options continue to be examined. Portable HEPA air cleaners have been added to our most-utilized classrooms.
- Rose-Hulman will also continue to monitor and react to federal, state, public health, and industry standard heating, ventilation and air conditioning (HVAC) guidelines to manage and mitigate risk where possible.
CONFINED SPACES

Minimize being in close proximity with others in a confined space when you can. Face masks are required in confined spaces such as elevators and restrooms. Practice good hygiene and proper hand sanitation techniques after pressing elevator buttons, using restroom facilities, etc.

For questions about Building Spaces, please contact Director of Facilities Operations Chad Weber at weberct@rose-hulman.edu.

BUILDING ACCESS HOURS

We are adjusting the access to the administrative and academic buildings on campus to support increased cleaning efforts and room resets during the overnight hours. To support this, we are allowing access to these buildings according to the schedule below.

Beginning June 1:

- All academic buildings will be unlocked Monday-Friday, 7 a.m.-10 p.m. Faculty and Staff ID cards will continue to allow 24/7 access.

- All academic buildings will be locked Saturday and Sunday with Student, ID cards allowing access from 7 a.m.-10 p.m. Faculty and Staff ID cards will continue to allow 24/7 access.

- The Mussallem Union will be open:
  - Monday-Friday 7 a.m.-9 p.m.
  - Saturdays: 7 a.m.-9 p.m.*
  - Sundays: 7 a.m.-9 p.m.* *Sat. & Sun. hours will vary depending upon meal hours in Bon Appetit and scheduled events.

  The Union and Student Activities Office will be staffed by professional staff Mon. through Fri. from 8 a.m.-5 p.m. During the evenings and weekends, the Union and Student Activities Office will be staffed by summer staff.

- The White Chapel will be closed, except for scheduled events.

- The Hatfield Hall main entrance will be open Monday-Friday 7 a.m.-5 p.m.

- Residence halls continue to remain secured 24/7. At this time ID card access to residence halls is limited to those students residing in the residence hall.

- Ventures will be open 7:45 a.m.- 5 p.m. Monday-Friday.

- Logan Library Summer Hours:
  - Monday-Friday 8 a.m.-5 p.m.
  - Friday(s) June 11-July 30 8 a.m.-12 p.m.
  - Saturday-Sunday CLOSED

Contact Public Safety at 812-877-8590 if you experience issues accessing any buildings.
CAMPUS LIFE

The ability to safely participate in the non-academic aspects of Rose-Hulman is critical to the success and vitality of our community. While the out-of-classroom experience for our students may continue to look different, policies and procedures have been created in order to help maintain as many activities as possible.

It is our goal to create many opportunities for our students to safely engage beyond the classroom. Most events and activities will be limited in size and scope in order to ensure that students can safely socialize and participate in recreational and extracurricular activities.

We recognize that there will be an increased level of inconvenience and ask all of our students to do their part in ensuring the overall health of all of our community members.

RESIDENTIAL LIFE

- All residential housing will have a maximum occupancy of two per room or four per suite/apartment.
- Individual residence hall room cleaning will resume this summer by the housekeeping staff. Staff will coordinate specific days and times for rooms to be cleaned with students. Housekeeping staff will also still be making extra efforts in public areas (lobbies, hallways, bathrooms, etc.).
- Masking and social distancing will be required by everyone in all public areas of residence halls.
- Each student can host no more than one Rose-Hulman affiliated guest/visitor in their room at a time, and social distancing and masking should be practiced.
- No overnight guests will be permitted in the residence halls.
- All non-Rose-Hulman affiliated guests (parents, siblings, friends from other schools, alumni, etc.) will not be permitted into the residence halls.
- 6 v. 6 sand volleyball will be permitted at the courts by Lakeside Hall. All students must follow proper face mask requirements during play.
- 5 v. 5 basketball will be permitted on the outdoor courts by Speed Hall and the Apartments. All students must follow proper face mask requirements during play.
- Temporary off-campus living space has been secured for students who may require quarantine and isolation.
- More information regarding Residence Hall COVID-19 policies can be found on My Rose-Hulman.

For questions about Residential Life, please contact Director of Residence Life Cory Pardieck.
DINING SERVICES

Summer service will begin at Chauncey’s on Tuesday, June 1. The main café will open on Monday, June 7 through the start of the 2021-2022 academic year with the exception of the dates listed below. Summer meal plans expire after dinner service on Thursday, August 26 and unused meals are not refundable or transferrable and do not roll over to fall.

- Meal service hours and dining location availability may change weekly in summer depending on the camps we are serving, but at a general minimum, breakfast is 7:30-8:30 a.m., lunch is 11:30 a.m.-12:30 p.m., and dinner is 5-6 p.m.
- Dining services will only have pre-order options available from July 2-July 5. Chauncey’s will be open instead of the café from June 1-6 and from June 27-July 1, with pre-order options available for dinner.
- You will be able to view our daily café hours on our website https://rose-hulman.cafebonappetit.com, as well as sign up for Menu Mail to provide you with the daily menu straight to your inbox! While our summer menu is not as extensive as our school year menu, it still includes many great options during each meal.
- New social distanced queueing procedures are in place at all locations, with one-way traffic through the dining locations.
- There is no self-service at any dining locations. Bon Appétit staff will plate/box all food.
- Bon Appétit will offer increased carry-out options at Chauncey’s and the Moench Café.
- Dining seating is limited, and reduced capacities observed, with additional dining space in other areas of the Mussallem Union.
- Plexiglass table partitions will allow for multiple people to sit at the same table in the dining rooms.

For questions about Dining Services, please contact Vice President for Student Affairs and Dean of Students Erik Hayes.
CAREER SERVICES & EMPLOYER RELATIONS

Appointments with your Career Advisor are available Monday through Friday, from 8 a.m.-5 p.m. Making an appointment is recommended but not required. Face-to-face meetings are preferred, with social distancing observed, but virtual meetings are available upon request.

- Party on the Patio will be the first recruiting event of the year Thursday, September 2, 2021 from 5-8 p.m. on the Mussallem Union Lawn.

- The annual Fall Career Fair will be held October 6, 2021 from 11 a.m. to 4 p.m. in the SRC Fieldhouse.

- Get a jump start on your job search – Career Services Tutorials on topics such as resume’ development, networking, and using Career Shift and Handshake are now available virtually via Moodle.

- Need to have your resume reviewed? Stop by our office in the Mussallem Union or drop a Microsoft Word file to resumes@rose-hulman.edu.

- Both internships and co-ops are moving forward in the 2021-22 academic year, with no change in policy by Career Services & Employer Relations. For both internships and co-ops, you will be required to follow all policies set forth to you by the company employing you. Please see our FAQ for additional information.

- Employer Information Sessions, Tabling Sessions and Interviews will be held on campus via the employer’s choice of format – virtual or in-person. Students may be asked to visit the employer’s location for second-round interviews. Please see our FAQ for additional information.

- Interview rooms are available for virtual and/or in-person interviews – Contact Career Services & Employer Relations to make a reservation by emailing Jennifer Cobbs, cobbs@rose-hulman.edu.

- Need further assistance with a co-op, internship, research, full-time job search, or graduate school? Please set an appointment with your Career Advisor, stop by our office, or reach out to Career Services & Employer Relations at careers@rose-hulman.edu or 812-877-8475.
HEALTH SERVICES & STUDENT COUNSELING CENTER

- The Student Counseling Center will be open Monday-Thursday 8 a.m.-5 p.m. and Friday 8 a.m.-noon for in-person appointments. Walk-in appointments are not available at this time. For appointments, please call 812-877-8537.
- Health Services summer hours (June 1-August 26) are Monday-Thursday 7:30 a.m.-1 p.m.

For questions about Health Services or the Student Counseling Center, please contact Associate Dean of Student Affairs Ryan Brimberry.

ATHLETICS

- The latest information about the status of Rose-Hulman athletics programs can be found at https://athletics.rose-hulman.edu/index.aspx.
- The current schedule of Rose-Hulman athletic events against outside competition is available online and automatically updates whenever a schedule change is made. The complete schedule is available here: https://athletics.rose-hulman.edu/calendar

For questions about Athletics, please contact Athletic Director Jeff Jenkins.
SPORTS & RECREATION

Summer Hours & Operation

The Sports and Recreation Center (SRC) will be open on a reduced schedule for the summer and will be following all campus policies regarding face coverings and social distancing requirements.

- Monday – Friday
  - SRC Open 6 a.m.-8 p.m.
  - Pool Open 8 a.m.-1 p.m., 4-7:30 p.m.
  - Boulder Wall Open 4-8 p.m.
- Saturday-Sunday – CLOSED

Following groups are eligible to use the SRC starting June 7

- Current Students, Faculty, & Staff
- Family members of RHIT students, faculty, staff, board of trustees**
- Summer Camp participants & personnel

Following groups are eligible to use the SRC starting June 23

- Current Students, Faculty, & Staff
- Family members of RHIT students, faculty, staff, board of trustees**
- Retired Faculty, Staff and spouse**
- Alumni and family members**
- Racquetball Club of Terre Haute**
- Summer Camp participants & personnel

**Users required to have Affiliate ID Card.

The SRC will be hosting academic and athletic camps throughout the summer in accordance with CDC guidelines for summer camps.

The SRC is accepting event reservations for on-campus groups. For more information please contact Brook Kochvar.

For questions about the SRC, please contact Director of Recreational Sports & Athletic Facilities Seth Woodason.
CLUBS, ORGANIZATIONS & GREEK LIFE

Greek Life, student activities, clubs, and organizations will adhere to RHIT guidelines regarding group size, masking, social distancing, etc. When possible, meetings should be held online.

For questions about fraternities, please contact Associate Dean of Student Affairs Ryan Brimberry.

For questions about sororities please contact Director of the Union and Student Activities Office Kristen Loyd.

For questions about clubs and other organizations, please contact Associate Director, Union and Student Activities Office Kristen Merchant.

OFFICE OF FINANCIAL AID

Appointments with a financial aid counselor are available Monday-Friday, from 8 a.m.-5 p.m. To schedule virtual and face-to-face meetings, you can make an appointment by emailing finaid@rose-hulman.edu. For face-to-face meetings, social distancing will be observed, and masks are required. Please contact the Financial Aid office at 812-877-8672 if you have any questions.

VISITORS TO CAMPUS

Outside visitors to campus, including parents, family members and friends, are not permitted, except in limited situations preapproved by the area vice president.

- Approved visitors need to complete the prescreening form and visit Public Safety for a temperature and mask check. Approved visitors are to be escorted by a member of the approving department while in campus buildings.
- All visitors must follow campus guidelines, including wearing of face mask while indoors and practicing social distancing.
- Non-Rose-Hulman affiliated guests will not be permitted into the residence halls.
ENTERPRISE INFORMATION TECHNOLOGY
SERVICE DESK PROTOCOL

Due to COVID-19 and social distancing requirements, EIT asks that you make initial contact with us remotely. EIT personnel are available to respond to service requests from 8 a.m.-5 p.m., Mon-Fri (excluding Institute holidays).

Step 1) Submit an EIT service request online at https://rose-hulman.microsoftcrmportals.com/SignIn?ReturnUrl=/mycases/create-case/ or by using the “Submit Service Request” link on the EIT My Rose-Hulman site. Please include as much detail as you can in the description area of the service request so a technician can be prepared to assist you.

Step 1a) If your issue can be resolved virtually, a technical will reach out to assist you online.

Step 1b) If you have a laptop issue that requires repair by a technician, you will be asked to drop the device off at the Service Desk and return to pick it up once the repairs are complete.

IMPORTANT REMINDERS:

• Access to the EIT Service Desk area is only allowed through the east entrance, of the lower level Crapo Hall. The west entrance will remain locked for EIT employee access and emergency exit only.

• RHIT universal masking and social distance guidelines are required at all times.

• Adhering to social distancing requirements, the EIT Service Desk can only accommodate four (4) individuals at any given time. If there is not a marked space on the floor in line, you will be asked to return later.

• Remember to utilize the EIT Knowledgebase as a self-help tool. This collection of articles addresses many of the most common topics (e.g. resetting passwords, connecting to the campus wireless, connecting to printers, etc.). You may access the EIT Knowledgebase on the EIT My Rose-Hulman site or directly at the following URL: https://rose-hulman.microsoftcrmportals.com/eit-kb/. Some helpful articles in the knowledgebase include:
  o Connecting to the Rose-Hulman Wireless Network
  o How do I Install SolidWorks?
  o How do I set up a meeting in Microsoft Teams?
MEDIA INTERVIEWS

The Office of Communications and Marketing continues to be available to assist faculty, staff and students who are working with media in coverage of Rose-Hulman news-making events. We can ensure that these interviews are made in a manner that assists both the media and the newsmakers through the following means:

• Faculty, staff and students must contact the Director of Media Relations or Assistant Athletic Director for Sports Information and Communications before making arrangements with any journalist or news crew to come to campus.
  
  o Contact:
    Dale Long, Director of Media Relations
    dale.long@rose-hulman.edu
    812-877-8418 (office)/812-208-5615 (cell phone)
    Alternative email is news@rose-hulman.edu

  o For athletics-related interviews, contact:
    Kevin Lanke, Assistant Athletic Director for Sports Information and Communications
    lanke@rose-hulman.edu
    812-877-8180 (office)/812-236-5079 (cell phone)

• During the COVID-19 campus visitation restrictions, all precautions should be made to conduct interviews online (whenever possible).

• All media and interview subjects must adhere to social distance guidelines and conduct interviews outdoors (whenever possible).

• The above information was also shared, along with additional specific details, with local media outlets.