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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 and all variants. This latest version of the guide is intended to apply to the Winter 2021-22 academic quarter. It 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 and its variants.

With the increase in cases and the extremely high transmissibility of the omicron variant, we must focus on remaining diligent in following these protocols. Individuals who have not been fully vaccinated are strongly encouraged to do so to minimize the continued impact of the pandemic on our campus. Through our combined efforts and diligence, we will stay 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:

- At this time, all individuals on campus must wear a face mask or covering throughout all indoor campus spaces regardless of vaccination status. This includes all of our affiliates, vendors, and visitors.
- All students, faculty and staff who have not submitted proof of vaccination (including those with medical and religious exemptions) are to participate in initial and routine surveillance testing under prescribed protocols as outlined in this document.
- Individuals are to stay home if they are sick; are to practice good hygiene such as washing your hands regularly; and are to adhere to safe social distancing practices as is practical.

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

CAPACITY

Institute facilities, including classrooms, labs, libraries, common spaces, and administrative spaces, will operate at normal capacity.

Residence and dining halls will also operate at normal capacity.

CLASSES

For 2021-22, we are planning for courses to be taught in the mode described in the published schedule of classes. Approximately 95% of classes are scheduled to be taught in a traditional in-person mode.

See our 2021-22 academic calendar for important dates.
VACCINATION POLICY

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 or its variants. It may also protect the people around you, including those at increased risk for serious cases of the illness.

UPDATED DEFINITION FOR BEING “FULLY VACCINATED” - Jan. 10, 2022

Although the initial COVID-19 vaccination was effective in preventing severe illness, studies have confirmed that vaccine protection may decrease over time. So, the CDC is now recommending a booster for all eligible vaccinated people 12 and older.

To be considered fully vaccinated at Rose-Hulman, an individual must meet one of the following conditions and must have submitted their vaccination records to Health Services:

- Completed the primary vaccine series for Pfizer or Moderna within the past five months
- Completed the J&J vaccine within the past two months
- Completed a full vaccination series and have received a booster

If you have tested positive for COVID in the past, you are eligible to receive the booster as soon as you end your isolation. The Pfizer vaccine is available everyday Monday-Friday at our campus Health Clinic by appointment. Based on current recommendations from the CDC and FDA, we will not be accepting the COVID antibody test as a replacement for the booster.

Students and employees who were not fully vaccinated by January 17, 2022 were required to start participating in the campus surveillance testing beginning the week of January 17, 2022.

If you submitted your records to Health Services after January 17, 2022, and are now considered fully vaccinated, you are no longer required to participate in surveillance testing.

Students will be assessed a quarterly health fee for the spring quarter if they are not fully vaccinated by March 7, 2022.
Rose-Hulman’s policy is as follows:

- **All Rose-Hulman students and employees are required to submit proof of vaccination (and booster as outlined above) against COVID-19 to Health Services** (healthservices@rose-hulman.edu) in order to be excused from Winter surveillance testing.

  Individuals who have received a vaccine not listed above should contact Health Services to provide that information.

- **Students who have not submitted their proof of vaccination to Health Services** must:
  
  - Participate in Rose-Hulman’s ongoing COVID-19 surveillance testing requirements in winter 2021-22 (and beyond). Students who were not fully vaccinated by the start of fall and winter 2021 quarters were assessed an additional $350 quarterly health services fee to cover the expenses. Spring 2022 quarter fees were announced the first week of February for students who are not fully vaccinated by March 7, 2022. Students who submit all of their regularly scheduled test results on time throughout each quarter will be eligible to receive a 50% refund of this fee at the beginning of the following quarter.
    
    - Please contact healthservices@rose-hulman.edu for medical and religious exemptions. If approved, students must still participate in the ongoing COVID-19 surveillance testing, but will not be assessed the testing fee.
  
  - Wear a mask in all public spaces on campus
  
  - Self-monitor for symptoms
  
  - Our policy for student athletes may change in the future if the NCAA or HCAC require them to be vaccinated to participate.

- **Employees who have not submitted their proof of vaccination to Health Services** must:
  
  - Participate in Rose-Hulman’s ongoing COVID-19 surveillance testing requirements in winter 2021-22 (and beyond). Employees who have not submitted their proof of vaccination to Health Services will not be able to participate in the wellness program.
    
    - Please contact healthservices@rose-hulman.edu for medical and religious exemptions. If approved, employees must still participate in the ongoing COVID-19 surveillance testing, but will be able to continue participation in the wellness program.
  
  - Wear a mask in all public spaces on campus
  
  - Self-monitor for symptoms
GETTING VACCINATED ON CAMPUS

Rose-Hulman’s Health Clinic is currently offering the Pfizer vaccine and booster during their open hours. Please visit this My Rose-Hulman post for details on how to schedule your appointments for the initial and booster doses of the Pfizer vaccine, and this page for answers to Frequently Asked Questions about the on-campus vaccination process.

HOW TO REPORT YOUR VACCINATION RECORD

For those receiving their vaccinations off campus, immediately after receiving your booster or completing the initial vaccination series, 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.

Two weeks after your final initial vaccination, or immediately after receiving a booster, 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. 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, unless you are symptomatic or a member of your household tests positive (please see Updated Quarantine Guidelines for further details).

Additional information:

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.

The CDC currently recommends COVID-19 booster vaccines for anyone 12 and over. If you received your second dose of Moderna or Pfizer at least 5 months ago, or a dose of Johnson & Johnson vaccine at least 2 months ago, you should get a booster shot. The CDC states vaccines can be mixed (e.g. a Pfizer booster to a J&J vaccine), or you can stay with the same manufacturer.

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.

Did you know?

If you have tested positive for COVID-19, you can still receive a booster as soon your isolation period ends.
According to the CDC, individuals who have previously tested positive for COVID-19 should still be vaccinated, including getting a booster, 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.

### COVID-19 TESTING

**SURVEILLANCE TESTING - Updated Jan. 20, 2022**

Beginning on Monday, January 17, Rose-Hulman began working with GHS Testing to conduct surveillance testing for all students, faculty and staff who have not submitted proof of an up-to-date COVID-19 vaccination. Antigen and PCR testing will be performed on a weekly basis, subject to change based on positivity rate on campus, overall vaccination rate, as well as other factors. Both the testing and the registration will be slightly different than our previous process.

**TESTING**

GHS Testing will perform both an antigen and PCR test for everyone. This allows for closer tracking of COVID-19 and more effective prevention.

The test clinic will be open between 7:30 a.m.-3 p.m. on Mondays, Wednesdays and Fridays, in the Heritage Room of the Mussallem Union. Employees are required to test on Mondays. Employees who are on approved leave or working remotely on Mondays may make arrangements to test on an alternate day with their supervisors’ approval. Students can test on any of the three days. Student athletes should consult with their coach to determine the best test day for them.

Individuals who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed health care provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis upon submitting the positive test result to Health Services.

**REGISTRATION**

You will need to register in advance with GHS Testing. While they request more information than you have had to provide in the past, those fields reflect what the state requires when submitting COVID-19 test results. Please feel free to enter “5500 Wabash Ave” as your address.

In order to expedite the process when you arrive to test, we recommend that you register in advance by visiting Rose-Hulman Registration.
ADDITIONAL TESTING INFORMATION FOR STUDENTS

Students who were not fully vaccinated by the start of fall and winter 2021 quarters were assessed an additional $350 quarterly health services fee to cover COVID-19-related expenses. Spring 2022 quarter fees were announced the first week of February for students who are not fully vaccinated by March 7, 2022. Students who submit all of their regularly scheduled test results on time throughout each quarter will be eligible to receive a 50% refund of this fee at the beginning of the following quarter.

The first time a student fails to complete one of their required COVID-19 tests, their additional health fee will be locked, and they will not receive a refund after the quarter’s end. The second time a student fails to complete one of their required COVID-19 tests, their Rose-Hulman network access will be suspended until they have completed an acceptable COVID-19 test and submitted the result to healthservices@rose-hulman.edu. Please note that upon submission of an acceptable COVID-19 test, reinstatement of network access could take up to 24 hours (or end of business day on Monday for tests submitted after 12 p.m. on Friday).

ADDITIONAL TESTING INFORMATION FOR EMPLOYEES

This COVID-19 update on testing applies to all employees, including part-time, full-time, temporary, and seasonal employees of Rose-Hulman. All employees are required to report their vaccination status to Campus Health and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated adhere to the updated testing requirements. Employees not in compliance with these requirements will be subject to discipline following the procedures outlined in the employee and faculty handbooks. All employees are encouraged to be fully vaccinated.

Testing:

All employees who are not fully vaccinated (as defined in the Vaccination Policy section of this document) will be required to the following:

- Employees who report to the workplace at least once every seven days:
  - (A) must be tested for COVID-19 at least once every seven days; and
  - (B) must either attend the on-campus testing or provide documentation of the most recent COVID-19 test result to Campus Health (campushealth@rose-hulman.edu) by email no later than the seventh day following the date on which the employee last provided a test result.

- Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):
  - (A) must be tested for COVID-19 within seven days prior to returning to the workplace; and
  - (B) must provide documentation of that test result to Campus Health (campushealth@rose-hulman.edu) upon return to the workplace.
Acceptable COVID-19 tests are the campus provided testing or both PCR and Antigen from a local test center, personal Health Care Provider, CVS, or Walgreens, or an at-home test. A picture or scan of the test result is an acceptable method of submission. Individuals can order one set of four at-home tests for the residential households for free at https://special.usps.com/testkits.

If an employee does not provide documentation of a COVID-19 test result as required, they will be removed from the workplace until they provide a test result and may be subject to disciplinary action as outlined by the employee and faculty handbooks. If an employee has unused vacation or sick time, it can be used while waiting to submit the COVID-19 test result.

**QUARANTINE AND ISOLATION**

Rose-Hulman will follow current Quarantine and Isolation guidelines for vaccinated and unvaccinated individuals, as informed by the recommendations of the CDC and State of Indiana Health Department, as follows:

- Individuals who test positive or have been identified as a close contact will be contacted by Rose-Hulman contact tracers.
- Individuals who test positive outside the Rose-Hulman testing system should submit verification of positive test healthservices@rose-hulman.edu. The test should include their name, date of birth and date test was done.

**QUARANTINE GUIDELINES BASED ON VACCINE STATUS (CLOSE CONTACT)**

- **Updated Jan. 10, 2022**

  - Not fully vaccinated **AND** live in residence halls or Greek housing:
    - Must quarantine for 10 days if determined as a close contact with someone who has COVID.
    - Can end quarantine after 10 days if symptom free for at least 24 hours. No negative test required to end quarantine.
    - Follow the campus masking policy when quarantine ends.

  - Not fully vaccinated **AND** do not live in residence halls or Greek housing:
    - Must quarantine for at least five days if determined as a close contact with someone who has COVID.
    - Test on fifth day at a local facility or with a rapid home test (e.g. Binax - must make testing arrangements on your own) if symptom free for at least 24 hours and end quarantine with a negative test result.
      (OR)
      Quarantine for 10 days and end quarantine without a negative test result if symptom free for at least 24 hours.
    - Follow the campus masking policy when quarantine ends.
• **Fully vaccinated:**
  o If an individual living with an employee tests positive and is unable to isolate away from your shared living space, you must quarantine until that person is done isolating and symptom free. You may return to campus after that if you are symptom free.
  o If there are no COVID positive or symptomatic individuals in the household, you do not need to quarantine if you are symptom free.
  o Follow the campus masking policy when on campus.

**ISOLATION GUIDELINES (POSITIVE CASES) - Updated Jan. 10, 2022**

Individuals who test positive for COVID-19 must isolate for five days regardless of vaccination status.

The date the positive test is taken counts as day zero. If no symptoms have occurred (asymptomatic) by day five, the individual may return to class and work on day six. Individuals should continue to wear a mask around others for five additional days and follow the campus masking policy when isolation ends.

Employees who test positive or are deemed a close contact of a positive individual should contact Human Resources. Students who test positive or are deemed a close contact should contact Health Services.
SYMPTOM & WELL-BEING MONITORING

If you are not feeling well and display fever, chills, or flu-like symptoms (See full list of symptoms below) do not go to class or work, regardless of your vaccination status. Call Health Services (812-877-8367) or your personal physician. Health Services will discuss your symptoms for you and recommend next steps. This could include continuing normal activity while monitoring symptoms, coming to the clinic for a COVID-19 test, or other recommended measures.

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

- Fever of 100.4°F (38.0°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 100.4°F 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.

Health Services is open 7:30 a.m.-4 p.m. Monday-Friday (closed 12-1 p.m. for lunch). 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.
CASE REPORTING

POSITIVE CASE REPORTING

Rose-Hulman shares positive case updates each Thursday at 10 a.m. EST, or as soon as the information becomes available, at www.rose-hulman.edu/about-us/community-and-public-services/health/index.html. Employees who test positive or are deemed a close contact of a positive individual should contact Human Resources. Students who test positive or are deemed a close contact should contact Health Services.
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.

As we’ve learned more about COVID-19, guidance on masks has evolved. With the current spread of the Omicron variant, it’s strongly recommended you wear the best mask possible: a surgical mask is better than cloth; a KN95 is better than surgical.

KN95s are available for all Rose-Hulman faculty and staff. An initial distribution of five masks for each employee is underway.

According to current CDC interim guidance, KN95’s can be reused up to five times as long as the respirator maintains its structural and functional integrity and the filter material is not physically damaged, soiled, or contaminated. The key consideration for safe limited reuse is that the respirator must maintain its fit and function.

Care should be taken when storing masks intended for reuse. To prevent microbial propagation, masks should not be stored in sealed non-breathable containers or plastic bags.

FACE MASK REQUIREMENTS

• Wearing a face mask is required throughout all indoor campus spaces regardless of vaccination status.

• As we’ve learned more about COVID-19, guidance on masks has evolved. With the current spread of the Omicron variant, it’s strongly recommended you wear the best mask possible: a surgical mask is better than cloth; a KN95 is better than surgical. 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.

• Face shields are not a replacement for face coverings.

• 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. Face masks should be worn in all residence hall common spaces.

• 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. Exceptions can be made in club or student organization meetings, when proper social distancing can be maintained and with permission of the club adviser.

• It is the responsibility of all employees to ensure that campus visitors follow these policies.

• Clear masks are available for any student or faculty member needing a clear mask as part of an accessibility-related need. Students should coordinate through Patty Eaton in Student Accessibility Services. Employees should coordinate through Alvin Lee in Human Resources.
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. 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.

- Eliminate contact with others (hand-shaking, hugging).
- Avoid touching common surfaces where possible, and ensure frequent hand-washing or hand-sanitizing.

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 PROCEDURES

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, to minimize the spread of COVID-19 within our campus community.

In addition, we have secured a limited number of locations off-campus to house residents who need to isolate, self-isolate, or quarantine. It is highly recommended that any student that lives within 200 miles of Rose-Hulman’s campus to return to their permanent home residence in the event that they do become ill with the virus or are required to quarantine. Institute-provided isolation/quarantine housing is not guaranteed.

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

RESIDENTIAL LIFE

Outside visitors to campus including parents, family members, and friends are permitted in the residence halls.

- Individuals on campus who are hosting outside visitors in residence halls are responsible for determining their vaccination status and managing their behaviors on campus. Fully vaccinated and non-vaccinated visitors must follow the on-campus masking and social distancing policies in place for faculty, staff and students at the given time.
- The residential custodial steward staff will clean individual residence hall rooms such as taking out the trash, vacuuming, and providing new, clean linen. Staff will coordinate specific days and times for rooms to be cleaned with students.
- Housekeeping staff will also be making extra efforts in public areas (lobbies, hallways, bathrooms, etc.).
- Rose-Hulman students will have ID swipe access to the residence halls and will be expected to follow all visitation policies and expectations outlined in the Student Handbook.
- Overnight guests are permitted but under no circumstances is cohabitation allowed.

For questions about Residence Life, please contact Director of Residence Life Cory Pardieck.
VISITORS TO CAMPUS

Outside visitors to campus, including parents, family members and friends, are permitted. Fully vaccinated and non-vaccinated visitors must follow the on-campus masking and social distancing policies in place for faculty, staff and students at the given time.

Questions or comments about the Rose Ready document? Contact communications@rose-hulman.edu.