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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. This guide 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.
- All students, faculty and staff 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 – Winter Quarter Update

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 mid-May.

For the Winter Quarter, students will be required to test upon their return to campus. Students will be asked to exercise heightened diligence while they wait for their results, and will not be able to attend class until they receive a negative result. Residence Halls will open to students beginning January 3, 2021.

- During the return-to-campus testing period beginning Jan. 3, students on campus waiting on their test results will be allowed to go to the dining hall for to-go service only, to return to their rooms to eat. Students are encouraged to travel to and from the dining hall alone or with their roommate. Students are asked to avoid being in groups and to remain in their rooms during this testing transition back to campus.

- To the degree their job allows, faculty and staff are encouraged to work remotely during Winter Quarter until students return to campus beginning Jan. 3. Employees who will be returning to campus Jan. 4-6 will need to pick up and submit their test beginning Jan. 4. Those returning Jan. 7 or after should plan to submit their tests two business days prior to their anticipated return date. All employees must have a negative test result prior to returning, with the exception of a limited number of personnel needed to be on campus Jan. 4. Those individuals should first communicate with their supervisors and exercise heightened diligence while they wait for their results. Employees who continue to remote work will not be required to test until two days before their planned return date.

- Students in residence halls will have testing sample collection kits placed in their rooms by student affairs staff. Off-campus students will pick up kits from the mailroom.

- Students who have contracted COVID-19 or tested positive 30 days prior to campus arrival do not need to be tested upon their return to campus. However, they must provide Health Services their positive test result and a doctor’s note releasing them from care and stating that they are no longer contagious.
• For this round of testing, students will be notified of either result – negative or positive. A negative result email will prompt students to pick up their Rose Ready wristband, granting them access to academic buildings. Students will receive more information from Student Affairs (and are encouraged to continue to check this document for updates) on the pick-up location for wristbands.

• Students should submit their test in one of the approved collection locations as soon as possible upon returning to campus, or have an exemption from Health Services after submitting their positive test result, and a doctor’s note releasing them from care and stating that they are no longer contagious. To ensure being able to attend class in-person Jan. 6, students should submit their test by 8:30 a.m. Jan. 4. Students may still attend class in person Jan. 6 if they submit their test by 8:30 a.m. Jan. 5 and receive a negative result before class on Jan. 6. Students still waiting for results January 6 or later must wait to go to class or eat in the Union until they receive a negative result.

• Students traveling to Rose-Hulman from outside of the United States and arriving from CDC-identified countries with a Level 2, Level 3, or Level 4 Travel Health Notice should quarantine for 7 days.
  o Testing is required 3-5 days after arrival for these travelers.
  o Testing is expected to be conducted within the Rose-Hulman testing program.
  o Travelers should remain in quarantine for the full 7 days, even if the test result is negative.
  o If the test result is not received by the end of the 7th day, the traveler will need to continue quarantine until the test result is received.
  o Any student returning to campus after traveling internationally should contact Ryan Brimberry in advance of that travel to coordinate the logistics of any possible quarantine requirements.
  o Any employee returning to campus after traveling internationally should contact campushealth@rose-hulman.edu in advance of that travel to coordinate the logistics of any possible quarantine requirements.
  o This guidance could again change in response to local, state, and federal guidance.

• During the Winter Quarter and potentially beyond, all faculty, staff and students attending class/working on campus will continue to be required to participate in weekly surveillance testing. Those returning to campus the week of January 4 will resume weekly surveillance testing beginning January 11.
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 staying 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 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.
- Individuals who drop their swab or vial can come to the Human Resources Office for replacements.
- Individuals planning to be away from Terre Haute/campus during winter break may adjust their testing day to earlier in the week to accommodate their schedule. Individuals are still required to participate in testing the week after winter break, even if they will be gone on their normal testing day. Contact campushealth@rose-hulman.edu with any questions.
- 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.
SYMPTOM & WELL-BEING MONITORING

Self-monitoring for symptoms of COVID-19 is a requirement of students, faculty and staff 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://hs.rhventures.org 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 100.4°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 Monday-Friday 7:30 a.m.-4 p.m. 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 are providing digital thermometers for all students, 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. 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. The use of face coverings can help protect individuals by decreasing the spread of respiratory droplets produced during talking, sneezing, and coughing.
- All students, faculty, and staff will be provided three washable cloth face coverings. While face coverings will be provided, individuals may also choose to wear their own appropriate face covering. Additional face coverings can also be purchased at the Rose-Hulman Bookstore. New employees can acquire their face coverings from Public Safety.
- 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.
- Students, faculty, staff and all visitors will wear a face mask at all times while inside any Rose-Hulman facility, including common areas, corridors, classrooms, laboratories, conference rooms, and multi-purpose rooms. Outside, face masks are required where physical distancing is difficult to maintain (think passing period through the quad or sidewalks to and from the res halls). Everyone should plan to have a mask with them at all times.
- 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.
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 6 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.

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.

• Cleaning throughout the Day with Sani-Tyze – Cleaning as defined by the CDC refers to the removal of dirt and impurities, including germs from surfaces. Cleaning alone does not kill the germs, but by removing the germs, it decreases the number and therefore any risk of spreading infection. The product we are using throughout the day is called Sani-Tyze, which cleans surfaces and removes germs on surfaces. Viruses must attach themselves to a protein soil to survive and we have learned that when we use cleaning detergents like Sani-Tyze, we are able to remove protein soils from the surfaces, thus preventing the spread of viruses. Our goal with Sani-Tyze is to keep surfaces as clean as possible throughout the day until our custodial staff can disinfect these areas after hours. This is a similar product to what is used in restaurants to clean and sanitize tables. The Department of Health indicated that the product used for the purpose of cleaning throughout the day was a helpful addition to our protocols and not required to be on the EPA-approved list.

• Disinfecting at Night with BNC-15 – Disinfecting as defined by the CDC is the process of killing germs and is completed by using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. It is important to note that disinfecting is a process and not a product. However, having the correct product is part of the equation to effectively disinfect surfaces. Our cleaning staff are using a more intense cleaning/disinfecting process each evening with a disinfectant called BNC-15. It is an EPA Registered Disinfectant approved for use on SARS-CoV-2 (the virus that causes the disease COVID-19) from the EPA’s List N. All disinfectants require strict adherence to label directions and should not be used when students are present as certain barriers of protection are required (Personal Protective Equipment). As required by our local Department of Health, BNC-15 is on the EPA-approved list (Registration # 6836-348 - under product name Lonzagard RCS-128 PLUS the raw material used to make BNC-15). Rose-Hulman custodial services staff participated in training on proper disinfection protocols associated with BNC-15. There are warnings on both products being used. These are industrial/institutional products that require certain verbiage on their labels. These safety measures are similar across cleaning products in this industry. We have worked with local health experts and industry specialists to ensure a safe learning environment.

• An advanced COVID-19 cleaning protocol has been developed and executed with appropriate maintenance groups outlining the steps to be taken when known positive cases exist.
HEALTH & SAFETY TRAINING

- Training on public health measures and signs/symptoms of COVID-19 is being provided for all residence life staff.
- Education will be provided to students on the importance of public health guidelines, social distancing, and hygiene.

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.
- All meals (breakfast, lunch and dinner) 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

Generally, both professional and personal travel is discouraged during this time. However, it is recognized that some travel is required for the success of the Institute.

International Travel – Winter Quarter Update

Students traveling to Rose-Hulman from outside of the United States and arriving from CDC-identified countries with a Level 2, Level 3, or Level 4 Travel Health Notice should quarantine for 7 days.

- Testing is required 3-5 days after arrival for these travelers.
- Testing is expected to be conducted within the Rose-Hulman testing program.
- Travelers should remain in quarantine for the full 7 days, even if the test result is negative.
- If the test result is not received by the end of the 7th day, the traveler will need to continue quarantine until the test result is received.
- Any student returning to campus after traveling internationally should contact Ryan Brimberry in advance of that travel to coordinate the logistics of any possible quarantine requirements.
- Any employee returning to campus after traveling internationally should contact campushealth@rose-hulman.edu in advance of that travel to coordinate the logistics of any possible quarantine requirements.
- This guidance could again change in response to local, state, and federal guidance.

Business Travel

- This policy only applies to domestic, professional travel.
- 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.
- Each vice president will review requests from 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 – Winter Quarter Update

1. Employees should contact their supervisor with leave requests and inform them of travel dates if they are planning to leave the state. Supervisors must approve the leave through their normal process. (Note: This policy does not apply during the holiday break).
2. The supervisor will fill out the employee’s Out of State Travel Form in cornerstone (RosePOD).
3. HR will contact individuals if additional steps need to be taken.
Personal Travel for Students

While there are no official restrictions on personal travel for students, they are discouraged from personal travel that is not a necessity. If traveling, students are encouraged to minimize exposure at all times and continue to participate in weekly surveillance testing and daily health monitoring.

Institute-related Student Travel

In this era of COVID-19 and out of concern for student and community safety, any out-of-state travel is highly discouraged and 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 – Athletic Director (Jeff Jenkins)
- Student Organizations – Erik Hayes
- Student Team Competitions – Rick Stamper
- Academic Classes/Projects – Rick Stamper
- Other Institute-related travel – Area vice president

Student travel for clubs is currently suspended. If you feel your organization requires an exemption, you may submit that travel request to Kristen Merchant for review. This must be approved by the Associate Director of the Union & Student Activities Office, as well as the Vice President for Student Affairs and Dean of Students.

During travel, each Institute traveler is expected to take the appropriate precautions to protect themselves and others:

- Wash hands often with warm soap and water for at least 20 seconds. If hands can’t be washed, an alcohol-based hand sanitizer should be used.
- Avoid touching eyes, nose, and mouth.
- Remain at least 6 feet from others.
- Wear a cloth face covering.
- If possible, avoid large gatherings of people.

Questions regarding this policy should be directed to the appropriate 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.

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

FACE-TO-FACE MEETINGS

- Employees and students are encouraged to continue virtual meetings when possible. Face-to-face meetings should follow social distancing guidelines with face masks being worn by attendees.

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

Please SIT HERE
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. Winter Quarter classes will be fully online from Nov. 30 until the start of winter break, Dec. 22. Plans are for students to return for person instruction Jan. 6 following winter break.

• In-person classroom instruction will occur in a socially distanced environment.

• Some laboratory and group work instruction will occur in short durations with distancing of less than 6 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. For example, it may be determined that sending students home during the Thanksgiving quarter break and then have them return to campus for only 3 weeks of the Winter Quarter may present an unacceptable risk. Various options are being developed for responding to that situation. One option is to switch to full remote instruction during those three weeks. Other options include various combinations of shifting the remaining portion of the calendar or increasing the amount of instruction provided each week.
ATTENDANCE POLICIES

- Attendance policies have been modified 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 policies 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.

FACULTY & STUDENT MEETINGS

- In most cases, the size and layout of a professor’s office will not accommodate physical distancing during individual meetings between professors and their students. Accordingly, a student who wishes to talk with their professor outside of class is encouraged to meet virtually with their professor.
- Alternatively, a limited number of spaces are available in Moench Hall, where a student and faculty member can schedule a meeting in a room that will allow appropriate social distancing.

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

- Student occupant capacities in all classrooms have been reduced by approximately 50%.
- All class participants will wear face masks. Students will be encouraged to face the same direction as much as possible.
- Distancing of less than 6 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 – Winter Quarter Update

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.

**Winter Quarter:**
- The academic complex will be locked during the remote learning period of the Winter Quarter, Nov. 20-Dec. 22.
  - Students will have card access at Moench Commons entrance to Moench 8 a.m.-5 p.m., with access to the mailroom.
  - The Union will remain locked during the remote learning period. On-campus students, faculty, and staff can access the Union during this time with their campus ID. Card access hours are to be determined.
  - Faculty and staff maintain card access to academic buildings during this time.
- Library access limited to those who need access for internet or other approved purposes (See Winter Quarter update in Residential Life section).
- SRC access will be limited to those living/working on campus during this period.

Upon resumption of in-person instruction beginning Jan. 6:
- 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 Student Union will be open Monday-Friday 7 a.m.-10 p.m. and Saturday to Sunday 10 a.m.-9 p.m.
- White Chapel will remain locked with Student, Faculty, and Staff ID cards allowing access during open hours.
  - Sunday-Thursday 7 a.m.-10 p.m.
  - Friday 7 a.m.-4 p.m.
  - Saturday Closed
- The Hatfield Hall main entrance will be open Monday-Friday 7 a.m.-5 p.m.
- The Sports and Recreation Center will be open Monday-Friday 8 a.m.-10 p.m., Saturday 10 a.m.-7 p.m., and Sunday noon-10 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 will be open as follows:
  - Monday-Thursday 7:45 a.m.-12 a.m.
  - Friday 7:45 a.m. - 5 p.m.
  - Saturday 1-6 p.m.
  - Sunday Noon-Midnight

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 will look different this year, 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.

CAMPUS ACCESS – Winter Quarter Update

Students not living in residence halls will only be allowed to return to campus during the Nov. 30-Jan. 3 period if they meet certain criteria - including having inadequate internet for classwork or those approved to be on campus for Rose-Hulman organized activities which can’t be met remotely and are supported or supervised by a member of the faculty or staff.

STUDENT MOVE-IN – Winter Quarter Update

After the winter break, students will be required to test on campus upon their return to campus. Students will be asked to exercise heightened diligence while they wait for their results, and will not be able to attend class until they receive a negative result. Residence halls will be open to students beginning at noon on January 3, 2021.

• Students in residence halls will have kits placed in their rooms by student affairs staff. Off-campus students will pick up kits from the mailroom.

• For this round of testing, students will be notified of either result – negative or positive. A negative result email will prompt students to pick up their Rose Ready wristband, granting them access to academic buildings.

• Students must submit their test by 8:30 a.m. on January 5, 2021, or have an exemption submitted to healthservices@rose-hulman.edu and approved, in order to attend class January 6. Students still waiting for results January 6 or later must wait to go to class or eat in the Union until they receive a negative result.

• Students traveling to Rose-Hulman from outside of the United States and arriving from CDC-identified countries with a Level 2, Level 3, or Level 4 Travel Health Notice should quarantine for 7 days. Testing is required 3-5 days after arrival for these travelers. Testing is expected to be conducted within the Rose-Hulman testing program. Travelers should remain in quarantine for the full 7 days, even if the test result is negative. If the test result is not received by the end of the 7th day, the traveler will need to continue quarantine until the test result is received.

• Any student returning to campus after traveling internationally should contact Ryan Brimberry in advance of that travel to coordinate the logistics of any possible quarantine requirements. This guidance could again change in response to local, state, and federal guidance.
RESIDENTIAL LIFE – Winter Quarter Update

Which students will be allowed to stay in the residence halls during the remote instruction period (Nov. 30-Dec. 22) of Winter Quarter?

- Students subject to travel restrictions
- Students with inadequate internet for classes
- Students who can’t return home for safety or other issues approved by Student Affairs
- Students who stay for approved Rose-Hulman organized activities with objectives that can’t be met remotely and are supported or supervised by a member of the faculty or staff
- Students still in isolation/ quarantine

What is the process for requesting to stay in the residence halls?

- Students requesting to stay in the residence halls during the Winter Quarter must submit a waiver to Student Affairs by 10/30/20. Students can find the waiver at https://www.surveymonkey.com/r/TF5BZW6.

What will be the protocols for students who are approved to be on campus during the remote instruction period?

- Students who have a regular presence on campus will be expected to continue daily symptom monitoring each day and surveillance testing conducted Monday-Thursday.
- Individuals making a one-time visit, e.g. visiting the EIT Service Desk for a laptop repair, will be managed on a case-by-case basis. Individuals must contact campushealth@rose-hulman.edu with the details related to their requests.

When do the residence halls lock for the break?

- The residence halls were locked at noon (12:00 PM) on Saturday, November 21. Only approved students have access to the residence halls past this point in time. Please see the “Student Move-In” section above for more information regarding the return to campus procedures for students coming back to campus after the new year.

Can students leave their personal items in their residence hall?

- Students are welcome to keep items in their residence halls for the 3+ weeks off campus. We encourage students to lock their rooms while they are gone for the break.
Will the Mail Room still be open and available if I am approved to remain on campus?

- Yes! Students will have ID access to Moench Commons during the day (8 a.m.-5 p.m.) to access their mailbox and receive any packages. However, students will not have access to the academic buildings during this time.

Will there be food provided for those with an approved waiver?

- Students remaining on campus for the first three weeks of Winter Quarter will continue to have a full residential meal plan and the ability to use meal swipes and DB. Not all dining locations will be open, but a complete listing of offerings from Bon Appetit will be available closer to the start of Winter Quarter.

Will there be a refund/discount for meals/housing for those who leave campus during the remote learning period?

- Meal plans and housing rates will be reduced by 20 percent this quarter for students not on campus for the first three weeks of the Winter Quarter. More information about refunds was shared with students on My Rose-Hulman.

Can students leave their car on campus?

- Vehicles must be registered with current contact information. Vehicles left on campus during the break should be parked in one of two lots. Residents of Deming, BSB, Speed, or Percopo should leave their vehicle in the Speed Hall parking lot. Residents of Lakeside, Apartments East/West, Mees, Scharpenberg, or Blumberg should use the parking lot immediately in front of Lakeside Hall. This will help with leaf removal and snow removal during this time. Students not able to move their car during that timeframe, or who have additional questions relating to Public Safety, should reach out to the Office of Public Safety at 812-877-8590.

Will Rose-Hulman be coordinating airport shuttles?

- The most recent information regarding airport shuttles for students traveling home at the end of Fall Quarter and returning to campus after the new year is at https://www.rose-hulman.edu/campus-life/student-affairs/_assets/pdfs/Airport%20Shuttle%20Info%202020-2021.pdf.
ADDitional information:

- All residential housing will have a maximum occupancy of two per room or four per suite/apartment.
- Individual rooms will not be cleaned by housekeeping staff. Instead, staff will be focusing extra effort 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.
- Only Rose-Hulman students with an approved housing waiver will be permitted into the residence halls during the first three weeks of Winter Quarter.
- No overnight guests will be permitted in the residence halls.
- All non-Rose-Hulman affiliated guests (parents, siblings, friends from other schools, etc.) will not be permitted into the residence halls.
- Only 2 vs. 2 volleyball will be permitted at the sand courts by the Apartments. All students must remain socially distanced and masked during play.
- No close contact basketball will be permitted on the outdoor courts by Speed Hall and the Apartments. Shooting around in small groups is acceptable and all students must remain socially distanced and masked 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 – Winter Quarter Update

• Students who are approved to stay on campus for the first three weeks of Winter Quarter through the waiver request process will continue to have a full residential meal plan and the ability to use meal swipes and DB. Not all dining locations will be open, but a complete listing of offerings from Bon Appetit will be available closer to the start of Winter Quarter.

• 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 Rose Garden, 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.

• Residence Hall floors will have a suggested mealtime to help reduce the number of students going through the dining hall at one moment.

• Students are able to use a new app to pre-order food from Chauncey’s and Rose Garden. An alert will be sent through the app when the food is ready to be picked up.

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. Virtual meetings are preferred but face-to-face meetings are welcomed. For face-to-face meetings, social distancing will be observed, and masks are required.

- The annual Winter Career Fair will be held January 20, 2021 from 10 a.m. to 3 p.m. The format is to be determined. Spring Career Fair date is April 28, 2021.

- 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? Drop a Microsoft Word file to resumes@rose-hulman.edu

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

- Employer Information Sessions and Interviews will be held on campus virtually, or in person with social distancing, at the employer’s discretion. 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 interviews – Contact Career Services & Employer Relations to make a reservation.

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

• Health and counseling services will be offered both in-person and, when possible, via telehealth.
• Health Services hours are Monday-Friday, 7:30 a.m.-4:30 p.m.

For questions about Health Services, 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

• The Sports and Recreation Center (SRC) will be open to current students, faculty, and staff in a limited capacity to ensure social distancing during workouts. Click here to find the operational hours for the SRC.
• The SRC is operating on a reservation only basis, and during the remote instruction period of Winter Quarter will only be available to those living/working on campus. You can find the link to sign up for a workout time by clicking here.
• We will have Intramural opportunities available that comply with campus guidelines on masking and social distancing. Click here to find the schedule.
• Club Sports will follow the same guidelines as Fall Sports practices, with modifications to allow for social distancing.
• 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 Sports and Recreation Facilities Seth Woodason.
CLUBS, ORGANIZATIONS & 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.
- Fraternity and sorority recruitment will still take place but will look different this year, with some events eliminated and others moved to a virtual format. Additional policies regarding Greek Life’s return to campus, Men’s rush, and Greek house safety procedures can be found in the Greek Life Policies document.
- All fraternities and sororities have received additional guidance on residential and social activities, with living densities minimized and in-person social activities not allowed at the chapter houses during the Winter Quarter.

For questions about fraternities, please contact Assistant Director of Residence Life Eric Liobis.

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

From Nov. 20-Jan. 4, 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 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:
  - Connecting to the Rose-Hulman Wireless Network
  - How do I Install SolidWorks?
  - 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.