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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 takes effect December 15, 2021 and 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 high transmissibility of the delta 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 Winter 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.

Rose-Hulman’s policy is as follows:

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

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

- **Students who have not submitted their proof of vaccination to Health Services** must:
  - Participate in pre-arrival testing.
  - Participate in Rose-Hulman’s ongoing COVID-19 surveillance testing requirements in winter 2021-22 (and beyond). Students will be assessed an additional $350 quarterly health services fee to cover the expenses, starting in fall 2021. 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](mailto: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 pre-arrival testing.
  - 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](mailto: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 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 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, unless you are symptomatic.

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 16 and over. If you received your second dose of Pfizer or Moderna at least 6 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.

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.

**COVID-19 TESTING**

**PRE-ARRIVAL/RETURN TESTING – Winter Update**

Individuals who do not currently show a vaccine card on file (or 14 days have not passed since their last COVID-19 vaccine dose) are required to participate in pre-arrival/return testing prior to reporting to campus following the holiday break. Below are the details for how to provide either proof of COVID-19 vaccination or a COVID-19 test result.

PRIOR TO ARRIVAL:

- **If you have been fully vaccinated**, please send a copy of your COVID-19 vaccination card to healthservices@rose-hulman.edu as soon as possible.

- **If you are NOT fully vaccinated**, you will need to submit a NEGATIVE COVID-19 test before returning to campus. COVID-19 tests need to be completed between 12 p.m. (noon) on Thursday, December 30 and 8 a.m. on Monday, January 3 (before attending class). Please attach and email a PDF with your results to prearrival@rose-hulman.edu.

- **If you have a positive result when testing**, please contact Health Services at healthservices@rose-hulman.edu.

Testing may be scheduled at your local pharmacy (examples: CVS, Walgreens, Walmart etc.) or at a health clinic or lab of your choice. You can also purchase an at-home self-test kit that has FDA authorization (example: Binax) and submit a picture of the negative test that includes your name, date of birth and test date. If you are going to purchase an at-home self-test kit, we recommend doing so **before** the holidays so that you are sure you will have one when it is time to perform the test.

Students and employees who are not fully vaccinated will not be allowed to participate/go to class/work without a negative test result on file with Rose-Hulman.

Students who fail to submit a prearrival test before attending class will result in loss of network access on campus in addition to forfeiting the 50% refund of winter quarter’s additional health fee. Please note that upon submission of an acceptable COVID-19 test, reinstatement of network access could take up to 24 hours.

*Please note: in-season athletes are subjected to additional guidelines per the NCAA and should refer to the separate winter athlete-specific emails that have been sent.*
SURVEILLANCE TESTING

Rose-Hulman will continue COVID-19 surveillance testing for all students, faculty and staff who have not submitted proof of vaccination. Antigen testing will be used, and frequency of testing will be approximately bi-weekly, subject to change based on positivity rate on campus, overall vaccination rate, as well as other factors.

Students will be charged an additional quarterly health fee of $350 to cover the fees associated with administering these tests as well as other COVID-19 costs incurred by the institute. Students who complete all quarterly testing prior to the published deadlines will receive a refund of one-half of their additional health fee. This refund will be applied 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).

All surveillance testing (students, affiliates and employees) will occur in the Kahn Rooms and Heritage Room and will span two different days as outlined below:

- **East Kahn Room**
  - Tuesday, January 4 (12 - 4:30 p.m.)
  - Wednesday, January 5 (7:30 a.m.-12:30 p.m.)

- **East Kahn Room**
  - Tuesday, January 18 (12–4:30 p.m.)
  - Wednesday, January 19 (7:30 a.m.–12:30 p.m.)

- **East Kahn Room**
  - Tuesday, February 1 (12–4:30 p.m.)
  - Wednesday, February 2 (7:30 a.m.–12:30 p.m.)

- **East Kahn Room & Heritage Room**
  - Tuesday, February 15 (12–4:30 p.m.)
  - Wednesday, February 16 – Heritage Room (7:30 a.m.–12:30 p.m.)
Students, faculty and staff who have not submitted proof of vaccination against COVID-19 to Health Services must register for each surveillance test by 2 p.m. on the Monday before the first day of testing for the week (for example, for the first round of surveillance testing, individuals who have not submitted proof of vaccination to Health Services must register for their surveillance test by 2 p.m. on Monday, January 17). Individuals must register for each test by going to Rose-Hulman’s Campus Groups platform.**

**Please note, the first time you login using your single sign-on, you will be asked to complete your Campus Groups profile. After you complete this process, you can click the “home” button to see upcoming events in Campus Groups.

Register for your COVID test by clicking on the “Events” tab at the top of the page. Then, search the list of events for “surveillance testing” to find the January 18 and 19 events to be able to register. Select the event and use the green “register” button to sign up for a specific time. After you register, you can add the event to your calendar for a convenient reminder on the day of your test.

Campus community members who have not submitted proof of vaccination will be sent an email a week prior to the surveillance testing date with information regarding registration and what to bring on the day of testing.
QUARANTINE AND ISOLATION TESTING

Rose-Hulman will follow current Quarantine and Isolation guidelines for vaccinated and unvaccinated individuals as directed by the State of Indiana Health Department and Vigo County Health Department as follows:

- Any individual vaccinated or not, who has a positive case in their place of residence – and the positive individual remains in the residence – needs to remain home and quarantine for 10 days if vaccinated and 14 if not vaccinated.

- 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 contact healthservices@rose-hulman.edu.

- Individuals who test positive, regardless of vaccination status, must isolate for 10 days from the onset of symptoms or test date, whichever came first.

- For individuals who have been determined to be close contacts of a positive individual (A “Close Contact” is anyone who was around a COVID 19 positive person closer than 6 feet for 15 minutes or longer, masked or unmasked).
  - If an non-vaccinated individual is identified as a close contact, regardless of symptoms, they must quarantine for 14 days. Testing negative does not relieve the 14-day quarantine requirement.
  - If a vaccinated individual is identified as a close contact and has symptoms, they must quarantine for 10 days. They may also get tested with a PCR test on day 7 from last day of exposure to the positive individual. If the PCR test result is negative, the individual may return to normal duties but must wear a mask for 14 days. Rose-Hulman does not administer PCR tests. See below for additional details.
  - A Vaccinated close contact without symptoms does not have to quarantine but must wear a mask for 14 days, maintain social distancing, and monitor for symptoms. The individual may take a PCR test on day 7. Rose-Hulman does not administer PCR tests. See below for additional details.

**PCR Tests** – Individuals who would like to take a PCR test must coordinate through their physician, local testing options, pharmacies, etc. Verification of a negative test result must be sent to healthservices@rose-hulman.edu.
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 previously shared regular positive case updates online when regular testing occurred. Now, with vaccines in place and testing only being for those who have not submitted proof of vaccination to Health Services, the online dashboard will be decommissioned. 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.

FACE MASK REQUIREMENTS

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

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.