

# ALVERNO COLLEGE

TOWARD A SAFE AND ENGAGING  
SPRING 2021 SEMESTER

RETURN TO CAMPUS GUIDELINES  
FOR THE ALVERNO COMMUNITY



HELP US STOP  
THE SPREAD

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## Introduction



Alverno College's spring 2021 Campus Guidelines have been drafted by members of the COVID-19 Taskforce in consultation with the Administrative Council, health experts, members of the Incident Response Team (IRT), academic deans, faculty leaders, and the president. Additionally, the guidelines are built off the fall 2020 Campus Guidelines, which were reviewed and approved by local public health experts and the Milwaukee Health Department.

Due to the changing conditions of COVID-19, the College has taken an adaptive approach to this plan, as it will with its implementation. The plan and its implementation will be reviewed regularly and updated based on current conditions, public health guidance at the local, state and national levels, and feedback from community members. Implementation of this plan will require cooperation among everyone.

Though the pandemic creates challenges and forces many changes, the College will remain true to its mission to prepare students for lives of personal and professional distinction and meaningful engagement with the world. Inspired by our Catholic, Franciscan and liberal arts heritage, the College is actively working with our faculty and staff to engage students in active and collaborative learning that fosters academic excellence through both classroom and online instructional modalities.

Accordingly, our plan continues to adjust regular campus density downward to encourage safety and equity by:

- offering reasonable instructional and work options for vulnerable students, faculty and staff;
- shifting the in-person/online ratio of classes not to exceed 1:3;
- requiring face coverings and physical distancing protocols across campus;
- adjusting the capacity and seating in classrooms and common spaces;
- increasing education and motivation among all community members concerning intentional healthy practices;
- asking individuals to meet virtually for meetings; and
- enhancing cleaning and disinfecting protocols across campus.

Finally, Alverno College has a decades-long practice of “creating and supporting a culture of care” among its faculty, staff and students, a practice that we will rely upon in addition to implementing this adaptive plan, which itself will be regularly reviewed and updated as new information becomes available.

## Guiding Principles



- Alverno College assumes, promotes and relies on a “culture of care” among the faculty, staff and students who comprise the Alverno community.
- The health and safety of the Alverno community are the College’s highest priority.
- Alverno places a high priority on the Alverno philosophy and way of learning, preferring face-to-face classes for most students, but seeking excellence whether instruction is delivered in person, via hybrid modalities or through fully online learning.
- Students returning to campus for the spring 2021 semester may receive instruction through a variety of modes, including in person, hybrid instruction and online instruction. Principles guiding instructional delivery will be clear, well-communicated and uniformly applied.
- All plans align with state, local and/or national orders and with Milwaukee Health Department and Centers for Disease Control and Prevention (CDC) recommendations.
- Policies, procedures and plans are updated and adjusted as new information and knowledge regarding COVID-19 are obtained.
- A variety of video, print and virtual training options will prepare faculty, staff and students for new operational realities.
- After health, safety and Alverno’s priority on student learning, business continuity to support our students, college and community assumes a position of priority.
- Alverno College leaders are committed to providing ongoing and clear communication to the campus community.

## Alverno College COVID-19 Community Standards and Honor Code

The COVID-19 Community Standards and Honor Code are a social contract between and among the members of the Alverno College community — its students, faculty, staff, campus visitors and third-party vendors.

These standards and honor code create an environment where personal and community responsibility, academic excellence, and care for one another are prioritized and valued. Living, learning and working together in times of COVID-19 call upon everyone to observe heightened safety precautions in all facets of our shared academic and co-curricular experience.

To that end, as a member of the Alverno College community, I pledge to:

- Make decisions that support my health and the health of all members of our community, especially those who are most vulnerable.
- Specifically, I will:
  - Self-monitor for COVID-19 symptoms and stay home or isolate in my residence hall room and contact my health care provider if I am sick or may have been exposed to COVID-19;
  - Follow College procedures for notifying appropriate parties if I am sick or may have been exposed to COVID-19;
  - Wear a face covering while on campus both for my own protection and the protection of other members of our community;
  - Maintain a physical distance of 6 feet from others while on campus and at College-sponsored events;
  - Practice good hygiene, including sneezing and coughing etiquette and frequent hand washing; and
  - Be mindful of my behaviors off campus and avoid situations where the risk of spreading COVID-19 is heightened.
- Treat my peers, faculty and staff with the respect every human being deserves and not promote, participate in or allow my own bias to impede the access and opportunity of others in my community.
- Hold members of our community accountable by politely reminding them of these expectations and seeking help from the appropriate members of our community if needed.
- Follow quarantine guidelines provided to me by the College.

The Alverno College COVID-19 Community Standards and Honor Code support our community values and offer an added level of accountability to one another as we navigate unfamiliar territory. The COVID-19 Community Standards and Honor Code do not replace applicable policies in the *Building a Community of Learners: A Community Guide and Student Handbook*; the *Alverno and You Employee Handbook*; or the *Faculty Handbook*.

We all have a role to play in providing for the health and safety of our community. Thank you for doing your part to keep our community Alverno Strong!

## Spring 2021 Semester Academic Information



Across Alverno's undergraduate, graduate, adult and weekend courses, academic leaders and faculty have shifted the spring 2021 academic calendar to respond to continuing COVID-19 realities.

Spring break, which was originally scheduled for March 8-12, 2021, has been canceled. In lieu of the formal spring break, Alverno has added the following non-instructional dates to the calendar where no classes will be in session:

- Friday, March 12, 2021 (Wellness Day; no classes)
- Wednesday, March 31-Tuesday April 6, 2021 (Extended Easter break; no classes)
- Thursday, May 6, and Friday, May 7, 2021 (Non-Instructional Study/Catch-Up Days; no classes)

Mid-semester and final assessments may be in-person or virtual depending on the structure of the course.

Faculty will conduct office hours remotely or, when absolutely required by regulations or course content, in areas where physical distancing is easily maintained.

Additionally, all travel courses (domestic and international) are canceled through May 2021. Study abroad opportunities for individual students in special circumstances will be allowed on a case-by-case basis by the vice president of academic affairs.

### **Approximate Ratio of Face-to-Face & Alternate Delivery Mode Courses**

For the spring 2021 semester, faculty are planning for most of students' labs, skills, studio, performance, and first-year and transfer courses to be conducted in person on campus. The remaining courses will be offered in a hybrid or remote format depending on need and as determined by the academic deans and faculty.

Across all undergraduate and graduate courses offered in spring 2021, approximately 1/5 are delivered through an asynchronous online format. All others are either fully face-to-face, a hybrid of face-to-face and remote, synchronous online (remote course delivery that meets during regularly scheduled time via Zoom or another conferencing platform) or as placements in clinical, field work, internship or practicum experiences.

### **Pivot Planning and Pedagogical Preparation**

Each academic department has developed an instructional contingency plan of how courses would be covered in the event a faculty member is exposed to COVID-19 and thus required to quarantine. In most cases, the faculty member would continue to teach the class remotely, which has been made possible through the intentional design of courses to allow for such flexibility. In those

cases in which a faculty member was positively diagnosed with COVID-19 and unable to teach her/his courses, departments have filed back-up teaching plans of qualified instructors who could step in and cover for a period of time during a faculty member's absence.

Alverno has invested significant resources in providing ongoing pedagogical training and development with an emphasis on student engagement in remote learning in summer, fall and during winter break. Ongoing development opportunities will be provided throughout the semester.

Spring 2021 courses requiring face-to-face instruction for both content and pedagogical reasons have been prioritized by academic departments, based on both course content itself as well as outside board, accreditation or licensure requirements.

Courses planned for face-to-face instruction include:

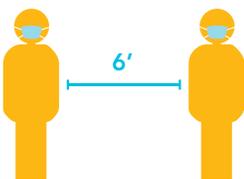
- Laboratory courses: examples include human anatomy & physiology, organic chemistry, microbiology
- Nursing and social work courses: skills & practicum & clinical courses (all);
- Performing arts courses: examples include ballet, selected topics in theatre, voice, instrumental ensembles
- Studio Art courses: examples include art therapy, sculpture, fibers, ceramics, expressive drawing
- General education courses: especially for first-year students

Plans have been developed to appropriately physically distance faculty and students in all classroom spaces, as well as to make clear the requirement to wear appropriate personal protective equipment (PPE) in classrooms.

These plans include:

- To help ensure the health and safety of our campus community and the public, face coverings are required to be worn while on campus. This includes:
  - Classrooms, meeting rooms, offices, hallways, restrooms and other common areas
  - Outdoors when keeping a 6-foot distance from others may not be possible. Masks may be removed when in a private office, meeting room or residence hall room when others are not present.

## General Classroom Safety and Distancing Practices





The College will provide paper masks to employees if needed. Please stop by the Read Center Information Desk during staffed hours to pick up a mask.

This requirement is in accordance with federal and state workplace safety requirements and with local public health directive. This policy is in effect until otherwise communicated. This policy applies to all Alverno personnel, students, contractors, vendors and visitors, unless specifically exempted via a request for accommodation to the Human Resources director.

Alverno masks are available for purchase in the A-Store or by shopping the A-Store [online](#).

- Acknowledging and publicizing that, for the spring 2021 semester and until further notice, the wearing of a face covering in classroom spaces is considered an important part of the Classroom Behavior Expectations outlined in *Building a Community of Learners: A Community Guide and Student Handbook (2020-21)*, “Behavior Expectations” section 24.h. Limited exceptions may be considered for courses designed around high-intensity activities.
- Recognizing that, based on the best information available from science and medical professionals, face shields may be worn in conjunction with masks as an additional precaution, but should not be used instead of face coverings. Alverno has also ordered reusable cloth masks with a transparent mouth piece area to better serve those who might have a hearing impairment.
- Altering classroom and lab capacity to allow for reduced density and 6-foot distancing (360 degrees) for each student and adequate distance between the students and the faculty member. For example, classrooms with regular capacity of 32 are now set at 12. Average classroom density is at or below 54% of capacity.
  - Seating has been reduced in common areas to ensure physical distancing. Staff and faculty are asked not to move or reconfigure furniture. If you must reconfigure furniture in a classroom or meeting space, please return it to the setting you found it in, which was intentionally created based on COVID-19 safety protocol.
- Allowance for courses where enrollments exceed the new capacity to be split into two sections or rotated so that students will meet one day/week with an assigned smaller cohort and the second smaller cohort will meet on the other day.
- Online materials to be provided for remote days with classrooms outfitted with webcams to allow for some students to join remotely.
- To reduce the possibility of viral spread, materials used in classroom work, including equipment used for demonstrations and supplies used in laboratory and studio and other settings, will not be shared among individuals in a class.

## Enhanced COVID-19 Cleaning and Safety Protocols



In addition to general adaptive protocols adopted for all classrooms and instructional spaces, specific mitigation plans have been developed to ensure safety in each of these specialized classroom environments. Descriptions follow.

Alverno's COVID-19 cleaning practices are informed by CDC best practices. The housekeeping team uses COVID-19-specific cleaning protocols and approved products in all classrooms, labs, common spaces and restrooms. This includes regular and enhanced cleaning of restrooms, wiping down surfaces and disinfecting high-touch surfaces.

- 150 hand sanitizing stations have been placed in high-traffic areas. The campus community is encouraged to use them regularly.
- Plexiglass has been added to all high-traffic campus areas, including offices where there is frequent interaction among students, faculty and staff.
- Seating has been reduced in common areas to ensure physical distancing. Staff and faculty are asked not to move or reconfigure furniture.
- The facilities department will procure and maintain PPE and sufficient disinfectant products and cleaning supplies for students, faculty and staff.

## Daily Health Self-Assessment

All community members should complete a health self-assessment each day before coming to campus.

- Check your temperature. Anyone with a temperature above 100.4 degrees should not come to campus.
- Those experiencing any of the following symptoms associated with COVID-19 should not come to campus:
  - Fever
  - Cough
  - Shortness of breath
  - Muscle aches
  - Sore throat
  - Unexplained loss of taste or smell
  - Diarrhea
  - Headache



All are encouraged to practice regular and proper hand washing. Hands should be washed for at least 20 seconds with soap when visibly soiled, before eating, after using the restroom or after being in a public space and having touched a frequently touched surface such as a door handle or table. Hand-washing guidelines are posted in restrooms around campus.

## Safeguarding Community Health and Safety



To help ensure the health and safety of our campus community and the public, **face coverings are required to be worn while on campus**. This includes:

- Classrooms, meeting rooms, offices, hallways, restrooms and other common areas.
- Outdoors when keeping a 6-foot distance from others may not be possible.

This requirement is in accordance with federal and state workplace safety requirements and with local public health directive. This policy is in effect until otherwise communicated. This policy applies to all Alverno personnel, students, contractors, vendors and visitors, unless specifically exempted via a request for accommodation to the Human Resources director.

Students, faculty and staff should take precautions to practice physical distancing of 6 feet or more.

- Meetings should be conducted virtually.
- Students and employees should not gather to eat meals together.
- Floor markings indicate physical distancing in areas where lines frequently form.
- Revised capacity limits, as posted for rooms, should be observed.

## Reporting and Responding to Confirmed Cases



All members of the Alverno community who are working, living or learning on campus are required to notify the College if they are diagnosed with COVID-19. When an individual notifies the College, she or he will be asked to share information relevant to contact tracing and cleaning needs.

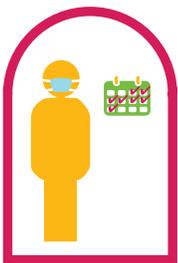
- If you are a **STUDENT** and have tested positive for COVID-19, are experiencing symptoms or have been exposed to somebody who tested positive:
- Begin isolation/quarantine at home or in your residence hall room and **DO NOT** come to campus.
- Fill out the [Student COVID Notification Form](#) as soon as possible.
- Once the form is received and reviewed, someone from the Office of Student Development and Success will call you from a number beginning with 414-382-xxxx for a follow-up conversation.

Student Development and Success or Human Resources will provide notification letters to those faculty and/or students who may have had close contact or possible exposure, as it relates to classroom or clinical situations.

- If you are an **EMPLOYEE** and have tested positive for COVID-19, are experiencing symptoms or have been exposed to somebody who tested positive:
  - Begin isolation/quarantine at home and DO NOT come to campus.
  - Report this information to Human Resources: 414-382-6421
  - Report this information to your direct supervisor.

Human Resources will provide a notification letter to employees who have had close contact and to individuals who have had possible exposure.

## Quarantine/ Isolation Periods for Students and Employees



Student Development and Success and Human Resources will work with individuals on their specific return to campus date on case-by-case situations. However, the general guidelines will be followed.

### Guideline for positive test results:

- Positive test results without symptoms = individuals must isolate for 10 days starting from the date of their test. Return date is day 11.
- Positive test results with symptoms = individuals must isolate from 10 days starting from the onset of symptoms.
  - If symptoms first appear as allergies or cold and it is unclear if symptoms are related to COVID, day 1 of isolation begins from date of test.
  - Isolation can be discontinued after 10 days if symptoms have subsided and if on day 10 the individual can go 24 hours without the need to take fever-reducing medications.
- If symptoms persist, the individual should stay isolated until symptoms subside and 24 hours pass without needing fever-reducing medications.

### Guidelines for exposure:

- Exposure to a positive case and develops symptoms = individuals must isolate for 14 days starting from last date of contact with the positive individual. Return date is day 15.
- Exposure to a positive case but is asymptomatic = individuals must quarantine for 7-10 days.
  - Individuals who are not experiencing symptoms may end their quarantine on day 7 IF they receive a negative PCR COVID-19 test (nasal swab done by someone else) on day 5, 6 or 7 after being exposed to a person who has tested positive for the virus. Documentation of a negative test, including the date of the test, is required to return to campus prior to day 10.
  - Without a negative PCR COVID-19 test on day 5, 6 or 7, individuals must remain quarantined for 10 days from the last possible date of exposure if asymptomatic.

- After stopping quarantine, individuals should watch for symptoms until 14 days after exposure.
- If you develop symptoms, immediately self-isolate and contact the proper campus department, your local public health authority or your health care provider.

NOTE: If symptoms reoccur after being cleared to return to campus, the individual needs to restart the full isolation period of 10 days.

## Community Notification and Contact Tracing



Once a case has been confirmed, Alverno will act quickly to mitigate the impact, including close work and support of public health department contact tracing and an assessment of cleaning needs.

Human Resources or Student Development and Success will provide a notification letter to those individuals who have had close contact and to those individuals who have had possible exposure.

You are considered a “close contact” of someone who is infected when one or more of the following has occurred:

- Had direct physical contact with a person (e.g., handshake, hug, diaper changing)
- Were within 6 feet of the person for more than 15 minutes (the time duration does not need to be consecutive)
- Had contact with the person’s respiratory secretions (e.g., coughed/ sneezed on, contact with a surface that the infected may have coughed/sneezed on, sharing a space while consuming food)

### Privacy and Confidentiality

Alverno College will treat all medical information as confidential and will share information only as needed to ensure compliance with public health guidelines, directives, and this plan. Names of impacted individuals will never be shared in public communication. Employers must maintain all information about employee illness as a confidential medical record in compliance with the Americans with Disabilities Act (ADA).

All members of the Alverno community are expected to help maintain the privacy of individuals impacted by COVID-19. Please respect the privacy of your classmates and colleagues.

## Campus Information



### Campus Events

All internal and external events with more than 10 participants will be evaluated on a case-by-case basis.

Event requests will be evaluated based on current event guidance and best practices on a case-by-case basis to determine the safety of participants and the Alverno community. Until more is known about spring and summer COVID-19 trends, virtual options for large campus gatherings are recommended, as is postponement until fall 2021 or until 2022.

Event staff continue to monitor and evaluate the situation, engaging in appropriate consultation with internal and external experts, keeping the health and well-being of students, faculty and staff at the forefront of decisions.

### Campus Visitors

All visitors and guests to campus are strongly discouraged. If deemed necessary, visitors are required to follow all established protocols while on campus. Alverno students, faculty and staff are expected to communicate these expectations to guests prior to their arrival on campus. Alverno College may restrict visitor/guest access at its discretion.

Guests are expected to complete a health self-assessment prior to entering campus, wear a face covering, observe physical distancing and practice good hygiene.

### College-Sponsored Travel

All college sponsored domestic and international travel has been suspended until further notice. Exceptions may be considered for essential college business and when such travel cannot be rescheduled and must be conducted in person. College-sponsored travel requests should be submitted to the vice president of your department for approval.

### Campus Auxiliary Services

- The Inferno Café and Hudson's Servery are open, and the Commons eating and gathering space has been realigned to 1/3 of its original capacity.
- The A-Store is open Monday-Thursday from 10 a.m. to 2 p.m. The Alverno community can also shop [online](#).
- Mail services are available Monday-Thursday from 7 a.m. to 4 p.m.
- The Computer Center is open Monday-Thursday from 8 a.m. to 8 p.m. and Friday from 8 a.m. to 5 p.m. The center is closed Saturday and Sunday. The Help Desk offers 24/7 coverage.
- Library circulation will remain open with published hours.

## Alverno Inferno Athletics



Alverno is a member of the Northern Athletics Collegiate Conference (NACC) and is a NCAA Division III institution. The NACC has determined that all competition schedules will take place in the spring of 2021. Fall, winter and spring sports will be allowed 114 days of practice during the academic year, including indoor and outdoor training.

Athletes, coaches, administrators and trainers must wear face coverings in the shared spaces of the athletic department (offices, team room and athletic training center) for meetings and when receiving therapy.

Temperature taking, as well as symptom review and symptom self-monitoring, will follow the College, NACC and NCAA standards prior to practice, group training or competition. Testing of all team personnel and athletics staff will be compliant with the standards set by the NCAA, the NACC and the City of Milwaukee.

Spring competition schedules are currently under review and will be updated as specific plans are finalized.

## More Information and Community Resources



Please send all campus COVID-19-related questions to [covidresponse@alverno.edu](mailto:covidresponse@alverno.edu). This email is checked once a day.

There are several free and no-appointment testing locations\* in Milwaukee:

- Northwest Health Center, 7630 W. Mill Road (9 a.m.-3 p.m. Mon/Tues/Thu and 10 a.m.-6 p.m. Wed)
- Southside Health Center, 1639 S. 23rd St. (9 a.m.-3 p.m. Mon/Tues/Thu and 10 a.m.-6 p.m. Wed)
- Milwaukee County Community Testing at Miller Park, 1 Brewers Way (11 a.m.-6 p.m. Mon/Fri and 9 a.m.-3 p.m. Sat)
- Southshore Dragline Building, 1625 10th Ave., South Milwaukee (11 a.m.-6 p.m. Tues/Wed/Fri and 10 a.m.-2 p.m. Sat)

\* Site locations and times are subject to change. Consult the appropriate health department website before going to a drive-through testing site.

<https://county.milwaukee.gov/EN/COVID-19>

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

<https://www.accunet.org/Resources/Coronavirus>