

# RETURNING TO CAMPUS

## GENERAL GUIDELINES AND PROTOCOLS

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COLLEGE & GRADUATE SCHOOL  
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# Returning to Campus General Guidelines and Protocols

*Please note: This document may be revised frequently in response to changing circumstances and relevant guidance. The most recent version will be posted to <https://www.trinitybiblecollege.edu/covid19> and will supersede all previous versions.*

## Guiding Principles:

- Trinity Bible College & Graduate School's policies and protocols for responding to the COVID-19 pandemic will continue to be **primarily rooted in an ethic of care for our students**, while also maintaining the safety of our faculty, staff, and of the public we interact with. Our care for students is not a *theoretical* but a *personal* commitment; they will *experience* that we care for them.
- The pandemic "may necessitate changes in the way we interact, but it does not change what we do. Trinity Bible College & Graduate School will continue to operate and will continue to provide the highest-quality education possible to our students, and Trinity Bible College & Graduate School employees will continue to serve those who have been entrusted to us."
- Constantly monitoring an ever-changing situation, we will strive to allow our community to learn, train, work, and worship as long as we can reasonably ensure their health and safety.
- Trinity Bible College & Graduate School is committed to resume classes and on-campus life in August 2020. We fully support any directives, recommendations, or restrictions from the ND Department of Health, and we will collaborate with local orders and ordinances from the City of Ellendale and Dickey County.

**Key Assumptions:** These assumptions are based on current available guidelines from the CDC, ACHA, OSHA, and ND Department of Health.

- All faculty, staff, and students are asked to maintain social distancing as much as possible.
- Those who travel between states are not subject to a required 14-day quarantine upon arrival, however they will be asked to complete a health survey and temperature check.

***“Trinity Bible College & Graduate School is committed to resume classes and on-campus life August 2020.”***

**Along with Campus Expectations & Guidelines for a return to campus, Trinity Bible College & Graduate School has determined the following main categories of focus:**

- Student Health and Safety
- Life of Students
- Athletics
- Dining Services
- Modes of Instruction
- Employees
- Public
- Misc.

**\*\*As they are the reason for why we exist as an organization, our students are our primary concern.**

Before the start of the fall semester, staff and faculty will be sent electronically information to access a required training course to prepare them for life on campus and to ensure everyone understands the risks involved with coming/returning to campus. Students will be given training in the form of “Community Health” designated chapel services as needed throughout the year. The Crisis Management Team believes the **Safe Colleges Training Platform** is the best avenue to provide this necessary online training for our staff and faculty.

## **An important aspect of this plan is providing a definition of terms related to safety precautions used to fight against the COVID-19 disease.**

### **Definition of Terms:**

- **Social Distancing** – keeping space between yourself and other people outside of your home by:
  - Staying at least 6 feet (about 2 arms’ length) from other people
  - Not gathering in groups
  - Staying out of crowded places and avoiding mass gatherings
- **Close Contact** – someone who has been within 6 ft of you for longer than 10 minutes
- **Contact Tracing** – in the case of a suspected or confirmed COVID-19 infection, public health staff work with a patient to help them recall everyone with whom they have had close contact during the timeframe while they may have been infectious. Public health staff then warn these exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible.
- **Personal Protective Equipment (PPE)** – specialized clothing or equipment worn for protection against infectious materials
- **Possible Mandatory Screening Techniques:**
  - Taking Temperatures
  - Use of Questionnaire (involves questions to assess symptoms, travel, and is helpful for contact tracing)
  - Testing for COVID-19
- **Quarantine** – an action taken by government authorities (typically the state or county health department) that requires an individual to remain inside his/her home or quarantine facility until the individual is no longer a health risk to others.
- **Self-Isolation** – staying where one lives, away from others, to avoid contact with other people until it can be determined the individual in self-isolation is not a health risk to others. Individuals who self-isolate can leave their homes to go for a walk outdoors so long as they do not come into close contact with others.

# Return to Campus

## Campus Expectations and Guidelines:

All faculty, staff, and students are expected to fully comply with the policies, protocols and guidelines outlined in this document. Failure to do so may result in corrective action.

### **Symptom Monitoring Requirement:**

Anyone returning to the campus must conduct symptom monitoring every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19 or have had clearance by a medical provider to be eligible to come to campus. At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

### **Who is at Risk?**

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

## Contact Tracing Responsibilities:

All students, faculty, and staff returning to campus, including all commuter students, are urged to download the Care19 app to assist in contact tracing. As explained on the ND Department of Health website, “This app will help the NDDoH reduce the spread of COVID-19 by more efficiently and effectively identifying individuals who may have had contact with people who have tested positive. Once the app is downloaded, individuals will be given a random ID number and the app will anonymously cache the individual’s locations throughout the day. Individuals are then encouraged to categorize their movement into different groups such as work or grocery. The app will only store the location of any place a person visits for 10 minutes or more, and the ID number of each individual contains no personal information besides location data.”

Persons unable to download the Care19 app are expected to keep a meticulous daily journal of all “close contacts” each day as a protective measure for self and out of respect for co-workers, other students, and our entire community.

*Accurate contact tracing records are a prime method to make contact tracing more effective, to respect and conserve the valuable time and effort of public health officials on the front lines, and to reduce lost time at work or study for oneself and all of one’s close associates.*

## Personal Safety Practices

### Face Masks/Cloth Face Coverings:

Face masks or face coverings may be worn while on campus. They would be most appropriate to wear when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. **The mask or cloth face covering is not a substitute for social distancing.**

### Social Distancing:

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. All faculty, staff, and students at work on-site should follow these social distancing practices:

- Always stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

### Handwashing:

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

**Gloves:**

Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

**Goggles/Face Shields:**

Faculty, staff, and students do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for nonhealthcare environments.

**Personal Space Disinfection:**

While custodial crews will continue to clean office and workspaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. As you enter and before you leave any room, it is best practice to wipe down all areas you come into contact with EPA-registered 60% alcohol solution. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

**Coughing/Sneezing Hygiene:**

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Using Restrooms:**

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**Using Elevators:**

No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons

**Meetings:**

Convening in groups increases the risk of viral transmission. Where feasible and appropriate, meetings should be held using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).

In person meetings are limited to the restrictions of local and state orders and assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

## **Meals:**

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

## **Spiritual, Mental and Emotional Wellbeing:**

### **Trinity Bible College & Graduate School Ministry:**

Trinity is committed to providing excellent care and support to our students. Student Life Staff, faculty, coaches, and others are equipped to provide pastoral care and mentoring. Referrals may be made outside the College to professional counseling services as needed. Students are welcome to stop by the Student Life Office to make an appointment with a Student Life Staff member for pastoral care or counseling. Trinity is served by both Resident Directors (RDs) and Resident Assistants (RAs). RDs provide oversight and supervision of students, as well as handle pastoral counseling and discipline issues in coordination with the VPSD. As RDs hold primary responsibilities for student housing and student supervision, they have the authority to temporarily adjust community standards as immediately needed for the community or for a particular student. Permanent adjustments will be approved by the VPSD. RAs are student assistants who lead activities, assist in the functioning of student housing, and provide student support. Students are encouraged to speak with their RAs for peer counseling and any issues within student housing.

***\*\*\* Trinity Bible College & Graduate School reserves the right to apply additional department-specific requirements as needed to ensure the safety of all members of the community. \*\*\****