

GUIDANCE FOR STUDENTS AND EMPLOYEES CONCERNING DORMS AND FACILITIES

While there are known cases of COVID-19 in many of the areas we serve, there are no known cases among Wayland students, faculty or staff.

CDC Guidance continues to be that gatherings of more than 50 people be canceled or postponed for the near future.

President Trump has asked that no groups larger than 10 assemble.

People are urged to work from home if they can and practice social distancing to prevent a potentially catastrophic rise in infections.

All Wayland classes on all campuses will be taught exclusively in an online format for the remainder of the Spring semester/term. We will continue to monitor the pandemic and provide information on subsequent terms as conditions warrant.

Effective Monday, March 23 and until further notice, campuses will operate with limited staff only in campus buildings as determined by the appropriate Cabinet representative in consultation with the unit supervisor. These arrangements may include a schedule for staff rotation. Those who can work from home will work from home as determined by their supervisor. If you fall into one of the CDC's high-risk categories, you are strongly encouraged to work remotely to the degree possible as mutually agreed upon with your supervisor. Employees may come to campus as long as they are asymptomatic and follow social distancing guidelines as established by the CDC. Any person entering a Wayland campus may be subject to a screening process as defined by a policy that will be forthcoming later today.

Out of an abundance of concern for the health and well-being of our students, staff and faculty, the following facilities will be closed to the public, to all faculty and staff and to all students until further notice: Laney Center, Hutcherson Center, Athletic Weight Room, Wilder Field, Wheeler, and Hilliard Field.

All students are to check your Wayland email and point to the website for the most recent information – check Blackboard, Pioneer Alert

- For IT inventory, business office, and audit reasons, employees cannot just take any equipment out of your office off-site to work without it being documented.
- if it is equipment like a laptop that you normally use, it is already registered to you and understood that you move about with it, but not just any piece of equipment you have in your office.
- IT has created a form for this purpose and unit supervisors are tasked with making a careful list of all equipment leaving campus on that form.
- Will need to make adjustments as we go

A plan is in place for telephone traffic to be routed appropriately at each campus.

- External campuses have a plan in place to forward incoming calls to a common number.
- In some cases, employees will use their personal cell phones or land lines.
- We have an option for cell phone usage that protects your privacy and doesn't use your personal data.
- We will distribute a common voicemail message for all employees to put on their office phones
- Please remember that if you are forwarding your calls to your personal cell phone, we would appreciate your voicemail message being reflective of Wayland's mission and values.

Each campus also has a plan in place to continue inbound and outbound mail and parcel service. Our residence halls will remain open following spring break, for those students who remained on campus and are unable to return home. If you are at home for Spring Break, you will not be allowed to return to campus to reside in the dorms. You will need to complete your semester online remotely. If you are currently on campus and are able to return home, we require you to do so.

For those students who believe that they have extenuating circumstances that would cause them to need campus housing, please contact Housing Services at 806-291-3766 for more information on how to apply to return to residential housing facilities.

Students will move out of the dorms on the following schedule:

- Students currently in the dorms: March 20-21, 8:30 a.m. – 6 p.m., March 22, 1-5 p.m.
- Students coming back from spring break: March 23-April 4, 8:30 a.m. – 6 p.m.; April 5, 1-5 p.m.
- Following April 5, students can move out by appointment. Contact the housing office at 806-291-3766. This process will take place on a first come, first served basis.

There will be a limit to the number of individuals in the facility during this process and each student will be assisted by housing personnel in the move. You may experience a period of waiting prior to your turn to get moved out. Additionally, you will be asked about travel, possible exposure to Covid-19, and symptoms prior to entering the dorms. If you are already aware of possible exposure to Covid-19, have traveled to a level-3 country, or are experiencing Covid-19 symptoms you will not be allowed to enter our dorm facilities and ask that you not attempt to do so. The fewer the number of individuals who come into the facility, the safer it is for everyone involved.

If you are unable to move your belongings during the above scheduled periods, we will be available by appointment to assist you. We ask that you call 806-291-3766 to set up a time to come and retrieve your belongings. There will be limitations to the number of individuals allowed at one time in the housing facilities. We will work diligently to accommodate our students and their families as they come to retrieve belongings. Scheduling your arrival to campus in advance will greatly assist in this process.

If returning to campus to collect your belongings poses a significant hardship, we will safely retain your belongings until you return to campus in Fall 2020.

The cafeteria will continue to serve meals for those students who are unable to return home. Pete's Place will be closed, and all meals in the cafeteria will be served by cafeteria personnel in carry out boxes in a grab-and-go format until further notice. The cafeteria will be not available as a location to gather or eat your meals.

Out of an abundance of concern for the health and well-being of our students, staff and faculty, the following facilities will be closed to the public, to all faculty and staff and to all students until further notice: Laney Center, Hutcherson Center, Athletic Weight Room, Wilder Field, Wheeler building, Hilliard Field, Jimmy Dean Museum and the Museum of the Llano Estacado.

Persons seeking to return to Campus

Students, Faculty and Staff returning to campus or working on campus, are required to fill out a Health Services Survey. The survey will ask what locations they have traveled to or through. It will also ask if

they have been in contact with anyone who has tested positive for COVID-19. The survey will be delivered electronically through university email.

Persons who know that they have been in contact with someone who has tested positive for COVID-19 will be required to self-quarantine and self-monitor symptom free at a location other than Wayland owned or controlled property for 14 days before returning to campus.

Persons who have traveled to an area designated by the CDC as Level 3 will be required to self-quarantine and self-monitor at a location other than Wayland owned or controlled property symptom free for 14 days before being allowed to return to campus.

Persons who do not fall into any of the previous categories, and who have traveled to areas within the United States where the CDC has declared community transmission has taken place may be allowed (following the application process mentioned above for students) to return to campus, but will be required to self-monitor with delegated supervision for 14 days upon their return.

- Monitoring will be administered through the office of Health Services.
- Monitoring will include taking temperature readings at least twice a day.
- Monitoring will also include answering a series of questions regarding possible symptoms at least twice a day.
- Persons will be required to restrict contact with others on campus for the duration of the monitoring period. This requirement, for students, may include moving to a separate residence hall designated for those who are under observation. It may also include alternate meal delivery options that circumvent the cafeteria.

Should the person remain symptom free for 14 days upon their return to campus, self-monitoring will cease.

Persons who have traveled to an area designated by the CDC as Level 3, or who have traveled to areas within the United States where the CDC has declared community transmission has taken place who begin to exhibit symptoms after returning to campus will immediately be moved into isolation.

ISOLATION PROTOCOL

- They will be required to completely restrict contact with others on campus except for designated university officials.
- They will be required to move into a separate residence hall designated for those who are under observation.
- They will have meals delivered to them in their residence hall.
- They will be monitored daily through the office of Health Services.
- Local Health Department officials will be contacted and guidance from Health Department will be strictly followed.

Persons currently living and working on campus

Students, Faculty and Staff who have remained on campus are required to fill out a Health Services Survey. The survey will ask what locations they have traveled to or through. It will also ask if they have been in contact with anyone who has tested positive for COVID-19. Students, Faculty and Staff are

required to contact Health Services if they believe that they may have been in contact with someone who has tested positive, or if they travel to or through an area where community transmission of COVID-19 has taken place.

Employees who report that they have been in contact with someone who has tested positive for COVID-19 will be required to self-quarantine and self-monitor symptom free at a location other than Wayland owned or controlled property for 14 days before returning to campus. Students living in residential facilities who believe they have come into contact with someone who has tested positive for COVID-19 will immediately enter isolation protocol.

Persons who travel to an area designated by the CDC as Level 3 will be required to self-quarantine and self-monitor at a location other than Wayland owned or controlled property symptom free for 14 days before being allowed to return to campus.

Persons who do not fall into any of the previous categories, and who travel to areas within the United States where the CDC has declared community transmission has taken place will be allowed to return to campus, but will be required to self-monitor with delegated supervision for 14 days upon their return.

- Monitoring will be administered through the office of Health Services.
- Monitoring will include taking temperature readings at least twice a day.
- Monitoring will also include answering a series of questions regarding possible symptoms at least twice a day.
- Persons will be required to restrict contact with others on campus for the duration of the monitoring period. This requirement, for students, may include moving to a separate residence hall designated for those who are under observation. It may also include alternate meal delivery options that circumvent the cafeteria.

Should the person remain symptom free for 14 days upon their return to campus, self-monitoring will cease.

Persons who travel to an area designated by the CDC as Level 3, or who travel to areas within the United States where the CDC has declared community transmission has taken place who begin to exhibit symptoms will immediately be moved into isolation.

ISOLATION PROTOCOL

- They will be required to completely restrict contact with others on campus except for designated university officials.
- They will be required to move into a separate residence hall designated for those who are under observation.
- They will have meals delivered to them in their residence hall.
- They will be monitored daily through the office of Health Services.
- Local Health Department officials will be contacted and guidance from Health Department will be strictly followed.

For the sake of the health and safety of all those on the Wayland campus, employees and students will be required to follow the procedures in this policy. Failure to comply with Wayland policy is a violation

and could result in disciplinary sanctions up to and including Disciplinary Expulsion for students and termination for employees.