

RETURN TO CAMPUS GUIDELINES

STUDENTS

Effective June 25,
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Before Returning to Campus

Expectations & Guidelines

All students are expected to fully comply with the policies, protocols and guidelines outlined below to ensure a safe return to campus. Failure to do so puts our entire community at risk and may result in disciplinary action. Thank you for being part of BCU's caring community!

Anyone returning to campus will be **required** to complete the following steps before they receive clearance to report:

Onboarding Process

Before returning to campus, you will receive an email outlining the required steps.

1. Complete a [Confidential Health Information Form](#).
 - A completed form is required before arriving on campus the first day.
 - Questionnaire is not required again unless there is a change in your health as outlined herein.
2. Shortly after returning to campus, online training modules may be assigned to you. Please check your Briar Cliff email as soon as possible upon returning to campus. Upon notification, please complete the training modules as soon as possible.
3. Enroll in or update your [emergency alert](#) information.
4. Review and update your information in [Charger Stable](#).
5. Make or purchase a washable, reusable face mask, if possible.

Please retain this information for reference but be aware guidance and/or requirements may evolve. Your health and safety are of the highest importance to BCU.

Thank you for your cooperation in helping keep our community healthy and safe.

Guidelines for Campus Activity



Self-Monitoring

Each day, you must confirm you do not have signs/symptoms of COVID-19 before coming to campus (or leaving your residence hall room). According to the CDC, people with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Symptoms may appear 2-14 days after exposure to the virus and can include:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Sore throat
- Loss of taste or smell (without a stuffy nose)
- Fatigue
- Headache
- New GI symptoms

This list does not include all possible symptoms. For the most up-to-date information on COVID-19 symptoms, check the CDC's website:

<https://www.cdc.gov>.

If you have any COVID-19 symptoms, you must complete a new [Confidential Health Information Form](#) and immediately notify the [Campus Health Office](#) by calling (712) 279-5436.



Temperature Checks

At this time, Briar Cliff University will not conduct daily temperature checks. You are asked to self-monitor by taking your own temperature each day before reporting to campus (or leaving your residence hall room). **The university may conduct random temperature checks at various locations.**

NOTE: Medical buildings (e.g. Pro Bono Clinics, Mayfair, etc.) have specific **Briar Cliff University Healthcare guidelines** (which include daily temperature checks and health monitoring).

Some offices will have thermometers available.



What to do if Symptoms Develop

If you develop any COVID-19 symptoms as outlined above, you must:

1. Stay home/in your residence hall room (do not report to class or, if in class, go home/to your residence hall room immediately);
2. **Immediately** inform your professor(s) and academic advisor(s);
3. Complete an updated [Confidential Health Information Form](#); and
4. Notify the [Campus Health Office](#) by calling (712) 279-5436.

COVID-19 testing may be completed by a local healthcare provider. The [Campus Health Office](#) can provide options available to you. Please call ahead to alert them of your symptoms. Please note the mandatory [Return to Campus Policy for COVID-19](#).



If You Test Positive for COVID-19

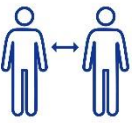
If you test positive for COVID-19, you are required to report the positive test result by contacting the [Campus Health Office](#) (by calling (712) 279-5436) where you will receive further instructions regarding next steps.



Isolation or Quarantine Status

If you are instructed to isolate or quarantine, you must stay home. If you feel well enough and are able to engage with your research or academic projects, you may study remotely and stay in contact with your academic advisor during your isolation/quarantine.

Additionally, residential students should contact the [Campus Health Office](#) (by calling (712) 279-5436). You may be moved to a separate room to quarantine.



Physical Distancing

PHYSICAL DISTANCING IS MANDATORY! Please review the [Mandatory Physical Distancing Policy](#). Guidelines for physical distancing include:

- Stay at least 6 feet (about 2 arms' length) from other people;
- Wear face coverings at all times in shared spaces;
- Do not gather in groups; and
- Stay out of crowded places and avoid mass gatherings.



Face Coverings





Face masks or face coverings (hereinafter, collectively "face covering") must be worn on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common workspaces, bathrooms, hallways, meeting rooms, classrooms, etc.). Appropriate use of face coverings are critical in minimizing risk to others. You could spread COVID-19 to others even if you do not feel sick. The face covering is not a substitute for social distancing.

- Face coverings must be worn in common spaces even if you are the only person in the space.
- Face coverings must be worn in both indoor and outdoor settings.
- You may only remove your face covering if you are alone and in a private space (such as a private room or office or your residence hall room).
- The face covering is not a substitute for physical distancing. You must still stay at least 6 feet away from others, even if you are wearing a face covering.
- Disposable masks may only be worn for one day and then must be discarded.
- You can also wear your own face covering, which is recommended to help conserve supplies. If you bring your own face covering to BCU,

please take the mask home for reuse or proper disposal. Please all wash the mask regularly.

- BCU will provide an initial safety package, which includes face protector(s) and hand sanitizer.
- The fabric design or pattern for cloth face coverings should be appropriate for campus.
- Do not forget to bring your face covering to campus. You will not be permitted to remain on campus without one.
- Those who are in a facility that may require the use of specialty masks (such as N95), should follow the proper protocols of the facility.

See details regarding mask use and care below.

	Type and Intended Use of Face Coverings/Masks			
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office)).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	



Care and Use of Face Coverings

For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit the [CDC website](https://www.cdc.gov).

Cloth Face Coverings Should

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or change to shape.

Putting on the Face Covering

- Wash hands or use hand sanitizer prior to handling the face covering.
- Ensure the face covering fits over the nose and under the chin.
- Situate the face covering properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.

- Throughout the process, avoid touching the front of the face covering.

Taking off the Face Covering

- Do not touch your eyes, nose, or mouth when removing the face covering.
- When taking off the face covering, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, Storage and Laundering of Face Coverings

- Keep face covering stored in a paper bag when not in use.
- Cloth face coverings should be washed regularly (daily is recommended). Launder cloth face coverings with regular clothing detergent, dry them completely in a hot dryer, and store in a clean container or bag.
- Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured), or visibly contaminated.
- If using a disposable face covering (not a cloth one), it must not be used for more than one day and must be discarded.



Covering Coughs and Sneezes

Cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands should be washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 70% alcohol can be used. BCU will provide hand sanitizer stations at various locations.



Hand Washing

- 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, or sneezing.
- Wash your hands for 20 seconds throughout your classes and before you leave to go home. Aim for washing your hands 10 times per day.
- If soap and water are not readily available, use a hand sanitizer that contains at least 70% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. BCU will provide hand sanitizer stations at various locations.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



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

At this time, students are not required 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.



Cleaning & Disinfecting

Cleaning Personal Spaces

We ask that building occupants continue to disinfect and wipe down their areas and commonly used surfaces before and after use. Hand-sanitizer and disinfectant stations will be maintained throughout campus.

Cleaning & Sanitization of Common Areas

Common areas will be cleaned and disinfected throughout the day. This will include cleaning high touch surfaces such as building entryways, elevator lobbies, break rooms, etc. Each night, classrooms, congregate areas, and restrooms will be sanitized.

Campus Scenarios

Transportation

For those who can avoid public transportation, please walk, bike, or drive alone or with household members only. If you must take public transportation, wear a face covering before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 70% alcohol as the preferred form of hand hygiene in healthcare settings as soon as possible and before removing your mask.

Office Environments

While engaging in activity in an office environment, you must maintain physical distancing (staying at least 6 feet away from others). If possible, have at least one working area vacant, separating you from another individual. You should wear a face covering at all times while in a shared workspace/room.

Units should assess open environments and meeting rooms to institute measures to physically separate and increase distance between people such as:

- Placing visual cues such as floor decals, colored tape, or signs to indicate where people should stand.
- Placing one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.

Signage has been developed to aid in physical distancing.

No more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, face coverings must be worn at all times.

Face coverings should be worn by in a reception/receiving area.

Face coverings should be used when inside any facility where others are present, including walking in hallways where others travel and in break rooms, conference rooms, bathrooms, and other common spaces.

Using Restrooms

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly after using the restroom to reduce the potential transmission of the virus. In multi-person restrooms, face coverings are required.

Using Elevators

- Use the stairs whenever possible.
- If you must use the elevator, avoid touching the elevator buttons with your exposed hand/fingers.
- Follow any instructions, signage or decals that are posted regarding elevator use such as how many individuals may be in the elevator at one time, and where you should stand directionally.
- Limit use and occupancy of elevators to maintain social distancing of at least 6 feet.
- Wash your hands or use hand sanitizer with at least 70% alcohol upon departing the elevator.

Lounges & Meeting Spaces

- Avoid convening in groups of any size as this increases the risk of viral transmission.
- Whenever possible, meetings and communications should be held using virtual collaboration tools (Zoom, Microsoft Teams, telephone, etc.) rather than face-to-face.
- In-person meetings are limited by local, state, and federal requirements and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements.
- Units should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices.
- Whenever possible, utilize outdoor seating areas and social distancing for any small group activities such as lunches, breaks, and meetings.

Meals & Common Areas

- Before and after eating, wash your hands thoroughly to reduce the potential transmission of the virus.
- You are encouraged to avoid dining out as much as possible. Bring your lunch or order food to go and take it back to your office/room/etc. or eat outside.
- When dining at an eating establishment (including Java City and the Cafeteria), you must wear a face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another.

- If you are eating in a shared space, maintain 6 feet of distance between you and others. Do not sit facing one another. Only remove your face covering to eat, then put it back on.
- Wipe all surfaces, including tables, refrigerator handles, coffee machines, etc. after using in common areas. BCU will provide wipes and/or paper cloths and disinfectant for this purpose.
- Bring your own water and coffee to minimize use and touching of water fountains, ice machines, water coolers, and community coffee areas.
- Bring your own lunch and store it in a personal cooler. If you must use a community refrigerator or a microwave, use a paper towel to open the door and throw the paper towel away.
- Avoid sharing food, drinks, and utensils with others.

Policies for Students

Higher Risk/Vulnerable

According to the CDC, people who have been diagnosed with certain conditions may have a higher risk for COVID-19. These conditions may include:

- Older adults (aged 65 years and older)
- HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Liver disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- People who are Immunocompromised as determined by their physician

If you are unable to return to campus because you are in the vulnerable/high risk category OR you are living with an individual who is in a vulnerable/high risk category, you will need to make arrangements with your academic advisor so that you can continue to make progress toward your degree.

Unable to Engage in Academic Activity Due to Personal Responsibilities

If you are unable to engage in your academic work on campus due to personal responsibilities (such as lack of childcare), you will need to discuss a plan for your program progress with your academic advisor.

Fearful of Coming to Campus

BCU is putting new policies and guidelines in place to enhance protection of the health and safety of the community, in cooperation with the recommendations of public health authorities. We understand that, despite these measures, some may remain fearful. If you are afraid to come back to campus:

- Talk to your academic advisor to express your concerns.

- If you have been diagnosed with a condition such as anxiety and receive a medical certification, you may be entitled to accommodations. Please contact your academic advisor.
- If you need help, the campus [Health & Counseling Center](#) provides a range of services to help with your emotional health.

Work Study

Work Study parameters are still being finalized. Your supervisor will be in contact with you soon.

Visitors

To further limit potential exposure, visitors are currently not allowed on campus.

Training & Other Resources

Training Modules

Online training modules may be assigned shortly after returning to campus. Please watch your Briar Cliff email for more information.

Emotional, Mental and Physical Health

The campus [Health and Counseling Center](#) has licensed nursing staff and a counselor. The office provides confidential, basic health services at no cost to students.

Students may also contact [Campus Ministry](#) and the [Compass](#) for additional support.