

Name of Institution: Mitchell College

COVID-19 Coordinator (Name and Title): Catherine Wright, Dean of the College

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Intended date of arrival of the first students (on or after August 10): August 24, 2020

Intended date of classes starting: September 1, 2020

Intended duration of the fall semester or quarter: November 20, 2020, Session I end date; December 16, 2020, Session 2 end date (remote session)

Task Force Membership (in addition to Catherine Wright):

Britt Barry	Communications Specialist
Christina Chappelle	Assistant Dean Student Support
Erik Costa	Campus Safety Director
Jenna Curren	Assistant Professor
Katrina Feyerherm	Director Residential Life
Timothy Grills	Director Food Services
Alexis Haakonsen	Director of Admission
Aruna Iyer	Director Human Resources
Joanne Kossuth	CIO
Jennifer Mauro	Assistant Professor
Katherine Nazarian	User Services Librarian
Joseph Pardee	Director of Facilities
Robert Peruzzotti	Vice President of Finance
Casie Runksmeier	Assistant Athletic Director
Beverly Scully	Director of Thames
Lisa Stinson	Marketing Director
Jennifer Welsh	Associate Dean for Academic Affairs

Date submitted: July 28, 2020

Classrooms:

Six (6) feet of physical spacing has been achieved in all classrooms that will be utilized for in-person instruction.

This was achieved through the removal and relocation of furniture, converting larger event spaces for classroom use as instructional spaces, greater use of online instruction, alternate scheduling modalities, and traffic flow control. For example, for Nathan Hale, persons will enter the building at the main entrance where signage and directional arrows will then have them proceed one way through the building and out the back exit.

Dining Halls:

Six (6) feet of physical spacing has been achieved in the Dining Hall. All the State's restaurant guidelines and capacity limits have been achieved.

Meals will be grab-and-go with individual use condiments and cutlery. Menus have been specifically designed to provide nutrition and variety along with convenience. Extremely limited indoor seating has been achieved through the removal of furniture (especially banquets). Additional seating has been provided in outdoor areas with physical distancing in place.

To achieve overall physical distancing, the dining hall underwent reconfiguration along with the placement of plexiglass dividers to provide for one-way-in and one-way-out pathways, as well as the marking of appropriate physical distance spacing.

Athletics:

All athletic activities such as training, practices and competitions are based on following the conference guidelines. Athletes will move onto campus with their respective classes based on the schedule between August 24th and August 30th.

Athletes will have the opportunity to participate in NCAA-sanctioned contests with other regional Division III teams, use Mitchell College's brand-new athletic complex (featuring three artificial turf fields), work on intense strength and conditioning challenges, join in-depth video sessions to improve skill and performance and engage in new programming for athletes framed around accountability, leadership, discipline and ethical conduct.

Spaces "where other groups congregate":

Six (6) feet of physical spacing has been achieved in the library and common spaces where students typically engage in extracurricular activities (lounges, Red Barn, etc.). This has been achieved through the removal of furniture, installation of plexiglass, reduction in allowed densities of students and an increase in online or digital activities and programming.

Campus van use will be restricted, with sanitation and distancing required and designated in the vans used for shuttling students. Drivers will be assigned to specific vans and will be responsible (along with Campus Safety personnel) for before- and after-trip maintenance and cleanliness of the vans. Record-keeping of the use of the vans will continue as per present policy.

Residence Halls:

The guidelines for residence hall/dormitory density are being followed. Roommates and suitemates are considered a family unit and, as such, are not required to maintain social distancing in their designated rooms/suites. Residents living in Mariner Hall suites will be viewed as a family unit. Residents living in other residence halls (Simpson, Saunders, Matteson, Waterfront) will be viewed as family units by quads on each floor.

Beyond the room/suite, six (6) feet of physical spacing is being preserved with other building occupants. Residence hall staff is orienting and educating all students on the importance of wearing masks, as well as in best practices to avoid becoming infected and/or potentially infecting others. Floor markings designate appropriate spacing and detailed signage on best practices is present upon entry to all residence halls.

Residents may not enter residence halls other than the hall they live in. Card access is restricted to the hall of residence. Lounge furnishings have been reduced and appropriate floor markings and signage put in place.

Students requiring accommodations for accessibility, existing conditions or risk management have been assigned to single rooms as requested.

The College has allocated East Winds as the isolation building, and all bedrooms in the facility are designated as such.

Guidelines for the residence hall/dormitory bathrooms are being followed. Students in suites (6) are assigned 3 students to a bathroom within the suite. Students in the residence halls are assigned to a quadrant or quarter of the residence hall floors and, as such, assigned a bathroom for the duration of the semester. All bathrooms have separations in place as required for spacing of fixtures and/or have blocked off fixtures. In some cases, scheduling of times to utilize certain fixtures has been developed. All bathrooms are supplied with paper towel dispensers and hands-free trash cans.

Bathrooms in Mariner Suites and on the 2nd and 3rd floor of Montauk will be viewed as family unit bathrooms, and students are responsible for keeping them clean and sanitized. The College will provide students with the appropriate cleaning supplies.

Bathrooms in all other Residence Halls are communal (Simpson, Saunders, Matteson, Waterfront, East Winds and first floor of Montauk).

Cleaning protocols for both communal and shared bathrooms:

- Use the disinfectant wipes placed near sinks, shower stalls and toilets.
- Wipe/spray the basin of the tub/shower and faucet handles following use.
- Wipe/spray sink basin/faucet handles and soap dispensers following use.
- Close toilet lids before flushing if lid is present.
- Wash hands every time you use the bathroom.
- Minimize time in all shared bathrooms.
- Leave cell phone in room when using bathroom.
- Use hairdryers in room, NOT in bathroom.
- Residents are expected to store personal hygiene items in their rooms.

Orientation/Arrival:

Mitchell College is organizing orientation and the return of students to maintain six (6) feet of physical distancing. Student move in is staggered from August 24th to August 30th. Students will sign up for a move-in time slot on SignUpGenius. Students will check in at Henry Hall and receive a welcome packet and room key; new students will also receive student ID. Students will be allowed to have one other person from their same household to assist them with move in. Residence Hall Directors and Resident Assistants will begin relationship-building and orientation requirements virtually with residents prior to their arrival.

- Students will:
 - agree to the Code of Conduct and COVID-19 addendum (sign off in Presence)
 - agree to Housing Contract and Residential Guidelines (sign off in Presence)
 - agree to the “Mariner Promise”
 - complete information sessions before arrival on campus: Advising, Campus Safety Overview, Title IX, Fire Safety, COVID-19, Technology Overview (Safe Colleges/Presence)
 - coordinate with her/his roommate about what to bring
 - complete onboarding checklist with Admissions and make sure that all forms are submitted and there are no account holds such as financial aid, bursar, or health
 - learn how to properly wear a face covering, how to properly wash hands (20 seconds) and use hand sanitizer, how to use proper cough/sneeze etiquette, and understand the symptoms of COVID-19 and what to do if they feel they have been exposed or are sick
 - quarantine at home 10-14 days, if possible, prior to arriving on campus
 - take a test for COVID-19 prior to arriving on campus and submit results to the College
 - quarantine on campus for 14 days once they arrive (residents)
 - avoid gatherings

Accommodating those students who are at greater risk for complications from COVID-19:

To accommodate students who are a greater risk for complications from COVID-19 we are:

- a. Delivering instruction in three different modalities: In person (P), Remote Learning (RL), and Hybrid/Blended (HB). Students will discuss what delivery method best suits them with the Mitchell College Health and Wellness personnel in conjunction with their academic advisor and course instructors.
- b. Utilizing public health practices: face coverings, 6 feet of physical distancing, cough/sneeze etiquette, hand hygiene.
- c. Identifying resources for students with learning disabilities or difficulties with remote learning platforms (Set up a study area, calendar, and routine; one-on-one meetings via Zoom and phone with Health and Wellness personnel, Residence Hall staff, Academic Advisors, and instructors.)
- d. Advisors/Faculty will work with students on an individual basis to meet their specific educational needs.

Personal protective equipment:

Mitchell College policy is that all faculty, staff, students, campus visitors and guests are required to wear masks in both indoor and outdoor spaces on campus unless a medical exemption has been granted.

Faculty, staff, and students will be issued two masks and encouraged to bring their own supplies. The College has procured and will maintain inventory to provide masks to those who forget, run out or otherwise are unable to provide a mask for themselves.

All community members will be required to sign the Mariner Promise, a social contract agreeing to their commitment to follow health and safety protocols and to observe behavioral expectations, designed to promote the well-being of everyone in the College community. By signing the agreement each community member affirms they understand these constraints and accepts the responsibility to abide by them.

The agreement includes sections addressing required preparation before arriving on campus and required behavior while on campus. This common language will be used in all documents and for all notifications and signage (visual aids) for students and staff:

- Use proper hand hygiene -- wash hands or use hand sanitizer frequently.
- Wear a face covering (required in all community areas, indoor and outdoor).
- Use proper cough/sneeze etiquette (e.g., cough and sneeze in your elbow).
- Use social (physical) distancing at a minimum of six feet.

Penalties for failure to comply will be adjudicated through Mitchell College's Code of Conduct and the established disciplinary processes for students and through the Employee Handbook for faculty and staff. Students may be removed from campus housing if their conduct runs counter to the health and safety rules established by the College in response to the pandemic. Students who are unwilling or unable to comply with the restrictions in the social contract should not come to campus.

Other PPE requirements:

Special populations on campus (dining, housekeeping, custodial, maintenance and healthcare employees) will follow any special PPE requirements mandated more generally for those populations.

The College and its vendor partners have procured enough gloves, masks, face shields and other PPE to protect these employees to the extent possible. Dining employees are following the prescribed practices of Chartwells, which include daily participation in a survey as well as temperature recordings.

Students have started to and will continue to receive notifications about what will be required when they return to campus. Students, parents, and staff will receive:

- a. The President of Mitchell College weekly email communications that speak to requirements for COVID-19.
- b. Notification to read *Adjusting Our Sails* on the Mitchell webpage that speaks to requirements for COVID-19.
- c. The Pledge to Adapt, the "Mariner Promise," where all students will commit to keeping our community safe by following specific guidelines for campus health and safety by signing and committing to protecting self, others, and community.

- d. All students will receive a copy of the *Mitchell College and Thames at Mitchell College Opening Plan for Fall 2020*.
- e. Students will be required to complete an informational session on COVID-19 before arrival on campus.
- f. Safety reminders in the form of signage and text messages will be posted for students. Signage will be posted as to how to proceed into buildings, when and how to sanitize areas (workspaces, bathrooms) and reminders of personal safety.
- g. Information and reminders in Zoom meetings while meeting with academic and residential staff.

Disinfection:

Mitchell College is providing hand sanitizing stations at the entrances to all buildings, classrooms, and dining halls.

Cleaning solutions or wipes are available in all bathrooms, classrooms, and other shared spaces, such as multifunction copier/printer spaces and shared kitchen/coffee and vending facilities.

The College is reminding all community members to wash hands frequently through the use of signage throughout campus, continuous messaging on the importance of this activity to preventing COVID-19, the easy access to soap and paper towels in appropriate locations and through role modeling of leadership.

All public spaces including corridors, entrances and exits, office spaces (and affiliated bathrooms), handrails, door handles, elevators and stairways are cleaned in accordance with the State's general guidelines for businesses. The frequency of cleaning of public spaces will be increased. The housekeeping staff, at a minimum of once daily, will use products that meet EPA's criteria for use against SARS-CoV-2. Spartan's HDQ C2 disinfectant will be used.

Commonly used bathrooms on campus will be thoroughly cleaned: bathrooms will be fully cleaned/disinfected by housekeeping staff a minimum of once daily, using products that meet EPA's criteria for use against SARS-CoV-2. Spartan's HDQ C2 disinfectant will be used. In areas of high use, the bathrooms will be cleaned more frequently with documentation and sign off.

HVAC (where applicable):

All HVAC systems will be thoroughly inspected and maintained by:

- Increasing fresh air intake to buildings.
- Increasing the timing of filter changes.
- Encouraging the use of opening windows when available.

Travel:

All community members have been advised to avoid unnecessary travel domestically, particularly to states deemed "hot spots," as well as internationally. This is being communicated through social media, digital messaging, electronic newsletters and updates and departmental and individual conversations.

Staffing:

All faculty, students and staff have been explicitly instructed not to come to work or leave their residence hall rooms if they are experiencing COVID-like symptoms. All relevant signage as well as digital communications are reinforcing this message.

Faculty and staff have been surveyed on their preferred modes of working. College leadership is working to accommodate as many requests as practicable and applying OSHA, ADA and FMLA where appropriate. Communications are handled at the departmental and individual level.

Remote work of the staff is encouraged, and all departments have made plans to provide fewer staff on campus in locations where that is possible. Since offices cannot provide the six (6) feet of physical distance required, no meetings will take place in personal faculty or staff offices. Alternate spaces such as conference rooms have been equipped to provide social distancing as well as plexiglass dividers for additional protection. Face to face meetings for all services will be by appointment only, and these spaces must be reserved.

Human Resources is working with individuals that are in categories that have a higher likelihood of serious illness from COVID-19. Where possible, accommodations are being made.

Access to campus:

The Department of Campus Safety shall maintain 24/7 staffing, allowing access to authorized personnel only. Mitchell College reserves the right to revoke or suspend campus access as needed to protect our students, staff, faculty, and neighbors.

Access to Main Campus:

- Access to upper campus shall be through the Main Entrance on Montauk Avenue
- Main campus access will be regulated by checking in with Campus Safety
- Waterfront Residence Hall access will be regulated by checking in with Campus Safety
- Michael's Dairy is an operating business and access shall be maintained by Chartwells/Mitchell College Dining Service

Authorized persons include the following:

- Faculty and Staff
- Chartwells employees (Dining Hall Employees)
- Children's Learning Center students, parents, and employees
- Residential and Commuter Students
- Approved contractors
- Uber, Lyft, taxi services providers
- Food delivery services
- Library delivery services
- United States Postal Service, UPS, and FedEx
- Michael's Dairy clients
- Guests with prior approval from the College officials

Limited Access Persons are defined as the following:

- Transportation Services: Uber, Lyft, Taxi service providers will have a **designated** location on campus for drop off and pick up; vendors, construction, maintenance, visitors of faculty, staff, and students
- Friend or family/relative
 - Students should submit a guest request form in Roomcompact to their Hall Director for approval of a friend or family/relative visit
 - While on campus these visitors must be wearing a face covering and meet with the student in a common and socially distanced area
 - Guests will not be allowed in the student's residence hall or room
- Academic speakers
- Food service/restaurant delivery
 - Instacart, DoorDash, Grubhub, etc.

Unauthorized Persons are defined as the following:

The following persons/service shall not be allowed access to the campus: unapproved members of the public or guests.

Requesting Access to Campus:

Persons seeking access to Mitchell College campus or property and are not on the authorized list shall follow the following steps to apply for access:

- Complete a Request to Access Campus form, available here: https://mitchell.az1.qualtrics.com/jfe/form/SV_eEaAcdzT3f87xfD
- Form shall be forwarded to appropriate College official for consideration
- Once approved, visitors must come to the Campus Safety Booth to receive a visitor's badge identifying them as an approved guest of the Mitchell College community

PART 2 – PLAN FOR MONITORING THE HEALTH OF STUDENTS, FACULTY AND STAFF**Testing of students in residential institutions for the COVID-19 virus:**

Mitchell College has partnered with the Broad Institute on the Safe for School Program and will be receiving testing supplies from the Institute, as well as sending tests to the Institute for results. Testing will be overseen by a nurse at the College's Health Services during set times on Mondays of every week. Staff at the Health Services group are provided through Mitchell's partnership with Northeast Medical Group.

All students will be required to arrive at the College on their move-in day having been tested within the previous five (5) days. All Connecticut resident students are required to arrive with a negative test. Community members who reside in high COVID-positive states that are currently subject to [travel restrictions by the State of Connecticut](#) must be tested 72 hours in advance of their travel to Connecticut. **ALL** out of state students (on campus and off) need to arrive in the state with a negative test result. Students who do not arrive with such proof of a negative test will be tested at the College and will be required to self-quarantine until a negative result is received. If a positive result is received, the student will then be required to isolate, and their roommate(s) required to quarantine.

Mitchell College will randomly test 5% of its population of faculty, staff, and students on a weekly or twice-weekly basis as circumstances dictate. Symptomatic students will be tested by the Health Service group at a triage tent based on need. Students have been instructed to contact the Health Services group during regular hours or the COVID hotline during off hours, prior to arriving at the Health Service location or any other testing facility.

Appointment of a COVID-19 Coordinator:

Catherine Wright will be the liaison with the coordinators at the other colleges and universities, who will convene periodically during the fall (and beyond if needed) and will provide reporting to external stakeholders when requested.

Protocol for collecting information about COVID-19 cases:

Mitchell College is using the Co-Verified application (available as an add-on to the Broad Institute testing) and requires all faculty, staff, and students to respond to the application daily. The application collects daily information and provides a clear or restricted message on the student, faculty, or staff phone as applicable. <https://www.youtube.com/watch?feature=youtu.be&v=9KAhnUIQe4w> provides a demo of the application, which will be available in early August.

Any community member who reports any symptoms or does not feel well and/or reports contact with a potential COVID-19 case is required to stay at home or in their residence hall room. Mitchell College has developed the COVID-19 Epidemic Procedure Student Access and Patient Management plan based on traditional infection prevention, CDC recommendations and hygiene practices to minimize that risk and help ensure everyone's safety. This plan focuses on student, staff and faculty that come down with systems related to COVID-19 and influenza. These procedures will not supersede Mitchell College Health and Wellness protocols treating the Mitchell College community in an everyday course of business.

I. Triage treatment tent

- One large tent will be erected in the northwest corner of the student union parking lot with heaters and student entrance.
- The tent will have non-fabric seating placed six feet apart with available PPE and cleaning supplies.
- Medical supplies will be carried in as needed by the Healthcare provider when providing service to individual patients.
- Access will be controlled (i.e. prevent a COVID-19 case from exposing Mitchell College staff and students utilizing Yarnall Center)

II. Notification

- Co-Verified application
- Health and Wellness Direct line

III. Student and staff access

- All students and staff accessing Health and Wellness must call before coming to Health and Wellness.

- Health and Wellness will screen each call, directing staff and students to the appropriate location for treatment.

All positive tests for community members will be reported to Health Services staff, as well as to the State of CT (as required), the community members and the Broad Institute. Test results will be available through the Co-Verified application.

PART 3- PLAN FOR CONTAINMENT

Isolation space:

The College has designated East Winds and its stand-alone apartment as isolation spaces for students who test positive. At maximum, 37 beds are available in East Winds Residence Hall and maximum 6 beds at the Gardner Annex. The 43 beds are 10% of the expected residential population.

Dining Services will provide delivery of meals to the location. All meals will be wrapped and containerized in a “to go” fashion with individual-use condiments and cutlery.

Students who live in Connecticut and prefer to isolate at home may do so.

Isolation protocol:

When a case of infection is detected, Mitchell College will isolate the infected students for 14 days, trace contacts with the assistance of the New London Department of Public Health and the Co-Verified application, quarantine and test all roommates and suitemates and consider testing and quarantining others with close contact.

Medical care for those isolated:

Daily medical care check-ins will be conducted via telemedicine with the College’s partner Northeast Medical Group. A nurse or nurse practitioner will be available during regular business hours, and a COVID hotline will be available at all other times. Decisions on hospitalization of the infected students will be at the discretion of the College’s partner, Northeast Medical Group.

Quarantine protocol:

Students living on campus are required to put into place with their family/support network an isolation and quarantine plan before returning to campus. For students who can travel home and are within three (3) hours of driving distance, we strongly recommend isolation and quarantine in the comfort of your own home. Students will communicate with their family and let them know they have been tested for COVID-19 and are awaiting results. Students are asked to review the plan before coming to campus to either return home in a private vehicle, or to isolate or quarantine on or off campus. Students should have a To-Go Kit packed with the suggested supply list provided by Student Affairs.

Students will be tested for COVID-19 and will be required to quarantine in their room/suite and check their temperature twice daily as well as watch for symptoms of COVID-19 to develop. Students will use designated bathrooms and associated fixtures. Meals will be delivered in “to-go” packaging from dining services. Students will be advised to stay away from people who are at higher-risk for getting extremely sick from COVID-19; and participate in daily video calls with Tele-health.

Contact tracing:

The Mitchell College community will utilize the Co-Verified application for contact tracing, as well as the services of the New London Department of Public Health.

The Director of Campus Safety and the staff of the Health Services group (provided by Northeast Medical Group) are in constant contact with their peers in key health facilities in the region. Liaisons are in place to assist if a surge occurs on campus or in the region.

PART 4 – PLAN FOR SHUTDOWN**Shutdown initiated by the institution:**

If conditions warrant, such as in the case of a serious outbreak which exceeds Mitchell College's capacity to isolate and quarantine students (more than 3% of the College population), the College will initiate an orderly shutdown. Note that all students, as part of their orientation, were required to have a Plan A and a Plan B in case of shutdown. This was done to ideally eliminate the issues of dealing with the unexpected in an unplanned way which occurred during the shutdown last March. Additionally, all faculty have been advised to develop and plan their courses in such a way as to be able to shift to an all online model when needed.

Students in isolation will continue in isolation, and the College will continue dining services, campus safety services and facilities services to the East Winds location until such time as the students can leave isolation and return home. All other staff will work remotely during this time.

Shutdown of the State:

Mitchell College will follow the instructions of the Governor if he determines that a statewide shutdown is again required. Note that all students, as part of their orientation, were required to have a Plan A and a Plan B in case of shutdown. This was done to ideally eliminate the issues of dealing with the unexpected in an unplanned way which occurred during the shutdown last March. Additionally, all faculty have been advised to develop and plan their courses in such a way as to be able to shift to an all online model when needed.

Plan for continuation of instruction if a shutdown occurs:

Mitchell College will continue instruction online if a shutdown occurs. As discussed above, all faculty have been advised to develop and plan their courses in such a way as to be able to shift to an all online model when needed. Plans for loaning equipment and academic resources to students as needed are in place and will mimic the plans executed last spring. All but essential personnel would work remotely, and applicable software and resources are in place to expedite that shift.

If gating conditions for reduction in the prevalence of the virus are not met this summer, the opening of the semester could be delayed. In this case, Mitchell College is prepared to start school online.