



Christendom College

**Reopening Plan Detail Provided
to the State Council of Higher
Education for Virginia
(SCHEV)**

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A. Background and Purpose

After ceasing in-person instruction in March due to the COVID-19 pandemic, Christendom College has been working since March to explore ways in which it can reopen for on-campus instruction safely, prioritizing the health and welfare of students, faculty and staff. This extensive process has examined all aspects of the College’s operations, utilized the best-available data, and connected to experts in the fields of medicine and higher education.

To further this aim, The College formed a Task Force in May 2020 that was made up of professors, staff, and medical professionals. Having convened for extensive full group meetings and after much effort in subcommittees related to the various aspects of academic and campus life, the Task Force developed a comprehensive set of recommendations and the College President, Dr. Timothy O’Donnell, accepted those recommendations. Christendom College will be updating information concerning this plan as circumstances warrant it. Christendom College’s reopening plans are developed within the spirit of Governor Northam’s recognition of “the widely varied missions and circumstances of the many different colleges and universities, public and private, across the Commonwealth,” and his desire that we plan for our reopening with our “unique constituencies and settings” in mind.

B. Preliminary Information

- a. Email Address: Mark.Rohlena@christendom.edu
- b. Name of primary campus contact: Mark Rohlena, Esq.
- c. Name of secondary campus contact: Jessica McClelland
- d. Email of secondary campus contact: Jessica.McClelland@christendom.edu
- e. Institution: Christendom College
- f. Website link to reopening plan:

<https://www.christendom.edu/news/coronavirus-updates/>

C. Repopulation of Campus

- a. *COVID-19 Campus Team* – the COVID Campus team is the Executive Council of the College (which has responsibility for all major areas of

College life) and the College's nurse practitioner, in consultation with the President's Medical Advisory Board.

b. *Contact information and procedures for reaching local health department –*

Meredith Davis, MPH
District Epidemiologist
Lord Fairfax Health District
10 Baker St
Winchester, VA 22601
Phone: 540-771-3725

c. *Students' initial return to campus –*

All students have been instructed not to return to campus if they are sick, have been caring for a person with COVID-19, or otherwise believe that they have been exposed to COVID-19. Distance accommodations will be made for students awaiting a test or who have tested positive to facilitate remote learning for the necessary periods before coming to campus. Residence Directors and Resident Assistants will be equipped with medical kits including disposable thermometers and will be trained (as described below) on symptom identification and protocols for engaging the nurse practitioner for any symptomatic or ill individual. Much emphasis is being placed on the dangers inherent during the first 14 days that students are together given travel from outside communities (though most measures described in this document are not exclusive to that period). Christendom College runs a small, residential program, so the small nature of the community impacts the various approaches to our prudential measures to make a significant outbreak of COVID-19 less likely. Events that are normally scheduled at the beginning of the fall semester that involve larger group gatherings are postponed. Van runs to local stores for the first two weeks of the semester will not take place.

Prior to arrival, during orientation, and throughout the semester, all members of the Christendom College community will be encouraged to practice a high level of hygiene and sanitization throughout the semester. Reminders will include instruction on washing hands frequently, covering coughs or sneezes, and staying at home if sick (as well as seeking medical attention as soon as possible according to our procedures). Additional educational efforts for boosting immune system health – healthy food, exercise, vitamins, and sleep – will be given prior to arrival, during orientation, and throughout the semester.

Education and Training – Prior to arrival, during orientation, and throughout the semester, all members of the Christendom College community will be encouraged to practice a high level of hygiene and sanitization throughout the semester. Reminders will include instruction on washing hands frequently, covering coughs or sneezes, and staying at home if sick (as well as seeking medical attention as soon as possible according to our procedures). Additional educational efforts for boosting immune system health –healthy food, exercise, vitamins, and sleep – will be given prior to arrival, during orientation, and throughout the semester.

During orientation, all members of the community will be given instruction on the College’s infectious diseases protocols, with additional training from qualified medical personnel for College leaders with a role in policing policies, student and residential life, and medical treatment of students. Members of the community will be trained on cleaning procedures and spacing guidelines. These trainings will be refreshed as needed during the semester and will be reinforced by signage.

The College’s onsite nurse practitioner will proactively engage in information sharing and trainings relevant to COVID-19 health management, passing on relevant information to the College community as circumstances change and develop.

The College will stress in orientation, and as needed throughout the semester, the need to be accommodating and supportive of faculty, staff, and students who are taking additional personal measures to protect their health and safety and those of their loved ones. Where professors or staff members choose to use additional personal protective equipment or have a preference for electronic means for meetings or office hours, students and other faculty and staff will be trained to provide an environment that supports those individual’s decisions (what SCHEV would describe as anti-stigma training).

d. *Physical distancing* –

In accordance with medical information, CDC guidelines, and the nature of our community, Christendom College will take the following measures concerning physical distancing:

- i. **Classroom space and additional measures concerning professors-** As a residential College, our students are interacting with one another in a variety of settings, including in the residence halls. Most of our class sections are also much smaller than is typical in most institutions. Even so, we want to create as much spacing as

we can in our classrooms. We also wish to provide professors with adequate spacing from students in each classroom. Given these aims, the College will ensure that:

1. All classes will be scheduled in classrooms at no more than two-thirds capacity to facilitate necessary spacing. The College will also put into use larger spaces for higher-enrollment sections, appropriately modify seminar classroom set-ups, and ensure that “smart classroom” needs are met even with these modifications;
2. Classrooms will be arranged to permit adequate distancing of the professor from the students;
3. Assigned seating will be required to further limit exposure risk from a possibly infected student;
4. Students will be instructed to be in their seats no later than 5 minutes prior to the beginning of class to ensure that professors can enter the classroom without close contact in common areas outside of the classroom;
5. The College will make available to professors additional options designed to protect their health and safety, should the professor determine they wish to use them. Such measures will include: being the last person to enter and first to leave classrooms, utilizing virtual office hours, and the expanded use of test proctoring to reduce contact potential;
6. Faculty and Staff will be permitted to opt out of mandatory events. Students may request permission to opt out of such events.

ii. **Visitors and College Events—**

1. The College will limit the number of family members invited to Orientation. Each student will be limited to two guests for the opening orientation sessions.
2. The College will postpone “Parents and Family Weekend” until the spring.
3. Overnight friend and family visits in the residence halls will be suspended. Only prospective students vetted by the

Admissions Department will be allowed to make overnight visits.

4. Non-community member attendance at College events will be suspended for the fall.
5. Student Life will utilize more outdoor space for larger events and use multiple spaces for gathering during events where feasible to facilitate spacing.

iii. **Food Service**

1. The College will expand serving times (adding a second seating during the busiest meals with stated expectations for which seating students are to attend) and increase seating space options during meals, especially during lunch, to include outdoor options and fewer seats in the dining facility.
2. The College will direct the flow of student traffic to limit contact between incoming and outgoing individuals and groups.

e. *Hygiene practices and cleaning/disinfecting protocols* – In accordance with best practices, CDC guidance, and other relevant information, the College will:

- i. Daily disinfect all common areas to include classroom space in an enhanced way;
- ii. Ensure that each classroom is equipped with self-cleaning items made available for students and faculty to use before each class session as an additional precaution;
- iii. Increase airflow and circulation in various ways in classrooms that require it;
- iv. Implement enhanced cleaning and sanitizing procedures in residence halls, with an emphasis on frequent sanitizing of high-touch points, bathrooms, and common areas.
- v. Implement additional measures for the health of students, including increasing the number of hand sanitizer stations throughout high traffic areas of campus, increasing education and reminders about

immune system and general health, and increasing signage concerning handwashing in all bathrooms and residence halls.

- f. *Housing* – Christendom College is a small residential college with fewer than 500 students living in multiple residence halls. Each room provides for the possibility that students can maintain an adequate distance from one another. Many of our rooms include private bathrooms for which sanitization can be easily achieved. Even so, Christendom College will permit immunocompromised students to request reasonable housing accommodations. Further, the College will implement enhanced cleaning and sanitizing procedures in residence halls, with an emphasis on frequent sanitizing of high-touch points, bathrooms, and common areas. The College will also provide enhanced training for Residence Directors and Resident Assistants for health, safety, and COVID-19-related protocols. Residence Directors and Resident Assistants will be given training by qualified medical personnel for monitoring student health, especially for symptoms of COVID-19. Students will be encouraged not to gather in close quarters in the limited number of available common areas within residence halls, and signage will be in place in every residence hall bathroom to remind students to frequently wash hands and stay home when sick.
- g. *Consideration of vulnerable individuals* – Christendom College has been and will continue to take a compassionate and reasonable approach to individual concerns and circumstances from students, faculty, and staff. Many of the accommodations in this regard have been and will continue to be made on an individual basis based on the type of concern that must be addressed. Decisions will be made in accord with justice, charity, and applicable law.

In addition to these steps, immunocompromised students will be permitted to make reasonable housing and classroom accommodations requests, classrooms will be arranged to permit adequate distancing of the professor from the students, and professors may use additional and appropriate personal protective equipment. Professors may also be the last person to enter and first to leave classrooms, utilize virtual office hours, and make use of test expanded test proctoring to reduce contact potential.

The College will also stress in orientation, and as needed throughout the semester, the need to be accommodating and supportive of faculty, staff, and students who are taking additional personal measures to protect their health and safety and those of their loved ones. Where professors or staff members choose to use additional personal protective equipment or have a

preference for electronic means for meetings or office hours, students and other faculty and staff will be trained to provide an environment that supports those individual's decisions (what SCHEV would describe as anti-stigma training).

- h. *International student considerations* – Christendom College does not have an appreciable number of international students at any given time, nor do students who live on the main campus travel abroad during the fall semester for academic reasons. We will follow protocols in place in the United States and the country of origin for any student who may come from another country in terms of entry, quarantines, etc. Students are being discouraged from travel during the shortened semester in general. International travel will not be permitted except in the case of emergency, and return protocols will need to match requirements in place at that time.
- i. *Partnership and communications/information sharing with local community, health systems and other stakeholders* – The College nurse practitioner's hours are expanded and she remains connected to key county and state healthcare officials, as well as professionals in other academic institutions, concerning the most up-to-date medical treatment information. The nurse practitioner has been in close contact with the Virginia Department of Health contact identified above in helping to formulate College protocols, as well as to consult about the prospect of a positive COVID-19 test and the appropriate communication and coordination required in such a situation. The College has established contacts with the Valley Health system at the administration and practitioner levels (including at main facilities, urgent care, and testing sites) for testing, referrals, and treatment of symptomatic individuals. The College has established a referral and payment-for-care relationship with a testing facility for ease of testing and communication, though other facilities may be utilized if circumstances require it.

The College has also convened a Medical Advisory team. The attached "Immediate Response to a Communicable Disease on Campus" policy includes coordination and communication protocols between the College and local community, health system, and other stakeholders.

- j. *Face coverings* – Face coverings will be provided to students in their welcome packets and will be available in common spaces on campus throughout the semester. Face coverings are encouraged with students and employees when at least six feet of physical distance cannot be maintained.

This has been stressed in pre-arrival materials, will be stressed at orientation, and throughout the semester as needed. Students have been informed, and will be regularly reminded, that they must obey the face covering policies of local businesses when patronizing them.

- k. *Student health services* – The College nurse practitioner’s in-person and on-call hours (with appropriate back-up) will be expanded at least during the first semester of the 2020/2021 academic year. Expert medical trainings of Residence Directors and Resident Assistants will be part of the orientation schedule, focusing on the College’s infectious diseases protocols, policing policies, student and residential life, and medical treatment of students. These trainings will be refreshed as needed during the semester and will be reinforced by signage. The attached “Immediate Response to a Communicable Disease on Campus” policy includes coordination and communication protocols between the College and local community, health system, and other stakeholders in the event of a COVID-19 concern.

- l. *Large events, including athletic events, and others such as ceremonies or performances* – Christendom College is a small residential school, with a small population of students. To minimize to the extent possible the risk of infection from students’ initial return to campus, the College is restricting those who are sick or have symptoms of COVID-19 from returning until they are well, and past an appropriate quarantine period. Events that are normally scheduled at the beginning of the fall semester but involve indoor gatherings will be rescheduled in favor of events that take place outside, are low contact, or do not involve larger groups. Normal van runs will not take place within the first 2 weeks of the academic year. Everyone will be encouraged to practice a high level of hygiene and sanitization throughout the semester.

The College is limiting the number of family members invited to Orientation. Each student will be limited to two guests for the opening orientation sessions. The College will postpone “Parents and Family Weekend” until the spring. Overnight friend and family visits in the residence halls will be suspended. Non-community member attendance at College events will be suspended for the fall.

Student Life will utilize more outdoor space for larger events and use multiple spaces for gathering during events where feasible. Members of the College community will be permitted to opt out of mandatory events as needed. While the College does not typically have large crowds at indoor

sporting events (and athletics schedules will be much pared down), bleacher seating for indoor sports from those outside the College community will be suspended while a significant risk from COVID-19 still exists.

- m. *Communications strategy* – The College will follow the communications protocols that it has used during the course of the COVID-19 pandemic, which includes communication to the members of the College community, followed by posting of the communication on the College coronavirus webpage, and use of social media to amplify reach. Communications with local health officials is detailed in the College’s “Immediate Response to a Communicable Disease on Campus” policy attached to this document.
- n. *Orientation and education/training, including anti-stigma training* – Prior to arrival, during orientation, and throughout the semester, all members of the Christendom College community will be encouraged to practice a high level of hygiene and sanitization throughout the semester. Reminders will include instruction on washing hands frequently, covering coughs or sneezes, and staying at home if sick (as well as seeking medical attention as soon as possible according to our procedures). Additional educational efforts for boosting immune system health –healthy food, exercise, vitamins, and sleep – will be given prior to arrival, during orientation, and throughout the semester.

During orientation, all members of the community will be given instruction on the College’s infectious diseases protocols, with additional training from qualified medical personnel for College leaders with a role in policing policies, student and residential life, and medical treatment of students. Members of the community will be trained on cleaning procedures and spacing guidelines. These trainings will be refreshed as needed during the semester and will be reinforced by signage.

The College’s onsite nurse practitioner will proactively engage in information sharing and trainings relevant to COVID-19 health management, passing on relevant information to the College community as circumstances change and develop.

The College has begun to stress, will stress again in orientation, and as needed throughout the semester, the need to be accommodating and supportive of faculty, staff, and students who are taking additional personal measures to protect their health and safety and those of their loved ones. Where professors or staff members choose to use additional personal

protective equipment or have a preference for electronic means for meetings or office hours, students and other faculty and staff will be trained to provide an environment that supports those individual's decisions (what SCHEV would describe as anti-stigma training).

D. Monitoring Health Conditions

- a. *Daily health screening questions and/or other health monitoring approaches that can be used to monitor the health of the campus population* – The College nurse practitioner's in-person and on-call hours (with appropriate back-up) will be expanded at least during the first semester of the 2020/2021 academic year for efficient assessment. Expert medical trainings of Residence Directors and Resident Assistants will be part of the orientation schedule, focusing on identifying symptomatic individuals, referral to the nurse, the College's infectious diseases protocols, policing policies, student and residential life, and medical treatment of students. Along with the nurse practitioner and other members of the Student Life staff, these individuals will be equipped with medical kits that include disposable thermometers and will be trained on use and best-practice daily observation techniques. These trainings will be refreshed as needed during the semester and will be reinforced by signage.

Any symptomatic individual will be quarantined from contact with others, consult the nurse practitioner or another qualified health care provider as soon as practicable, and be tested should the circumstances require it. Close contacts will also be quarantined to await the symptomatic individual's test result or they will be tested if recommended by the medical professional. Expanded testing may be employed if circumstances warrant it. See the "Immediate Response to a Communicable Disease on Campus" policy attached to this document for further discussion of the College's protocols.

- b. *Campus level syndromatic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible* – See D.a above. The College will monitor the self-reported symptoms of employees and students as a means of surveillance. Other measures for surveillance available to the College include the daily visit numbers for COVID-like illness to the College nurse practitioner, the number of accommodations requests from students due to medical illness, the number of sick leave requests from employees, the number of quarantined students and the remaining capacity in isolation residence halls.

- c. *Establishment of a testing strategy* – See D.a above. The College’s COVID-19 testing strategy will be informed by the Virginia Department of Health’s guidelines.

The College nurse practitioner’s in-person and on-call hours (with appropriate back-up) will be expanded at least during the first semester of the 2020/2021 academic year for efficient assessment. Expert medical trainings of Residence Directors and Resident Assistants will be part of the orientation schedule, focusing on identifying symptomatic individuals, referral to the nurse, the College’s infectious diseases protocols, policing policies, student and residential life, and medical treatment of students. Along with the nurse practitioner and other members of the Student Life staff, these individuals will be equipped with medical kits that include disposable thermometers and will be trained on use and best-practice daily observation techniques. These trainings will be refreshed as needed during the semester and will be reinforced by signage.

Any symptomatic individual will be quarantined from contact with others, consult the nurse practitioner or another qualified health care provider as soon as practicable, and be tested should the circumstances require it. Close contacts will also be quarantined to await the symptomatic individual’s test result, or they will be tested if recommended by the medical professional. Expanded testing may be employed if circumstances warrant it. See the “Immediate Response to a Communicable Disease on Campus” policy attached to this document for further discussion of the College’s protocols.

E. Containment to Prevent Spread of Disease When Detected

- a. *Partnership with VDH for contact tracing* – The College, through its nurse practitioner, has been actively engaged with the local Virginia Department of Health office, both in formulating its policies and in discussing protocols, including as to contact tracing, should a positive case or group of cases arise on campus. See the “Immediate Response to a Communicable Disease on Campus” policy attached to this document for more precise discussion of the College’s protocols, which includes communication with local health officials.
- b. *Quarantining and isolating* – The College has set aside two residence halls (meaning no students will be housed in them initially) for possible isolation needs. The College has secured additional suitable space at a nearby

residential school facility that will not be in use in the fall for overflow, if necessary. The College has put into place strict protocols for testing, quarantining, and isolation relating to COVID-19 (and other infectious diseases). See the “Immediate Response to a Communicable Disease on Campus” policy attached to this document for more precise discussion of the College’s protocols. This document will be provided to all members of the College community and each will receive training on its content.

- c. *Campus outbreak management* – The College has put into place strict protocols for outbreak management related to COVID-19. See the “Immediate Response to a Communicable Disease on Campus” policy attached to this document for more precise discussion of the College’s protocols. This document will be provided to all members of the College community and each will receive training on its content.

In addition, the College is has already shortened the on-campus instruction period, ending classes by Thanksgiving and canceling Fall Break to limit the number of times students can return home during the semester. The College is discouraging travel during the semester in general. Depending on the threat level due to COVID-19, the College may require that students stay within a certain distance of the College for a period of time for the health and safety of the community. The College may also have students remain on campus but move to a temporary online instruction format if circumstances warrant it. A corresponding reduction in group activities will likely be instituted if such a situation should arise.

- d. *Partnership with local health systems to assure care for symptomatic individuals as needed* – The College has established contacts with the Valley Health system at the administration and practitioner levels (including at main facilities, urgent care, and testing sites) for testing, referrals, and treatment of symptomatic individuals. The College has established a referral and payment-for-care relationship with a testing facility for ease of testing and communication, though other facilities may be utilized if circumstances require it.

F. Shutdown considerations

- a. *Plans regarding the criteria and process for campus dismissals and shutdown* – The COVID-19 Campus Team is the Executive Council of the College (which has responsibility for all major areas of college life) and the college’s nurse practitioner, in consultation with the President’s Medical Advisory Board. The most up-to-date information about the virus as well as the guidance provided by the Governor will play a major role in final decisions by the college, including the restriction of campus activity in the event of severe conditions/public health direction or guidance. The College will determine if and how best to move toward a student dismissal or shutdown based on the same criteria — focused on the health and safety of our students, faculty, and staff — that it has used during the course of the COVID-19 pandemic.
- b. *Nature of reduced campus activity in the event of severe conditions/public health direction or guidance* – The College has already shortened the on-campus instruction period, ending classes by Thanksgiving and canceling Fall Break to limit the number of times students can return home during the semester. The College is discouraging travel during the semester in general. Depending on the threat level due to COVID-19, the College may require that students stay within a certain distance of the College for a period of time for the health and safety of the community. The College may also have students remain on campus but move to a temporary online instruction format if circumstances warrant it. A corresponding reduction in group activities will likely be instituted if such a situation should arise.
- c. *Considerations regarding student health and safety on campus versus returning home* – The primary concern of the College is the health and safety of students, faculty, and staff. Decisions concerning whether to restrict activity – including in-person instruction – but have students remain on campus versus returning home will need to be made based on the facts and circumstances at play in the moment. The College will determine if and how best to move toward a student dismissal or shutdown based on the same criteria — focused on the health and safety of our students, faculty, and staff — that it has used during the course of the COVID-19 pandemic. Depending on the local health situation, the interests of students may be best served by allowing them to remain on campus rather than return to a riskier home situation.

- d. *Communications plan for dismissals/shutdowns* – The College will follow the communications protocols that it has used during the course of the COVID-19 pandemic, which includes communication to the members of the College community, followed by posting of the communication on the College Coronavirus webpage, and use of social media to amplify reach.

Attachment A – Immediate Response to a Communicable Disease on Campus

Revisions and updates to this policy may be added as new information and health directives evolve

When a possible or positive case of a highly communicable disease (e.g. pertussis, measles, mumps, COVID-19, etc.) is reported, Student Life, Academics, and Operations will enact the following plan to care for the student and prevent the spread of the disease.

Staff and faculty helping the student should take every reasonable precaution to not expose themselves to the illness while still caring for the student. These precautions may include, taking prophylactic antibiotics, wearing gloves and masks (available in the Student Life office), and/or avoiding direct contact with the student. Staff and faculty should also follow normal health protocol such as frequently washing their hands and using antibiotic wipes to clean surfaces, door handles, etc. that the infected student may have touched.

1. The Infected Student (all steps below must be made with HIPAA compliance in mind)
 - a. Any student showing symptoms of a highly communicable disease (such as COVID-19) should have a temperature screening and see the on-campus nurse to diagnose other symptoms. The nurse will recommend whether a student should be tested. A student can also pursue testing independently, but he or she must communicate that they are being tested, as well as their test results to Student Life staff.
 - b. Once a student has been identified as possibly or positively having a communicable disease, Student Life staff (Residence Directors) should immediately contact the student using the number listed in the Student Roster on the H Drive to walk them through the communicable disease plan.
 - c. A student who has been tested for a communicable disease will be quarantined in their residence hall room until the test results return. Students with positive results will be put into isolation for 10 days, per the Virginia Department of Health's recommendation.
 - i. If a test comes back positive, the student should be directed to go immediately to the space designated as the isolation area. (For Fall 2020 this is Newman House for women and St. Martha's for men, with appropriate overflow plans in place) Under no circumstances should the student who tests positive go back to his or her room or continue to be around others as the infection can spread to anyone within a close radius.
 - ii. The staff member can gather the belongings of the student (bedding, homework, computer, etc.) that he or she will need during the time in quarantine. These will be delivered to the isolation area.

- iii. If a student is directed by a medical professional to obtain prescriptions or over-the-counter medication, a staff member can pick up the prescription at the pharmacy. If the infected student goes to the pharmacy, he or she could spread the infection to others.
 - iv. Student Life staff (Residence Directors/RAs) should create a schedule to bring three meals a day to the infected student in the quarantine or isolation area. A case of bottled water should be delivered as well.
 - v. Staff should make sure the student understands and follows all other directives that he or she has received from a medical professional.
 - d. The student's roommates should be contacted immediately using the phone numbers listed on the Student Roster on the H Drive.
 - i. They should be directed to go to Urgent Care (or other designated facility) to be tested for the disease. Travel assistance will be made available.
 - ii. The students should be quarantined in their rooms but do not need to be in isolation unless their test comes back positive.
- 2. If the campus nurse is not already informed of the diagnosis, he or she should be contacted immediately by the student.
 - a. The nurse should be in contact with local, county, or state medical professionals to report the disease and confirm the protocol for preventing an outbreak.
 - b. The nurse can begin to check other students for similar symptoms which may indicate an outbreak of the disease.
- 3. The Academic Dean should be contacted by the nurse and/or representatives of Student Life (with appropriate authorization from the student) to let the student's professors know that he or she will not be in class for the duration of the quarantine or isolation.
 - a. With the input of the Academic Dean, the Director of Student Support Services and the student's professors should make a plan for how to get in-class notes, materials, etc. to the sick student for the duration of the quarantine or isolation.
 - b. Student Support Services, in consultation with the Academic Dean, shall communicate this plan to the student via phone or email within 24-48 hours of the quarantine or isolation beginning.
- 4. Operations and the cleaning staff should be contacted to request an extra thorough cleaning of the student's room and any common spaces he or she used. This cleaning should take precedence over other normally scheduled cleaning as it can greatly reduce the spread of a disease.
 - a. The student's housing assignment can be found on the Housing Roster on the H Drive.

- b. Cleaning staff can find masks in the Student Life office if they wish to wear them when cleaning.
5. The Chaplain should be contacted so that he can contact the student about providing him or her with the Sacraments if they are requested, especially if the quarantine or isolation will include a Sunday.
 - a. Chaplains may decide to suspend the Sign of Peace during Mass to avoid spreading germs (currently in effect during the COVID-19 pandemic).
 - b. Chaplains may decide to drain the communal Holy Water fonts to avoid spreading germs (currently in effect during the COVID-19 pandemic).
6. Student Life staff (Dean of Students) should contact the infected student's family (using the emergency contact number on the Student Roster on the H Drive) to inform them of the plan to quarantine or isolate their student and answer any questions they may have.
7. Student Life staff (VP of Student Affairs) should communicate the necessary information to students, faculty, and staff.
 - a. An email should be sent to students, faculty, and staff, within 24 hours of the disease being diagnosed to inform them that there is a case of the disease on the campus.
 - i. The email should include the exact number of cases so as to avoid rumors of an outbreak.
 - ii. The email should include the signs and symptoms of the disease so that others can be on alert for being infected. This should also include steps each person should take if he or she is showing symptoms, as well as general information for maintaining health.
 - b. It is not immediately necessary to communicate with outside parties (neighbors, people from the local parish, etc.), but doing so may enable staff to better ensure the accuracy of the information that is being shared.
8. Student Life staff (Dean of Students) should monitor the situation and stay in contact with the relevant medical professionals, the student, and the student's family.