Campus Guide During the COVID-19 Pandemic

July 31, 2020
# Table of Contents

1. **Leadership** ................................................................................................................................. 4
   1.1. Operational Planning Team ................................................................................................. 5
   1.2. Partners.................................................................................................................................. 5
   1.3. Objective ............................................................................................................................... 5
   1.4. Decision-making process ..................................................................................................... 6

2. **Operation Safe Campus** ..................................................................................................... 6

3. **Community Protection** ...................................................................................................... 7
   3.1. Facilities Management......................................................................................................... 7
   3.2. Safety Protocols for Arrival on Campus for Fall 2020......................................................... 7
   3.3. Employees........................................................................................................................... 7
   3.4. Travel, Domestic and International ...................................................................................... 8
   3.5. Attending large gatherings .................................................................................................. 8
   3.6. Campus Visitors................................................................................................................... 9
   3.7. Campus Safety ..................................................................................................................... 9

4. **Preventive Health Measures and Protocols** ........................................................................ 9
   4.1. Self-Monitoring Symptoms .................................................................................................. 9
   4.2. Health Screening ............................................................................................................... 10
   4.3. SARS-CoV-2 Virus Testing................................................................................................... 10
   4.4. Facial Coverings and PPE.................................................................................................... 11
   4.5. Social Distancing................................................................................................................ 11
   4.6. Hygiene ............................................................................................................................. 12

5. **Response Mitigation Protocols** ....................................................................................... 12
   5.1. OSC Level........................................................................................................................... 12
   5.2. Quarantine and Isolation .................................................................................................... 12
   5.3. Contact Tracing.................................................................................................................. 13
   5.4. Mobilization and Communication ...................................................................................... 13

6. **Academics and Academic Support** .................................................................................. 14
   6.1. Academic Calendar .......................................................................................................... 14
   6.2. Academic Mode of Delivery ............................................................................................ 14
   6.3. Classroom and Instructional Space .................................................................................... 14
   6.4. Library Services ................................................................................................................ 14
   6.5. Career Development and Internships.............................................................................. 14
6.6. Academic Achievement Center ................................................................. 15
6.7. Advising ........................................................................................................ 15
6.8. Global Studies ............................................................................................. 15
6.9. Teaching and Learning Strategies ............................................................... 15
6.10. Accessibility and Testing ........................................................................... 15
6.11. Bookstore .................................................................................................. 15
7. Athletics ........................................................................................................... 15
7.1. NCAA Resocialization of Collegiate Sport .................................................... 16
  7.1.1. NCAA Resocialization of Collegiate Sport Guidance ............................... 16
  7.1.2. GLVC Sports Medicine policies forthcoming ........................................... 16
7.2. Sports Medicine .......................................................................................... 16
7.3. Athletic Facilities ......................................................................................... 16
8. Student Life ...................................................................................................... 17
  8.1. Orientation ................................................................................................. 17
  8.2. Campus Housing ....................................................................................... 17
  8.3. Dining Halls and Food Service ................................................................. 17
  8.4. Organizations and Student Engagement .................................................... 17
9. Health Services ................................................................................................ 17
  9.1. Student Health Center .............................................................................. 17
  9.2. Wellness Center ....................................................................................... 18
  9.3. Counseling Services .................................................................................. 18
10. Administrative and Student Services ........................................................... 18
  10.1. Student Services and Support .................................................................. 18
  10.2. OSC Framework ....................................................................................... 18
  10.3. Admission and Marketing ....................................................................... 19
  10.4. Business Office (Accounts Payable and Receivable) .............................. 19
  10.5. Central Services ...................................................................................... 19
  10.6. Financial Aid and Scholarship Services .................................................. 19
  10.7. Human Resources ................................................................................... 19
  10.8. Registrar .................................................................................................. 20
1. Leadership
On behalf of the William Jewell community, I am grateful to the team of faculty and staff who have guided the College as we prepare to return to in-person living and learning. The following guidance is the result of several months of investigation, discussion, discernment—and, as we would expect at Jewell, healthy debate. At the center of it all, however, was the need to chart a path forward that establishes the greatest level of safety for our students, faculty, staff, and visitors.

The protocols established by the team provide clear guidelines on preventive measures, proactive response to identifying and isolating cases, and how work will continue—in accordance with our Strategic Framework—as cases emerge throughout the fall semester. Through the Team’s efforts, we have underscored our commitment to asking reflective questions and applying critical thought so that we are prepared to act with purpose.

Like everyone preparing to return to campus, I too am preparing to encounter circumstances that we can’t yet predict, and adapting quickly in response to change. With this guidance, our Jewell community has the best possible chance to navigate the waters ahead with a unified and cohesive approach. I join all members of the William Jewell family in adhering closely to the guidance established by our Operational Planning Team to ensure the highest level of safety in and outside of the classroom as we enter the 2020-2021 academic year—truly, a year like no other on The Hill.

Elizabeth MacLeod Walls, Ph.D.
President
1.1. Operational Planning Team
The committee charged with recommending how the College reopens in August consisted of faculty and staff representing multiple departments on campus. The Operational Planning Team helped to establish the policies and framework herein to reopen and sustain the campus, consistent with our identity as The Critical Thinking College®.

Dr. Gary Armstrong  
Paula Brown, DNP  
Dr. Ian Coleman  
Tom Eisenhauer  
Stephany Guest  
Heath Hase  
Daniel Holt (Chair)  
Landon Jones  
Shelly King  
Dr. Gina Lane  
Dr. Will Lindquist  
Dr. Leesa McBroom  
Dr. Maggie Sherer  
Ernie Stufflebean

1.2. Partners
The College formed key partnerships across the region and nation to help us develop this plan. These partners were instrumental in not only validating and editing College framework and policy, but contributing to its establishment. CDC guidance was also instrumental in establishing our processes.

Liberty Hospital  
MRIGlobal  
Clay County Public Health Center

1.3. Objective
The College’s goal is to open in August for an engaged, successful and campus-based 2020-2021 Academic Year. Our objective is to maintain an on-ground academic experience for students this fall and avoid a transition to permanent virtual learning, as we experienced in spring 2020. Under guidance from our partners, the College has developed protocols to help us reduce the likelihood of coronavirus exposure or spread; however, we are unable to eliminate that risk entirely. We anticipate this fall will not operate as a normal semester. We will transition to various Operation Safe Campus Levels, as needed, which will require some virtual learning and adaptation of daily routines. We hope to avoid a full and permanent transition to virtual learning this academic year and will need our communities’ help to accomplish this goal.
1.4. Decision-making process
The President will declare the Operation Safe Campus level and coordinate the movement from one Operation Safe Campus threat level to another with the consultation of the Board of Trustees, Cabinet, Clay County Health Department, Liberty Hospital, and MRIGlobal. The President will communicate changes in the levels immediately when they occur, and will remind the community to consult with the Operation Safe Campus matrix regarding protocols to be followed. For the continued safety of our community, our actions, in response to different threat levels, will continue to be guided by our partners with medical and bio-risk expertise.

2. Operation Safe Campus
In collaboration with our partners of biosafety and medical experts, the College developed Operation Safe Campus. This extensive plan focuses on your safety and maintaining the in-person experience we value as a residential learning community.

At the core of Operation Safe Campus is a threat assessment matrix built around the military’s defense force protection model. The College designed a framework that outlines a continuum of threat levels with correlating planning, education, training and protocols for each phase across all campus departments.

<table>
<thead>
<tr>
<th>Threat Level</th>
<th>Situational Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Baseline (new normal in post-pandemic)</td>
</tr>
<tr>
<td>A</td>
<td>No active COVID-19 cases reported in Liberty, Clay County, or KC Metro. However, conditions exist that warrant precautionary measures.</td>
</tr>
<tr>
<td>B</td>
<td>Active COVID-19 cases reported in Liberty, Clay County or KC Metro. Limited number of isolated cases exist on campus. Contained through testing, contact tracing, quarantine, sanitation.</td>
</tr>
<tr>
<td>C</td>
<td>Increased number of isolated cases on campus. Can effectively manage and contain further spread through testing, contact tracing, quarantine, sanitation.</td>
</tr>
<tr>
<td>D</td>
<td>Clusters of case(s) exist on campus. Larger scale scenario that has become difficult to manage and contain.</td>
</tr>
</tbody>
</table>

Click here to view the full framework.

Applications of this framework exist for each department specific to their work; however, emphasis within this document is given to high demand areas, particularly
those involving the student experience, and not all details will be shared publicly. Each
department is encouraged to reference their framework as threat levels change.

3. Community Protection
The College is implementing new safety protocols to keep our community safe and we
expect all employees and students to adhere to these protocols. Doing so will help ensure a
safe and healthy living, learning, and working environment. Safety protocols affecting large
portions of the community include:

3.1. Facilities Management
The custodial staff clean high-touch surfaces at least once per day. Medical grade
disinfectant and cleaning solutions are used throughout campus, including sprayers
that are effective in 5-10 seconds and foggers to clean furniture and other surfaces
that are not easily wiped.

All air filters have been replaced over the summer. All buildings have fresh air
recirculated with 10-15% returned air. You should avoid opening windows and
doorways to increase air flow in buildings. Doing so would make it difficult to control
humidity levels within facilities, thus increasing risks of mold and mildew. Filters will
be replaced again after Thanksgiving to improve their effectiveness during the
academic year.

Entry and exits to facilities will be designated as entry only or exit only where
allowable. Where possible, the flow of pedestrian traffic in buildings will be directed
in a one-way direction using signage. Elevators will be limited to two (2) individuals.

3.2. Safety Protocols for Arrival on Campus for Fall 2020
Students will be moving in August 22 through August 25 using modified move-in
procedures. Please review how to arrive here. If you have questions, please contact
the Office of Student Life.

3.3. Employees
All employees should return to on-campus work August 1. During Levels 0, A and B
the majority of business operations should occur on campus. Meetings should be
conducted virtually when possible.

For those who are at higher risk, or caring for those at-risk, you should be in contact
with your supervisor and Cabinet member. At Levels C and D there will be a transition
to virtual environments.

Office hours may change with little notice. Students and employees are strongly
couraged to make an appointment or call ahead prior to visiting in-person. The
College will be implementing the Calendly appointment system that is compatible with Outlook and Zoom to conduct virtual services.

If work from home is necessary, supervisors should instruct employees on the expectations during work from home.

3.4. Travel, Domestic and International
Travel increases the risk of contracting COVID-19. Faculty, staff and students must quarantine for 14 days after returning from travel outside the KC metro using public mass transit (planes, trains, buses). This is applicable to all international and domestic travel for personal and business reasons. During quarantine, monitor your health and practice social distancing. The COVID-19 outbreak in the United States is a rapidly evolving situation. The status of the outbreak varies by location. If you must travel, check guidance from state and local authorities where you plan to travel. If you are planning to travel, prior to departure, read and follow the considerations for travelers provided by the CDC. Employees must contact their supervisor to make arrangements for quarantine away from campus upon returning from travel using public mass transit.

College-sponsored travel must be approved in advance by the sponsoring department’s Cabinet representative. Departments with approved College-sponsored travel should adhere to rigorous symptom monitoring, which may include COVID-19 testing, attendance for contact tracing, and other preventive measures. A quarantine period may not be required after some college sponsored travel if appropriate risk mitigation steps are taken during travel and all related events. Prior to departure, read and follow the considerations for travelers provided by the CDC.

3.5. Attending large gatherings
Employees who attend large-group gatherings (e.g., large receptions, class reunions, conferences, etc.) are required to inform Human Resources and their supervisor in advance of attending the event and must quarantine for 14 days afterwards. In this context, large-groups are defined as indoor or outdoor venues when social distancing is not achieved. However, size limitations are dependent upon the venue and whether facial coverings are required by the venue. It is the responsibility, and accountability, for the employee to assess whether the gathering has safely implemented protocols the College expects on campus. As a general matter, if venues are safely distanced and require facial protection, a quarantine may not be necessary. Other language in this paragraph notwithstanding, an employee may attend religious services without informing Human Resources and their supervisor as long as the religious service maintains social distancing in compliance with this policy and any pertinent state or local regulations.
3.6. **Campus Visitors**
Visitors should adhere to all facial covering and distance policies and not visit campus if symptomatic or if they have potentially been exposed to COVID-19. Departments should retain invite and RSVP lists and provide College expectations to all visitors prior to point of arrival. Additional guidance for permitted visitors on campus can be found [here](#).

3.7. **Campus Safety**
Campus Safety will maintain patrols on campus 24 hours per day. To contact Campus Safety call (816)365-0709. In case of emergency call 911. [Click here](#) for other ways to report crime and concerning behavior.

4. **Preventive Health Measures and Protocols**
All employees and students are expected to practice preventive measures to protect yourself and reduce the risk of exposure or transmission of COVID-19 on campus. Preventive measures will include:

- Self-monitoring and reporting
- Preventive health screening
- Testing
- Masks & Facial coverings
- Social Distancing
- Hygiene
- Campus Housing Policy for Students

Before returning to campus, any faculty, staff, or student who has been sick with COVID-19 symptoms, tested positive for COVID-19, or has potentially been exposed to someone with COVID-19 (either through community-related exposure or travel) should follow guidance to self-isolate or stay home for 14 days.

Once on campus, faculty, staff and students are expected to wear a facial covering, adhere to safe distancing, and practice proper hygiene (more information to follow). The risk of an exposure on campus is significantly reduced if, as a community, we follow these mitigation techniques. Campus signage is available at entrances of facilities regarding masks and distancing.

4.1. **Self-Monitoring Symptoms**
Self-monitoring for COVID-19 symptoms is critical for maintaining a healthy community. You should monitor your temperature daily and pay attention to coronavirus symptoms. If you have a temperature of 100.0° F or greater or other symptoms you must seek medical attention at the Student Health Center or nearest medical facility. **Quarantining** will be mandatory for anyone who is experiencing symptoms. See guidance related to scheduling and notification of the Health Center.
Individuals experiencing emergency warning signs should call 911. This would require a visit to an emergency medical facility immediately. This includes trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, bluish lips or face.

The College will provide daily reminders about monitoring health, screening form submission, and practicing proper hygiene.

4.2. Health Screening
The College will be using a web-based application to accomplish daily symptom screening throughout the academic year. All students and employees are expected to complete this online tracking form daily. Details about how to use the app will be sent separately.

A separate form will be available for visitors, guests, and anyone who does not have a Jewell.edu email address. This form can be found here. Adherence to the issued screening procedures is expected.

The Residential Life Housing Screening form should be completed by students 24 hours prior to returning to campus. This form’s sole purpose is to monitor the safety of the community during move-in periods. Students will proceed to using the daily screening tracker after arrival.

Contactless thermometers will be utilized by departments and facilities for screening prior to designated activities. All employees and students should be self-monitoring their temperature. Temperatures exceeding 100.0° F will result in the person being asked to return home/to their residence hall room and to contact the Student Health Center to schedule an appointment.

4.3. SARS-CoV-2 Virus Testing
The College encourages all of its community to be tested. The Clay County Health Center is in possession of COVID-19 tests available to all Clay County residents, without cost, and regardless of whether or not individuals being tested are symptomatic. These tests will also be made available to all students. Clay County test results are typically available in 48 hours.

The College will require testing in specific instances during the year. Please view the testing policy for additional information.

The Clay County Health Center tests are subject to availability and County policies and procedures are subject to change. Click here for more information on testing with Clay County. Students should report the results of your test to the Office of Student
Life. Additional information regarding testing around move-in can be viewed here. Employees should notify the Office of Human Resources of positive test results.

We have been aided by the guidance of Dr. Raghu Adiga, the Chief Medical Officer at Liberty Hospital. Under his advisement, testing everyone upon entry can be helpful only in certain enclosed campuses in remote locations with very few active community cases. However, we know students want to experience the City and will need to go to the store for supplies, etc. Additionally, the testing provides information only relevant to that particular time of testing. For a more complete and reliable picture on an ongoing basis, one will need to do the testing of asymptomatic students again and again which is impractical. Instead, a targeted approach for testing of more appropriate student population is desirable in our current circumstances.

The CDC recently released its guidance on testing for institutions of higher education. They agree. It is not a best practice to require the testing of everyone upon arrival for those very reasons.

4.4. Facial Coverings and PPE
Facial coverings will be expected on campus at all times unless explicitly directed otherwise. Please see guidance on the use of facial coverings.

Masks, shields, goggles, disposable gloves and other prescribed PPE will be used throughout high-touch, close-proximity academic settings. Instructional space such as those for science laboratories, music ensembles, nursing arts laboratories, nursing simulations, and nursing clinicals will utilize these enhancements.

Plexiglass has been installed in high-traffic customer service areas and in designated classrooms. The use of technology will be used in many customer service areas with walk-in appointments limited. In person service interactions should be reserved for required physical transactions (tasks that cannot otherwise be completed electronically).

All students will be provided two (2) masks upon arrival, to alternate daily wear for cleaning. Supply stations may be found throughout campus, such as in Central Services and other classrooms, for disposable masks. Note that students should not rely on a disposable mask being available daily from faculty and have a cloth mask with them at all times.

4.5. Social Distancing
Limiting close face-to-face contact with others is the best way to reduce the spread of COVID-19. Keeping a distance of at least six (6) feet from others, while taking everyday preventive actions, reduces spread when an infected persons cough, sneeze, or droplets from their mouth or nose enters the air and inhaled by another.
4.6. **Hygiene**
The custodial staff clean high-touch surfaces at least once per day. We encourage students and employees to clean high-touch surfaces between uses throughout the day. The “wingtip and wipe” (i.e., wipe down everything within the span of your open arms) method is a best practice to maintaining a clean environment. Cleaning supplies are provided by the College in common areas for this purpose. To request additional cleaning supplies please complete a Facilities Management work order.

Proper personal hygiene and washing your hands frequently protects yourself and others.

5. **Response Mitigation Protocols**
In the event of a confirmed case of COVID-19 on campus, the Operation Safe Campus threat level may move and heightened risk mitigation efforts associated with the corresponding level will be implemented. The threat level will be implemented campus-wide. If the case is isolated to a specific building(s) and/or area(s) of campus, the building(s) will temporarily close for disinfecting and cleaning. The community will be notified when this occurs, and when the restriction is lifted. Refer to the operational framework for more information.

5.1. **OSC Level**
As the College transitions to [Level C or D](http://www.jewell.edu/coronavirus), further measures are triggered in addition to mitigation steps identified in Level B. To raise awareness to these measures, the banner at [www.jewell.edu/coronavirus](http://www.jewell.edu/coronavirus) and the quad flag will designate the current level.

5.2. **Quarantine and Isolation**
You should quarantine if you have been in close contact with someone who has COVID-19 and immediately report exposure using the screening form. Close contact is defined as within 6 feet of someone who has COVID-19 for at least 15 minutes. Read and follow [quarantine directions from CDC here](https://www.cdc.gov/coronavirus). Who needs to isolate? People who have symptoms of COVID-19 and are able to recover at home, and people who have no symptoms (are asymptomatic) but have tested positive for COVID-19. If you need to isolate read and follow the directions from [CDC here](https://www.cdc.gov/coronavirus).

The College has established a [Campus Housing Quarantine and Isolation policy](http://www.jewell.edu/coronavirus). Browning Hall has been identified as the designated facility on campus to quarantine ill students as directed by the Student Health Center.
Given that new information is consistently updated and available from the CDC on quarantine, isolation, and precautions for adults we encourage reviewing guidance as it is released.

5.3. Contact Tracing

In response to a suspected or confirmed case, the College will conduct contact tracing on campus. Anyone in close contact must quarantine in order to break the chain of transmission on campus. Close contact is defined as within 6 feet of someone who has COVID-19 for at least 15 minutes. The Clay County Health Department may also conduct contact tracing on and off campus. On-campus contact tracers will:

- Instruct students to take enhanced precautionary measures during the investigation at the direction of the Student Health Center or medical professional.
- Expect student and employee immediate response to inquiries via telephone.
- Confidentially respond to direct contacts.
- Commitment to using information for contact tracing only and will not use information for disciplinary or other policy violations to encourage an accurate and honest investigation.
- Use course rosters for daily classroom attendance.
- Access departmental activity logs for attendance (or appointments) if a daily roster is unavailable (i.e., training room, weight room, practices, and student service areas should keep record of daily activity).
- During events where visitors may be present, departments should attempt to use online ticketing to gather attendance information, or maintain a log at point of entryway to collect name and contact information.
- Tesseract Prism’s will be available on an opt-in basis for students and employees as a matter of public health and safety. Prism’s may be worn by students and employees to assist in proximity tracking; determining whether an individual was in an area that might risk exposure. Please view Jewell’s standard of use statement for appropriate use.
- Presence, a service already available on-campus, will be used for activity attendance.

5.4. Mobilization and Communication

To prevent further on-campus exposure, mobilization and communication around mitigation will be administered by the Mobilization Team. Individuals directly affected by a positive case on campus, may be notified separately from, or in addition to, contact tracing efforts. A dashboard of positive cases will be accessible at www.jewell.edu/coronavirus for public viewing. Coordination efforts will include processes already in place with the Student Health Center, Office of Student Life, Office of Human Resources and Facilities Management regarding student and employee safety.
6. Academics and Academic Support

6.1. Academic Calendar
The College will cease in-person classes at 5:00 p.m. on November 20, 2020. The originally scheduled October Fall Break has been moved to Thanksgiving, so classes will meet on October 15 and 16. The College will be closed the week of November 23 in observance of the Thanksgiving Holiday. Classes will resume in a virtual mode of delivery the week of November 30 through the remainder of the fall semester. Finals will be conducted virtually.

Residence Halls will remain open for the duration of the fall semester.

6.2. Academic Mode of Delivery
Faculty adopted new modes of delivery, face-to-face, hybrid learning (asynchronous or synchronous), and online (asynchronous or synchronous), and identified how each mode will operate during the various levels of OSC (Academic Mode of Delivery). Students should refer to their class schedule for mode of learning designations for courses and the course syllabi for more information about the details of that mode of delivery.

6.3. Classroom and Instructional Space
Jewell changed its classroom environments so that classrooms are configured for distancing and safety. The capacity of each space is established by rows of seats.

Students who must quarantine will have virtual access to most classes. A dedicated iPad will be in most classroom settings to help facilitate a virtual experience for students who are in quarantine or ill.

6.4. Library Services
Office hours and staffing levels may change with little notice. The PLC offices and Reserves Room will be closed at Level B and in-person work will occur in Curry Hall. For additional information on protocols during OSC, click here. More information can be found at the Library Services website.

6.5. Career Development and Internships
Office hours and staffing levels may change with little notice. A hybrid approach of personal and virtual appointments will be used, consistent with permissible activity in the OSC framework. Details for internships during OSC can be viewed in the Academic Mode of Delivery framework. More information can be found at the Career Development and Internships website.
6.6. **Academic Achievement Center**  
Office hours and staffing levels may change with little notice. A hybrid approach of personal and virtual appointments will be used, consistent with permissible activity in the OSC framework. [Click here](#) to view the website.

6.7. **Advising**  
Office hours and staffing levels may change with little notice. Faculty advisors will use a hybrid approach of personal and virtual appointments. Contact your advisor for more information, the Academic Achievement Center if you do not have an advisor, or submit a change of advisor form in eTri eve.

6.8. **Global Studies**  
Office hours and staffing levels may change with little notice. A hybrid approach of personal and virtual appointments will be used, consistent with permissible activity in the OSC framework. Contact the [Office of Global Studies and Journey Grants](#) for more information on international programs and travel during the pandemic.

6.9. **Teaching and Learning Strategies**  
Office hours and staffing levels may change with little notice. A hybrid approach of personal and virtual appointments will be used, consistent with permissible activity in the OSC framework.

If it is necessary to move to complete virtual learning, students may obtain wi-fi hotspots if no other access to the internet is available in the home environment.

6.10. **Accessibility and Testing**  
Office hours and staffing levels may change with little notice. A hybrid approach of personal and virtual appointments will be used, consistent with permissible activity in the OSC framework. Accommodations will be provided via normal processes with Accessibility Services. [Click here](#) to view the website. To request COVID-19 related support, [click here](#).

6.11. **Bookstore**  
Students are encouraged to order books and have them shipped to their homes instead of picking them up at the bookstore. The bookstore will work with the Business Office to permit charges to the student account earlier than normal to provide adequate time for the books to arrive prior to departing for the College.

7. **Athletics**
7.1. NCAA Resocialization of Collegiate Sport

Through the third publication on resocialization of collegiate sport, the NCAA has provided member institutions with guidance specific to the prevention of community spread of COVID-19 in the athletics setting. Importantly, the guidelines provide NCAA members tools to assist with their efforts to provide healthy and safe environments for those participating in athletics. The College and the Athletic Department are committed to the health and safety of all student-athletes, coaches and staff, and will follow these guidelines which includes social/physical distancing measures, facial coverings and testing protocols.

All student-athletes and all “inner bubble” personnel including coaches, medical staff, officials and other essential personnel who are at high risk of exposure will be tested upon arrival to campus. Additional surveillance testing of 25%-50% of student-athletes and “inner bubble” personnel will be conducted every two weeks if physical distancing, masking and other protective features are not maintained, in addition to testing for symptomatic and high-contact risk individuals.

7.1.1. NCAA Resocialization of Collegiate Sport Guidance
- Resocialization of Collegiate Sport Checklist
- Core Principles of Resocialization of Collegiate Sport FAQ

7.1.2. GLVC Sports Medicine policies forthcoming

7.2. Sports Medicine

Liberty Hospital provides sports medicine services for all student-athletes under the supervision of team physician, Dr. Kyle Schneweis. The Sports Medicine team will oversee the implantation and execution of the NCAA Resocialization of Collegiate Sport Guidance and will closely monitor the health, safety and well-being of student-athletes during practice and competition. Student-athletes will undergo daily symptom monitoring prior to participation in any team-related activities.

7.3. Athletic Facilities

Athletic Facility usage will be adjusted to minimize close contact during practices, competitions, and transition periods and will vary by space. Click here for the reentry plan for athletic facilities or for more information on the Athletic Performance Center click here.
8. Student Life

8.1. Orientation
The orientation schedule and process has been redeveloped taking into account the possible threat levels. For more information, click here.

8.2. Campus Housing
Students should refer to the Campus Housing Quarantining Policy and any other independent information distributed by the Office of Student Life on returning to life at Jewell for this academic year.

Campus Housing framework can be viewed here. Additional information related to COVID-19 preparedness and living on campus is available in the Campus Resident Resources Moodle Course.

8.3. Dining Halls and Food Service
Dining Halls have been configured to social distancing standards with reduced capacity. Personal eating schedules may need to adapt to new patterns established during lunch and dinner hours. For more information, refer to the strategic framework.

8.4. Organizations and Student Engagement
Student organization support and education will be provided in a virtual manner at Level B, C and D. All large events will be virtual. Smaller events and meetings will be scheduled and approved through Presence. All activities will follow protocols consistent with the OSC level.

9. Health Services

9.1. Student Health Center
If you have symptoms of COVID-19, students should isolate in their room (with a facial covering) and contact the Student Health Center at (816)415-5020 during office hours, or studentlife@william.jewell.edu if after hours, so that coordination can occur with the Student Health Center or with a local medical facility. This practice will make sure adequate preparation is taken to avoid contamination upon arrival and within the residence hall. Employees already on campus should contact the Student Health Center immediately. If an employee has not yet arrived on campus, you should seek medical attention and avoid campus.
The Student Health Center is now located in Browning Hall (2nd floor) for added space to treat COVID-19 symptomatic students as well as other students with illness throughout the academic year. Hours of operations will be extended during the coronavirus pandemic to meet the needs of students under quarantine and/or isolation.

Additional information can be found at the Student Health Center website.

9.2. Wellness Center
The Wellness Center will be open; however, in a reduced capacity for faculty, staff and students only. To address distancing, some equipment will not be available for use.

9.3. Counseling Services
Living in a community environment with the risk of COVID-19 places additional pressure. The OSC framework for Counseling Services may be viewed and in-person services may be provided in Levels 0, A and B; however, the relaxation space will not be available at Level B. Telemental health services will be provided in some conditions at Level B, and at Level C and D.

Students should contact Counseling Services for support.

10. Administrative and Student Services
College operations will continue at all OSC Levels; however, the method in which business may be conducted will vary.

10.1. Student Services and Support
Business activity should be conducted online through one of the College’s platforms, as many services are available electronically:
- My Jewell
- Self-Service
- eTrieve

If additional support is required, the guidance below will instruct students on how to schedule necessary appointments, either in-person, virtual or via telephone.

10.2. OSC Framework
Administrative offices will function in unique ways based on their individual operations during the academic year. However, all operate with a common standard identified on the OSC framework for Administrative Operations.
10.3. Admission and Marketing
Virtual and reduced individual visits will continue during the academic year. Large
group events may have further restrictions. To schedule a visit, click here.

10.4. Business Office (Accounts Payable and Receivable)
Office hours and staffing levels may change with little notice. Students are strongly
encouraged to make an appointment prior to visiting the Business Office.

Students wanting to make payment to their student account should use their My
Jewell account. Payments via Curry Hall dropbox or telephone are also accepted. For
the safety of employees and students, during Level B, paychecks and other cash
payments (e.g. refunds, reimbursement, etc.) will be distributed through the Campus
mailbox or EFT.

10.5. Central Services
Office hours and staffing levels may change with little notice. Central Services will
operate at all levels of OSC; however, reduced services may be required. It is
anticipated a greater reliance upon the campus mail delivery system will occur this
year and students should check their campus mailbox weekly.

10.6. Financial Aid and Scholarship Services
Office hours and staffing levels may change with little notice. Students are strongly
encouraged to make an appointment prior to visiting the Office of Financial Aid and
Scholarship Services. To schedule an appointment with a financial aid counselor, click
here.

Students needing assistance with financial aid requirements should use their Self-
Service account. To submit required documents, you may attach via email or fax to
(816)415-5006.

10.7. Human Resources
Office hours and staffing levels may change with little notice. Employees are strongly
encouraged to make an appointment prior to visiting the Office of Human Resources.

If you are an at-risk employee, caretaker for an at-risk individual, or an employee who
has tested positive for COVID-19, you should contact HR immediately and work with
your supervisor regarding on-campus expectations.

At-risk individuals include:
- Older adults
- People with underlying medical conditions
10.8. Registrar

Office hours and staffing levels may change with little notice. Students are strongly encouraged to make an appointment prior to visiting the Office of the Registrar.

Students needing assistance with course schedules, grades, transcripts and other academic services should first use their My Jewell or eTrieve accounts.