

Earlham College Special Policies

updated for Spring 2021 as informed by the COVID-19 pandemic

1. All students (new and returning) may bring only two helpers to assist with move-in. All visitors who assist on move-in day will also need to have their temperature checked and are required to wear masks in all public spaces on campus.
2. Students are expected to complete a daily self-assessment using the RAVE app (as prompted via email every day) and contact Health Services should they exhibit any illness symptoms not attributed to preexisting conditions at 765-983-1328 or healthservices@earlham.edu.
3. All should wash hands frequently with soap and water for at least 20 seconds. Also, individuals should avoid touching their face (eyes, mouth, nose) with unwashed hands. When soap and water are not available, use hand sanitizer, particularly following contact with shared surfaces that may have been used by others (door handles, countertops, light switches, phones, keyboards, etc.). All should cover their mouth and nose when coughing or sneezing, with a tissue or into your elbow.
4. Students should be diligent in following hand washing and social distancing guidelines when using shared bathrooms.
5. Disinfectant products will be available in common areas. Students and employees should wipe down items they touch with disinfectant after use.
6. Students are required to wear face masks covering nose and mouth in all public areas.
7. The campus will be closed to outside visitors for at least the remainder of the current academic year.
8. Resident students should enter their assigned residence hall via the main entry and exit via side/stairwell doors to decrease close cross-traffic with entry and exit.
9. No guests are allowed from outside a student's housing assignment, including students from other halls, apartments, or houses. Residents only have access to their building and can only visit a building-mate with the consent of those assigned to the room. Only one building-mate per resident can visit a room at a time. Apartments and houses* are not permitted to have any guests, including on their immediate porch or lawn areas. Any violations of the no guest policy by house, apartment or hall residents may result in loss of housing assignment.
**For Houses: House residents will continue to partner with Student Life in planning gatherings at venues that will accommodate and maintain expected social distancing and at which all participants wear masks.*
10. Community members will respect limitations on the number of students in lounges, kitchens, and shared bathrooms based on occupancy numbers posted in each space.
11. Furniture arrangements in double rooms should allow roommates' beds and desks to remain six feet apart when room dimensions allow for it.
12. Programs and Events: Gatherings of any kind are not to exceed posted or Events Office approved occupancy numbers.
13. Gatherings (even outside) should include the maintenance of six feet, social distancing for all attendees at all times. If using seating at an outdoor event, seats must provide six feet distancing, and participants are not to share objects such as utensils or equipment.
14. Programs and Events are not to include any buffet-style food service.

15. Students are expected to limit their travel as much as possible to Richmond and the local Wayne County area. This also applies during the days between Spring 1 and Spring 2. For safety purposes, on-campus students are expected to request permission from a Residence Life professional staff member in advance for any travel outside the county. Reasons for such travel might include specialized health care appointments or extenuating circumstances such as a family emergency. Requests for travel outside the county during the spring semester should be made via email to reslife@earlham.edu or by phone: 765-983-1317.

HEALTH AND COUNSELING PROTOCOLS

1. All Health and Counseling Services appointments will be by appointment only.
 - For counseling appointments please see: <https://earlham.edu/counseling-services/>
 - For Health Services please call (765) 983-1328 or email healthservices@earlham.edu
Appointments will be scheduled daily.
2. Counseling students have the option of telehealth if they are residing in the state of Indiana. Counseling students need to use the private entrance or elevator to access services. Each student will be screened prior on the phone or in-person upon arrival as well as be temperature checked.
3. All Health appointments will be time limited when seeing the doctor or nurse. Psychiatric clinic patients will be seen for 20-30 minutes.
4. All students must wear a mask for appointments.
If you no longer have the College-provided mask, you may purchase one in the Bookstore, Health Services or Student Life.
5. The Mindfulness Space, across from Health and Counseling, will be opened Monday-Saturday 9 a.m.-4 p.m. No more than two students may use it at a time and the space should be wiped down upon arrival and after usage. The space can be used up to 30 minutes per student.

In the event of illness, please note the following:

Isolation and Quarantine Policy Earlham College *Updated Jan.19, 2021*

Definitions

Self- Isolation, Isolation and Quarantine

- A. **“Self-isolation”** involves a student, faculty or staff member isolating themselves from other community members due to symptoms of infectious disease, including fever, cough, or shortness of breath. Such isolation is achieved, for example, by ill students not attending classes or dining in communal spaces: or by faculty and staff not reporting to work on campus.

Earlham College members are encouraged to engage in self-isolation if they are experiencing a fever, cough, shortness of breath, or any other symptoms listed per the CDC. Self-isolation should continue until otherwise directed by a health care provider or the Health Services department.

- B. **“Isolation”** involves a mandatory separation of ill Earlham community members from other community members. Isolation will be required of Earlham community members whenever such intervention is recommended to the community member by public health authorities. Criteria involves symptoms and exposure. The individual will be required to remain in isolation for the duration recommended by public health officials and health services.
- C. **“Quarantine”** involves isolating individuals who are well, but who may have exposed to an infectious disease. Quarantine will be required for individuals whenever such intervention is recommended by the public health authorities. Criteria involve symptoms and exposure. The individual will be required to remain in quarantine for the duration recommended by public health officials and health services.

Symptoms of COVID-19

Symptoms may appear 2-14 days after exposure. Individuals with these symptoms or combinations of symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Isolation

Individuals with COVID-19 who have symptoms may discontinue isolation only under the following conditions:

- It has been 10 days from positive test result **and**
- 24 hours have passed since resolution of fever without the use of fever-reducing medications,
- If cough is still present after 10 days, isolate for another 4 days.

Quarantine

Individuals who have been exposed, exhibiting symptoms, and/or recently traveled outside of Wayne county will be placed in quarantine in a designated area on campus, or for employees, at their home, and stay in quarantine until the following criteria is met.

1. Close Contact of a positive individual:

- COVID test (PCR only) on days 5 and 10 from last exposure, with a negative result
- No development of symptoms

2. Individuals exhibiting symptoms of COVID:

- Two negative COVID test (PCR only) results, 48 hours in between tests.
- Improvement of symptoms without the use of any over-the-counter medications

3. Individuals who have traveled:

- COVID test (PCR only) on days 5 and 10 from when they return to campus, with a negative test result
- No development of symptoms

Positive COVID Test Results

Individuals who had a positive COVID test result in the past three months (90 days) and have been recently exposed should adhere to the following guidelines:

Within 0-45 days of their positive result and not experiencing symptoms:

- Not required to test or quarantine
- Monitor for symptoms
- Limit contact
- Provide documentation of prior COVID-19 infection

Within 0-45 days of their positive result, currently experiencing symptoms:

- Follow the guidelines listed above for “Close Contact”
- Provide documentation of prior COVID-19 infection

Within 45-90 days of their post positive result and have had 1 hour or more of exposure, irrespective of presence of symptoms:

- Follow the guidelines listed above for “Close Contact”
- Provide documentation of prior COVID-19 infection

* Documentation of the positive result will need to be sent to Health Services for students and Human Resources for employees. If documentation can't be provided, then the student/employee will follow regular close contact guidelines.

Vaccinations

While the COVID vaccination is slowly becoming available, there remains much to learn about immunity and carrier state.

Guidelines for individuals who have had the COVID-19 vaccine:

- If you have been exposed and considered a close contact as identified by the Contact Tracing Team, you will be required to quarantine and follow guidelines listed above for “Close Contact”.
- COVID-19 testing will be required.

The contact tracing team, along with Human Resources will maintain records of all positive COVID-19 test results of students, faculty and staff. All positive COVID results must be reported to Earlham’s Contact Tracing Team at:

https://earlham.az1.qualtrics.com/jfe/form/SV_eRnmyNurjm61VxX

Health Services will make daily contact with students in quarantine and/or isolation. All test results will need to be submitted to Health Services. A student may move out of quarantine or isolation once cleared by Health Services.

All tests must be a PCR; antigen tests (rapid) will not be accepted.

All policies are approved through Earlham’s Crisis Management Team, Health Services Medical Director, along with County and State Public Health officials.

ATHLETICS & WELLNESS CENTER (AWC) PROTOCOLS

- Beginning Feb. 1, 2021, hours are 7 a.m.-10 p.m. Monday through Friday; 10 a.m.-6 p.m. Saturday; and 1-10 p.m. Sunday.
- Arrive at the AWC with a mask. Masks are required.
- All patrons are required to complete the Earlham College COVID-19 Daily Symptom Self-Assessment. If you have not completed it, you will be required to do so prior to entry.
- All guests will have their temperatures checked with digital thermometers. No one with a temperature higher than 100.4 may enter the facility.
- All users are required to observe social distance of at least 6 feet. Depending upon activity, distancing of up to 15 feet may be required.
- Locker room restrooms will be open but not showers.
- All exercise equipment and machines are to be sanitized after each use.
- The AWC is only open to Earlham students, faculty and staff – not the public. Capacity limitations will be enforced.

Watch for upcoming Rec Sports activities and Group Fitness offerings. Wellness Programs will continue to provide avenues for you to engage with us at our [BeWell page](#) and through our [virtual group fitness offerings](#). Be sure to follow the AWC on Instagram, Facebook and Twitter @EarlhamAWC and visit the AWC’s [Reopening Information](#) page online for a full list of [guidelines](#) and what is open in the AWC.

DINING HALL PROTOCOLS

- For breakfast, lunch, and dinner, students will again be grouped into meal slots to avoid crowding and long waits at mealtime. Meal slots will be chosen based on class schedules.
- Students may seat three to a table for social distancing. This expectation will be strictly enforced. We ask that you respectfully respond by moving as requested.

- We are also working on new menus with input from students and expanding grab-and-go items in the Café.

RUNYAN CENTER PROTOCOLS

- The facility is open for Earlham students, staff, and faculty. Guests are not permitted inside the building for the spring semester.
- Entry into the building is through three primary doors, East, West, and South doors. Everyone is required to swipe their ID card to gain access.
- Events are limited. As of this writing, in-person meetings and events of 50 or more are not allowed. Virtual meetings are still recommended.

Cleaning/Disinfecting

- Hand sanitizer is available at building entrances and shared spaces. Regular hand washing/sanitizing is encouraged by building signage, digital signs and all restrooms.
- A strict cleaning protocol continues as custodial staff regularly maintains the facility, including all restrooms, meeting rooms, and common areas.
- Trash collection and floor upkeep are conducted regularly on a daily/weekly rotation.

Social Distancing

- The wearing of masks is expected per the college's requirement.
- Disposable masks are available at Runyan Center Information Desk.
- Signage throughout the building encourages positive social distancing, including maintaining six feet distance between individuals. Students are asked to follow guidelines of a maximum of two people per table in all public areas.
- Plexiglass barriers have been installed at the Runyan Center Information Desk, Café 1847, Campus Store, and Post Office.

Public Areas

- The Information Desk is open for service. The Game Room in May-Crossen Student Commons and Video Game Room on the lower level will operate in a limited capacity with social distancing in effect.
 - Game Room: Occupancy 8
 - Video Game Room: Occupancy 15
- Some furniture has been moved/reconfigured to address social distancing in May-Crossen Student Commons, Dowd Loft, Multicultural Resource Center, Game Room, and Video Game Room. We encourage students not to move furniture in the building.
- Capacities for public areas and meeting rooms are displayed outside of each room.
- Public areas are signed to encourage guests to follow social distancing protocols. It is our expectation guests will continue to be respectful and follow these guidelines.

College Employees

- All college employees are to abide by college requirements, wear proper face coverings and practice social distancing.

ATHLETIC COMPETITION

Student athletes in the Heartland Collegiate Athletic Conference (HCAC) have been granted an exemption from Earlham's travel ban because they all follow strict testing guidelines above and beyond what is expected of students not in varsity athletics:

- Every athlete gets COVID-19-tested weekly.
- All athletes also get COVID-19-tested 72 hours prior to every competition.
- Before being allowed on the socially distanced travel bus, athletes must report any COVID-19 symptoms and pass a temperature check. On the bus, they must wear masks. No overnight travel is allowed.
- Athletic competitions are limited to Indiana, Ohio, Kentucky and all competition venues are held to the same, strict standards governing COVID-19 safety.
- No outside spectators or participants are allowed at HCAC games.

For more details, please see: [COVID Protocols.docx](#)