

# WELCH RETURNS // HOME



COMMUNITY  
STANDARDS  
PLAN

FALL 2020  
July 24, 2020



WELCH  
— COLLEGE —

# COVID-19 Planning Guide for Students, Faculty, and Staff

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# A NOTE FROM PRESIDENT PINSON

Dear Faculty, Staff, and Students,

We are pleased to present the following plan for the Fall 2020 semester at Welch College. Despite the strange circumstances in which we find ourselves, we are looking forward to a wonderful new academic year at Welch!

These are unusual times, and we are doing everything we can to ensure a safe environment for students, faculty, and staff in the midst of the Coronavirus pandemic. Mitigating the spread of this disease will help ensure that we can keep the campus open. That is the spirit in which we offer the standards in this document. I encourage you to read the document carefully so that you can become familiar with these guidelines. We realize that we are asking the members of our community to make sacrifices and adjustments in what they normally would do, and I want to give you my personal thanks for that.

Thank you so much for being a part of this Christian community of faith and learning. If you have any questions about this document, please email [COVID-19@welch.edu](mailto:COVID-19@welch.edu).

Sincerely,



Matt Pinson  
President



# BEST PRACTICES FOR DECISION MAKING

Welch College will rely on guidance from the [Center for Disease Control and Prevention](#) (CDC), the [Tennessee Governor's Office](#) (including the [Tennessee Department of Health](#)), local officials, and the Tennessee higher education community as we plan for reopening in August. This strategy includes guidelines from the [Tennessee Pledge](#), a plan developed for institutions of higher education in the state of Tennessee with input from presidents of the state's public universities and the Tennessee Board of Regents.

As we plan for reopening in August, we will closely monitor trends, models, and recommendations from the local medical community, including Sumner Regional Medical Center, the Sumner County Health Department, and the Tennessee Department of Health, among others.

Our decision to reopen has also included an assessment of our capacity to provide necessary cleaning and personal protective equipment supplies and to quarantine and self-isolate as needed if students, faculty, or staff become ill.

## RETURNING TO CAMPUS

Welch College will incrementally return employees in a limited capacity and reopen only when the college can ensure *appropriate* physical distancing, proper cleaning/disinfecting requirements, and protection of employees and guests. Vulnerable workers are recommended to shelter in place.

**PHASE 1:** Positions that are needed for campus safety or reopening; jobs that cannot be effectively completed from home and are critical to ongoing operations. The majority of employees will continue to work remotely. Target date: May 18, 2020. Coffman Hall will be closed to the public. *Employees outside of Phase 1 may retrieve items from their offices, if needed. These employees should please limit such occasions to no more than one hour and should visit after office hours. Everyone who visits the office must, prior to the visit, complete the Employee COVID-19 Health Questionnaire, which will be sent to all employees daily.*

**PHASE 2:** More people will return to the office on a limited basis, though Welch will still abide by the Governor's Executive Order No. 38. If personnel can work remotely or via telework from home, they should do so. However, in Phase 2, we can begin coming in and spending more time in the office on a limited basis, as needed, or for physically distanced staff meetings as needed, having more campus tours with appropriate precautions, and so forth. Departments will limit their office visits to two days per week. Supervisors will decide when their employees need to come in, but departments will be limited to two days per week. In this way, we will not have too many of the thir-



ty-four Phase 2 employees in the office at the same time. Please note that, except in the case of certain employees, the college does not expect Phase 2 employees to come in if they do not feel comfortable doing so. Precautionary measures in line with the Tennessee Governor's Office and the CDC will continue (e.g., face coverings, physical distancing, and turning in the survey each day one comes in). Coffman Hall will remain closed to the public. Target date: June 22, 2020.

**PHASE 3:** Return to a new normal with full staff to make final preparations for student arrival and the fall semester while continuing to make use of remote work and other measures to maintain physical distancing and flexibility. Target date: August 3, 2020.

**PHASE 4:** Students begin classes for the fall semester on August 24, 2020.

## **MAINTAINING COMMUNITY HEALTH** (OVERVIEW)

**TESTING POLICY BEFORE RETURN:** Welch College will not expect faculty, staff, or students to be tested prior to returning to work or school. However, anyone who has been exposed to the virus or exhibits any symptoms of the virus must self-isolate and seek medical advice and testing before returning to work or school.

**DAILY SCREENING QUESTIONS:** Self-monitoring will be required of all students, faculty, and staff using the [Ascend](#) health monitoring platform (details forthcoming). Depending on the answers, the Ascend tool will clear them to attend class or work, or advise them to stay at home or in their rooms. The following questions indicate the type of screening questions that Ascend may ask:

- Have you been diagnosed with or suspected of having COVID-19?
- Have you been in close contact with a confirmed case in the past fourteen days?
- Have you had a fever of 100.4 degrees or higher?  
*(Note: The college will provide residential students with an oral digital thermometer.)*
- Are you experiencing a cough, shortness of breath, or sore throat?
- Are you experiencing chills, unexplained muscle aches, headaches, or fatigue?
- Have you had a new loss of appetite or loss of taste or smell?
- Have you had nausea, vomiting, or diarrhea in the last twenty-four hours?

Those failing to meet any screening standard are not permitted to enter any campus facilities. Employees should contact their supervisor, who will then notify the Academic Office (Dr. Matthew McAfee via Terri Cockrell) and the Special Committee Co-chairmen (Greg Fawbush and Craig Mahler). Students should contact the Academic Office, who will then inform Student Services and, when necessary, other departments.



Visitors failing to meet any screening standard should reschedule visits after fourteen days.

When necessary, Welch may implement other screening measures (e.g., temperature checks) in high-risk and/or close contact environments such as classrooms, labs, studios, rehearsals, lessons, performances, group meetings, athletic practices and events, and student activities. Faculty and staff will receive training and have latitude in this process.

**HEALTH/ILLNESS EXPECTATIONS:** Any student, faculty, or staff member who notices symptoms associated with COVID-19 must self-isolate, seek medical advice and testing, and inform Student Services or their work supervisor as outlined above. Priority goes to protecting the health of the campus community even before reporting for work or school.

**REMOTE WORK OPTIONS (FOR EMPLOYEES):** Welch College will consider modified schedules, staggered shifts, and arrival/departure times to promote physical distancing. It will accommodate employees who are members of a vulnerable population or live with someone who is a member of a vulnerable population. Employees who are well enough to do so while in isolation should continue with their work remotely if they can carry out their responsibilities remotely. The college realizes that circumstances related to the pandemic, such as an adjusted school or preschool schedule for an employee's children, may cause challenges in returning to work on campus. Employees should talk to their supervisor(s) to work out a solution to these issues.

**CAMPUS VISITORS:** Campus visitors will need to follow the same guidelines as Welch community members. General visitors must check-in at the reception desk in Coffman Hall and visiting workers must check-in with the Facilities Staff.

## **TRAVEL TO CAMPUS (FOR THE FALL SEMESTER)**

**DORMITORY STUDENTS:** Everyone entering the dorm(s) during move-in must wear face coverings. Students will return to campus in phases, by appointment only, August 21–23, 2020. Returning students may move in Friday, August 21 or Sunday, August 23, while new students must schedule their move-in on Saturday, August 22. (ACT testing is scheduled on Saturday for those who have not yet taken the exam, while required New Student Orientation activities will occur on Sunday.) While student appointments are scheduled every twenty minutes, each student will have a three-hour block of time for move-in. Only two non-students may be in the dorm with a student at any given time. Others may wait outside for their turn to enter. Non-student guests are not permitted in the residence halls beyond the move-in period. Family and friends are expected to leave campus at the end of the move-in period for their student(s). To choose a time to move in please click [here](#). **Note:** Student teachers, upperclassmen nursing students, some student leaders, and Welch student workers may receive special permission to arrive on campus earlier for training/special duties. Student Services will contact those students.



**COMMUTER STUDENTS:** New students who are commuters should arrive on campus Saturday, August 22, at 6:30 p.m. for New Commuter Check-in. (Those taking the ACT should arrive at 9:15 a.m.) Several scheduled activities will occur that evening following check-in. New Student Orientation is also required. That will occur on Sunday, August 23, from 2:30 p.m. until 9:30 p.m. (with a break for dinner at 5:30 p.m.). Returning commuters will not come to campus until their scheduled classes begin starting Monday, August 24.

**INTERNATIONAL STUDENTS:** International students are required to isolate for fourteen days before joining the campus community and must document to the college that they have isolated before arriving on campus (via hotel statements, flight information, etc.).

*For more information about opening events, see the Opening Events 2020 Schedule on pages 26–28 (Appendix 1).*

## TRAVEL DURING THE SEMESTER

To mitigate the spread of COVID-19 and to keep the campus open, the college is asking students not to travel outside of the Middle Tennessee area, unless there is an emergency. In cases of an emergency requiring travel, students should contact the Vice President for Student Services.

At present, college-sponsored travel (for students or employees) is suspended; however, it is currently under review.

## FACE COVERINGS

Students and employees must wear a face covering that covers one's nose and mouth whenever in the presence of others in all indoor public areas and work spaces (e.g., classrooms, library, common areas, offices, dorms, etc.), as well as outdoors if unable to maintain six feet physical distance. There will be two exceptions to the above: 1) Face coverings are *not* required for small group meetings in private offices and conference rooms as long as a minimum of *eight* feet physical distancing is maintained. 2) Faculty are *not* required to wear a face covering in a classroom so long as they maintain at least *eight* feet between themselves and students or stand behind the clear plexiglass panel in a classroom.

Face coverings are not required when one is seated **six feet from other diners** at a table while dining during regular mealtime serving hours in Celorio Hall or at the West End campus store. However, face coverings and physical distancing are mandatory at all other times during meal periods (e.g., standing in the check-in line, awaiting meal service, and returning dishes).

Since roommates and suitemates live in close proximity, they will be considered cohort/family groups. Therefore, while physical distancing and face coverings are encouraged, these measures are not required within the cohort group, as long as others (i.e., those outside of the residential cohort) are not present. Students are accountable to themselves and the other members of their residential cohort.



To ensure safety, student athletes shall wear face coverings before practice, in locker rooms, and after practice. Those attending Welch College athletic events will also wear face coverings.

Face coverings must be regularly changed or washed frequently ([see CDC guidelines for mask hygiene](#)). Welch College will provide on-campus students and employees with a cloth face covering at no cost.

## SANITIZATION STATIONS

Facilities Services will provide additional hand sanitizing stations, which they will make available in all public campus buildings.

## CLEANING AND SANITATION

Welch College will prepare all campus public and assigned residential spaces for use by new and returning students, faculty, and staff by:

- Performing standard annual repair and maintenance tasks and projects;
- Performing standard and all additional sanitation and disinfection as recommended by the CDC; and
- Providing cleaning supply kits to each department's faculty and staff (according to physical office clusters/suites) so that each office cluster's faculty and staff can disinfect their publicly touched items (e.g., guest seating, doorknobs, light switches, and copiers/printers) on a regular basis.

Housekeeping staff will use the appropriate cleaning protocol to clean common and public areas. As noted above, employees are asked to assist housekeeping staff by cleaning publicly touched items/areas in their office cluster, at a minimum, once per day. Furthermore, the college will ask students and faculty to assist with the effort to minimize spread of COVID-19 by cleaning their seat/area at the beginning of each class period. Welch will make disinfectant wipes available at the entrance to each classroom for this purpose. Students and faculty shall hold used wipes and discard them when exiting the classroom.

Welch will make common spaces available but will limit their capacity and may subject them to periodic closure for cleaning by housekeeping staff.

Students are responsible for cleaning their individual dorm rooms. Due to the increasing importance of cleaning and disinfecting during current COVID realities, Resident Directors will give more attention to cleanliness during room inspections.

## ACCESS TO CAMPUS BUILDINGS (LIMITED ENTRY POINTS)

Welch College may establish traffic patterns and physical distancing markers in campus buildings. This effort may include directional signage in hallways and staircases, signs to mark entrance and exit doors, or other signage as needed. All students, staff, faculty, and campus guests are expected to follow these directions. Facilities Services will provide recommended solutions for marking various types of flooring and assist in installation of any markings.





# ISOLATION AND QUARANTINE PROCEDURES

## QUARANTINE

If Welch College personnel reasonably believe that a student, staff, or faculty member has been directly exposed to a person testing positive for COVID-19, they will either recommend or require separation/restriction of movement of that person from others who have not been so exposed to see if they become ill. The time of this separation/restriction will last fourteen days.

## ISOLATION

Isolation is the required separation of a person in a designated area from others who are not ill for fourteen days. This effort must happen when a person either tests positive for COVID-19 or has entered the United States from another country fewer than fourteen days earlier. Isolation must occur at an appropriate and approved location on or off-campus. Employees should contact their supervisor, who will then notify the Academic Office (Dr. Matthew McAfee via Terri Cockrell) and the Special Committee Co-chairmen (Greg Fawbush and Craig Mahler). Students should contact the Academic Office, who will then inform Student Services and, when necessary, other departments.

*\*Welch College may also require isolation/quarantine for domestic travel based on guidance from the State of Tennessee or CDC. The college may, at any time, require quarantine/isolation beyond these definitions if it reasonably believes that doing so is necessary for the safety of the person or college family.*

## PROTOCOL FOR CONFIRMED DIAGNOSES

**REPORT:** Persons testing positive for COVID-19 must report it immediately. Employees should contact their supervisor, who will then notify the Academic Office (Dr. Matthew McAfee via Terri Cockrell) and the Special Committee Co-chairmen (Greg Fawbush and Craig Mahler). Students should contact the Academic Office, who will then inform Student Services, and when necessary, other departments.

**ISOLATION:** Welch College will require that students or employees with a confirmed diagnosis of COVID-19 (symptomatic or asymptomatic) by a laboratory isolate for fourteen days as follows:

- Employees will care for themselves at home. The Business Office/Academic Office will assess each situation to assure that college services continue.
- Commuter students will isolate at home. The Academic Office will assess internet accommodations and coordinate the efforts of teachers to provide the best means of alternate instruction.
- Dorm students will go home to isolate if they live close enough to travel by car, without overnight lodging, and are well enough to travel (as passenger or driver). The safety of persons residing at the student's home (e.g., immunocompromised) will be considered. The Academic Office will assess internet accom-



- modations and coordinate the efforts of teachers to provide the best means of alternate instruction.
- Dorm students who must stay on campus will be moved to isolation rooms. The Academic Office will coordinate the efforts of teachers to provide the best means of alternate instruction.
  - Roommates of students who test positive must go for testing and must quarantine until the results are known. This policy includes the open wall suites and large dorm rooms by the elevator. Suitemates in adjoining rooms are required to get tested and quarantine until the results are known.

## **DORM STUDENT CARE**

### **ISOLATION ROOM AND HALL DETAILS:**

- Room numbers 103, 104, and 105 on the North wing of the Men's Dorm and the South wing of the Women's Dorm are designated as quarantine/isolation rooms. Those halls are off limits to the general population and must not be used by anyone without permission except in the case of emergencies. Direct approval from Student Services is required to enter those halls whether or not they are occupied. Serious penalties, quarantine, and/or isolation will be administered to anyone opening the doors or entering these halls without prior approval.
- Face coverings and personal protective equipment must be worn by everyone entering these halls and by those isolated in the rooms when someone else meets them at the door or enters the room.
- Alarms will be placed on the inside of hall entry doors to alert dorm staff each time those doors are opened.
- A six-foot safety zone will be marked on the floor at the entrance to each isolation room—three feet into the room and three feet outside of the room. This zone will be used anytime that face-to-face consultations are needed as long as the student is well enough to open the door himself or herself.
- Medical-grade filters will be placed over the return vents of each room when it is occupied. They will be changed on a weekly basis, when the room is occupied.
- Small tables will be placed outside the door of each room to leave food and exchange other items.

### **CARE DETAILS:**

- Daily face-to-face checks will be made by Student Services staff—assessing wellness needs, emotional needs, and physical needs—while taking time to pray and offer words of encouragement.
- Resident Assistants will rotate to pick up and deliver Pioneer prepared meals, beverages, and snacks meeting student dietary restrictions/needs related to allergies and health status.
- The student's SpirituaLife Group Leader will text/call on a regular basis to offer peer support.
- A list of support phone numbers will be left in the room:
  - VP for Student Services
  - Dean of Women
  - Resident Directors
  - Resident Assistants
  - Campus Pastor



- Campus Counselor
- Sumner County Health Department
- Sumner Regional Medical Center (1.3 miles from campus) or Tristar Hendersonville Medical Center (8.0 miles from campus) Emergency Rooms
- Any time that daily care requires the student and an approved helper to meet at the door, both persons must wear face coverings and other personal protective equipment and stand behind the safety zone.
- When non-emergent medical care is needed and an authorized person must enter the room to assist those isolated, students must wear face coverings and personal protective equipment.
- Students shall follow their healthcare provider's recommendations and notify those professionals if symptoms worsen.
- College staff will intervene by calling an appropriate medical provider if they judge that a student has not followed healthcare provider recommendations, if symptoms appear to have worsened, or if other compelling situations arise that might jeopardize the student or the college family.
- The college reserves the right to send a student home for any reason if it is judged necessary.

## CONTACT TRACING

Medical partners will coordinate the process of working with diagnosed patients to identify and notify exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible; thus students, faculty, or staff who test positive must prepare to cooperate with this effort.

## HEALTH MARKERS FOR CLOSURE

Welch College will suspend face-to-face instruction and move to remote instruction if the college approaches its capacity to quarantine and self-isolate on campus. The college will also heed the recommendations and requirements of state and local health departments.

If we must take this step, we will announce the decision in time for residential students to move off campus as the situation requires. Welch College may make allowance for some students to remain on campus as needed for their own safety and for instructional needs that cannot be met remotely but can continue to be carried out safely on campus with a reduced population.

*In the event of a temporary COVID-related closure and evacuation of the campus, the college will make appropriate re-funds for missed room and board days and announce details at that time.*



# ACADEMICS

## FLEXIBLE LEARNING

Students will notice that this semester is not business as usual, but neither is it online education as it is commonly practiced. Students will have time together with their instructors but also will have flexibility to accommodate special circumstances. Many classes will look different than they would in a typical semester.

Welch College's primary delivery method for academic instruction will continue to be face-to-face classes, but instruction may also include a wider variety of combination/hybrid formats. Courses must have the ability to provide synchronous opportunities to accommodate students and faculty in vulnerable health populations or other factors impacting their ability to participate in on-campus teaching and learning.

## SEMESTER SCHEDULING

### KEY DATES

August 24	Classes begin
August 28	Schedule-change deadline
October 13–15	Mid-semester examinations
November 25	Last day of face-to-face classes**
December 1–4	Final exams (online modality)

\*Missions conference and fall break cancelled.

\*\*The last day of face-to-face classes will begin at 7 a.m. and follow an adjusted schedule.

Face-to-face meetings will begin on Monday, August 24, 2020 and will conclude on Wednesday, November 25, 2020\*\*. Fall semester exams will occur Tuesday–Friday, December 1–4. The institution has cancelled the previously scheduled missions conference and fall break. This plan has been adopted based on current public health guidance regarding risks associated with coming and going to and from campus and models suggesting a potential resurgence of COVID-19 cases with the onset of influenza season.

## CLASS SIZES AND LOCATIONS

Classes meeting face-to-face will maintain appropriate physical distancing requirements, including six feet between occupied student desks and six feet between students and instructors whenever possible. (See Appendix 2 on page 29 for room capacities.)

- **PHYSICAL DISTANCING:** Welch will arrange classrooms so that faculty and students can abide by physical distancing guidelines. All faculty and students must abide by physical distancing recommendations during class time, and they must not move furniture.



- **CHANGED LOCATIONS:** Some classes will be moved to locations on campus other than their traditional locations in order to maintain appropriate physical distancing. For example, many larger classes will be held in Celorio auditorium or the gym.
- **SYNCHRONOUS ONLINE LEARNING:** Owing to physical distancing recommendations, not all courses will have the capacity to meet in a face-to-face format. Consequently, Welch may require that some courses meet in a synchronous online format. The Academic Office will announce which courses will have to be adapted, but it expects that these will be the exception rather than the rule. Students who attend classes through an online modality may be counted present only in the following circumstances:
  - Students must attend the class when it is meeting in order to be counted as present (i.e., they may not listen to the lecture later and be counted as present).
  - Students must enable their video feed so that their faces are present on the screen to the instructor (i.e., if they are signed on, but their video is not enabled, they will not be counted as present).
- **REHEARSALS AND PERFORMANCE-BASED CLASSES:** Classes involving rehearsals and/or performances may need to be split into smaller performing groups. Choir groups/classes/singing should wear face coverings or install barriers to minimize travel of aerosolized particles from performers or implement alternative placement of performers. Other skills-or performance-based classes such as labs may require other special teaching and learning arrangements. Faculty teaching these courses should think carefully about ways to maximize learning while maintaining proper safety protocols.

## SAFETY POLICIES AND PROCEDURES

- **GENERAL:** Faculty and students will abide by community guidelines requiring safety and wellness.
- **WIPES:** The Academic Office asks that all faculty and staff wipe off the area that they are going to use prior to using, including podiums, seats, desks, etc. with the wipes that the institution provides at the designated entrance of each classroom.
- **FACE COVERINGS:**
  - All persons will abide by face-covering requirements while within the classroom. Exceptions to this are as follows: Faculty do not have to wear face coverings when they maintain at least eight feet between themselves and students or stand behind the clear plexiglass panel. However, wearing face coverings while outside or when alone in a room is optional so long as other physical distancing measures are maintained.
  - In some learning environments, faculty and students may be required to wear additional personal protective equipment because of the activities required in that class. For example, persons in science labs might need to wear both a face covering and goggles or a face shield.



- In the case of musical or dramatic performances, face coverings may prove impractical in some situations. Guidelines for use in such settings are forthcoming.

## ACADEMIC MEETINGS, OFFICE HOURS, AND ADVISING

The college recommends that faculty conduct virtual office hours when at all possible, whether meeting with other faculty, administration, staff, students, or whomever. Where virtual meetings are impracticable, faculty will abide by all community standards for in-person meetings, including physical distancing and face covering requirements. Faculty are not required to wear face coverings within their own offices when they are alone. However, they must wear face coverings when others enter their offices, unless they can achieve physical distancing of at least eight feet.

## ACCOMMODATIONS FOR STUDENTS

Welch College is committed to promoting and protecting the health and safety of all members of its community. Accordingly, we will work to find the most effective balance between the learning needs and safety needs of our students.

- Students who do not meet the criteria of the required daily health screening will not be allowed to attend class in person but may attend class digitally.
- Students with symptoms, exposure to a confirmed COVID-19 case(s), or who themselves test positive, will follow the guidelines of the college and notify their instructors. Students and faculty will make every effort to remain in communication with one another during quarantine or isolation. Should a student test positive for COVID-19, then they must inform the faculty member, as well as the Academic Office, of that development, and attend their courses through an appropriate online modality, abiding by the attendance policies stated above, for at least two weeks, after which, upon receiving a clean bill of health, they must return to face-to-face meetings, unless the Academic Office otherwise permits special accommodations.
- Students missing class for health reasons must obtain a note from a licensed healthcare provider verifying the medical reasons for class absence. Should students fail to notify instructors of their illness and provide a note, the institution may choose not to excuse the absence and decline to allow the students permission to make up any missed work.
- Students who are in quarantine or isolation may attend classes virtually. In such cases, students should remain in close communication with the instructor about their inability to attend class. The instructor will do everything possible to provide appropriate accommodations for students in this situation.
- Faculty will adjust their class attendance policies to provide appropriate accommodations for students in these situations. All faculty will make their illness-related class attendance policies clear in their course syllabi and on the first day of class.
- All faculty are required to work with students who cannot attend class due to a COVID-19 illness or symptoms.



- Students may make requests to attend classes remotely for special circumstances, such as having a vulnerable immune system, living with someone who has tested positive for COVID-19, living with someone comprising a vulnerable population, or some other relevant reason. The COVID-19 Academic Office Appeals Committee will be comprised of the Provost, Vice Provost, Registrar, and a faculty member. In such cases, the person seeking the accommodation should send an email to Terri Cockrell, [tcockrell@welch.edu](mailto:tcockrell@welch.edu), with the following information:

- Name
- Email address
- Summary of request
- Requested duration, e.g., to last a week, two weeks, or entire semester
- Reason for request
- Documentation to support the request

## ACCOMMODATIONS FOR FACULTY

- Faculty with health conditions that put them at special risk for COVID-19 may appeal for accommodations to the COVID-19 Academic Office Appeals Committee, which will be comprised of the Provost, Vice Provost, Registrar, and a faculty member. In such cases, the person seeking the accommodation should send an email to Terri Cockrell, [tcockrell@welch.edu](mailto:tcockrell@welch.edu), with the following information:

- Name
- Email address
- Summary of request
- Requested duration, e.g., to last a week, two weeks, or entire semester
- Reason for request
- Documentation to support the request

- Such accommodations might include being allowed to teach some or all courses in an online or hybrid format, attend faculty meetings virtually, receiving permission to be absent from faculty events, or receiving permission for special seating or teaching arrangements in their classes.
- Should a faculty member test positive for COVID-19, they must inform the Academic Office of that development and adapt their course to an online modality for at least two weeks, after which, upon receiving a clean bill of health, they must return to face-to-face meetings, unless the Academic Office otherwise permits special accommodations.
- In the event that the Academic Office grants a faculty member's request, then the faculty member will need to deliver the course through an online modality, such as Google Meet or Zoom. However, he or she should still lecture, or else conduct class, as they would have done in the classroom. Additionally, the instructor may count attendance only according to the policies stated above.



- Faculty who become ill must self-quarantine or isolate during the course of the semester, or those who are exposed to COVID-19 (e.g., by a family member, student, or other close contact) during the semester must be prepared to provide online instruction or some other type of backup plan until they can return to campus.

## **INTERNSHIPS/STUDENT TEACHING/PRACTICUMS**

If the guidelines of the specific site are stricter than that of the college, the college expects that students will abide by that site's guidelines. When returning to campus, students should take every precaution with hygiene and sanitization of personal belongings.

## **BUILDING CLOSURES/HOURS**

No changes are currently recommended; standard lock-up procedure is centered around classroom and office activity.

## **ACADEMIC AFFAIRS**

*Grading policies:* Remain the same as in typical semesters.

*Absence policies:* Remain the same as in typical semesters, given the COVID-19 related caveats noted above.

## **WAVE OF INFECTIONS**

Should a wave of infections force the temporary closing of campus, instructors must adapt their courses to an online modality in the manner and according to the training of the spring of 2020 semester.

## **LIBRARY USAGE**

*Hours:* Library hours are extended, particularly over the weekend, extending into Friday, Saturday, and Sunday evenings.

*Health safety protocols:* Face covering and physical distancing policies for classrooms apply also to library usage. Library personnel will monitor the number of the students in the library to ensure that the institution remains within the guidelines for safety protocols. Patrons should not enter the library if they are not feeling well or are exhibiting symptoms consistent with COVID-19 or other communicable illnesses. Finally, the institution will provide hand sanitizer for patrons as they enter and exit the library, as well as sanitation wipes to clean their study surface areas.

*Persons in quarantine or isolation:* Students who are ill and/or under quarantine or isolation may request library resources by emailing library personnel. Likewise, students may access the remote library resources that were made available during the online portion of the spring 2020 semester.

## **RIGHT TO AMEND**

The guidelines offered in this strategy apply only to the fall of 2020. The Academic Office reserves the right to adapt them as necessary.





# RESIDENCE LIFE

## COMMUNITY LIVING ON CAMPUS THIS FALL

Our plan for the fall is to provide on-campus housing in an adjusted environment from previous years. The changes in the use of the facilities, how students gather for support and events, and some of our community expectations are designed to manage physical distancing and unwanted exposure. Some of the community standards and procedures that students can expect include the following.

### RESIDENTIAL COHORT/FAMILY GROUP

Since roommates and suitemates live in close proximity, they will be considered cohort/family groups. Therefore, while physical distancing and face coverings are encouraged, these measures are not required within the cohort group, as long as others (i.e., those outside of the residential cohort) are not present. Students are accountable to themselves and the other members of their residential cohort.

### ROOM ASSIGNMENTS

Welch College will continue to offer combination double-bedroom suites with two-dorm students living in the unit. Roommates will share a bathroom with suitemates.

We cannot guarantee a single bedroom occupancy to any student who may request it.

Residence hall opening or closing dates may adjust. As of this writing, students will return to campus in phases, by scheduled appointments only, from August 21–23, 2020, with the exception of student leaders mentioned earlier in this document. Returning students may schedule their move-in on Friday, August 21 or Sunday, August 23, while new students shall schedule their move-in on Saturday, August 22. Dorms will close when students go home for Thanksgiving. Even after the college has announced dates for move-in, dates are subject to change based on the college's response to current conditions and expectations. The college will base such decisions on the best conditions possible for healthy living.

Owing to guidelines received from health officials, not all amenities/space will be available, and the college has adjusted the availability of some of the standard services within the residence halls and/or around campus.

### COMMUNITY LIVING GUIDELINES

Students will be responsible for maintaining a clean living environment within their suite. Students should provide cleaning supplies to use within the suite. Resident Directors will conduct health and safety inspections of the living space to ensure that students are maintaining the space in a safe manner.



Dorm students are required to wear face coverings while in the dorm, except when they are in their own suite among their residential cohort/family group. If a person outside of that cohort/family group steps in, face coverings are required of all parties.

Students are expected not to gather in groups larger than the posted occupancy of the space or CDC requirements and to practice physical distancing when in the residence hall. Organizations and clubs will adapt programs and activities to fit a physically-distanced environment. Elevators will be limited to two persons, a family, or roommate pair at a time. Overnight guests are not permitted in student rooms in the residence halls during the course of the Coronavirus pandemic. (This does not apply to overnight guests of Resident Directors staying in the Resident Director apartments.)

*Until further notice, this document overrides any applicable areas that may also be addressed in the Student Handbook.*

## CAMPUS LIFE

### CHAPEL AND STUDENT MEETINGS

Student body, class, society, and vocational meetings will be held on Mondays at 10:00 a.m. Student Services will provide a schedule and locations for the meetings. Chapel will be held on Wednesdays at 10:00 a.m. in the quad. In the event of inclement weather, Chapel may be held on Fridays. Students need to bring lawn chairs and/or blankets from home for comfort during outdoor events. In order to accommodate physical distancing guidelines, some classes will meet on Tuesday and Thursday during the Chapel hour.

### CAMPUS DRESS CODE

Owing to current COVID-19 realities, male student dress is temporarily modified to allow for collared shirts (polo on Mondays only with button-up dress shirts the remaining days) and dress pants, meaning coat and tie are not required. Male students are asked to wear either a coat or a tie to Sunday morning services. Female student dress is unchanged. Employees should maintain professional dress while indoors. Male employees are permitted to modify their tie/jacket for outdoor activities.

### CAMPUS EXPERIENCE

The college is seeking to provide students with the same experiences to which they are normally accustomed (e.g., arts, athletics, societies, and Christian Service) yet with adjustments made according to best COVID-19 practices.



## DINING

Pioneer College Caterers will serve meals according to the hours listed below. Hours are listed for reference purposes only and are the same as serving times last year, with the exception of lunch, Monday–Friday. Seating for all meals, except breakfast, will be in the main dining hall in Celorio Hall.

### *Monday–Friday*

Continental Breakfast	7:30 a.m.–8:00 a.m. (Seating in the Presidents Dining Room (PDR) only.)
Lunch	11:15 a.m.–1:45 p.m. (After 1:30 p.m., meals are available for takeout only.)
Dinner	5:30 p.m.–6:30 p.m.

### *Saturday*

Lunch	12:30 p.m.–1:00 p.m.
Dinner	5:30 p.m.–6:00 p.m.

### *Sunday*

Continental Breakfast	8:15 a.m.–9:00 a.m.
Lunch	12:30 p.m.–1:15 p.m.
Dinner	7:45 p.m.–8:15 p.m.

The college community will enter only from the Celorio Hall quadside doors and exit only from the parking-side doors.

The check-in station will be located in the lobby of Celorio Hall. Only after checking in are students, faculty, and staff permitted to enter the auditorium. *Employees are encouraged to begin eating from 11:15 a.m. to noon in order to distribute lunchtime crowds more evenly.*

The floor will be marked to ensure adequate physical distancing between those waiting in line or receiving food.

Food will be served to patrons; there will be no buffet or self-service. No more than six to ten individuals will be permitted in the serving area at one time. Plates, cups, and utensils will be handed out individually by food service workers. Patrons will need to enter the line into the serving area again for seconds.

As in the past, takeaways meals will be available (in Celorio). Furthermore, enhanced grab-and-go food options will be available using the student meal plan in West End in the Student Activities Center during lunch only.

Signage will be provided, directing all diners to use a new cup for each new drink or refill.

Physically distanced seating (e.g., four individuals per six foot round table only) is available in the auditorium, mezzanine, and Presidents Dining Room (PDR). Furthermore, as a result of COVID-19 and physical distancing guide-



lines, the college is pleased to offer enhanced outdoor seating/dining options outside of Celorio (auditorium exit and PDR patio), near the gazebo, and near the Student Activities Center.

With proper physical distancing in place, face coverings are optional at tables while dining. However, face coverings are mandatory when entering the food service area and when going through the serving line, purchasing items, or walking around the dining hall.

Though both the serving and any dining area is subject to periodic closure for cleaning by housekeeping staff, we expect, at this time, that the serving/dining area will be closed minimally for cleaning from 12:00 p.m.–12:15 p.m. and from 1:30p.m.–2:00 p.m., Monday–Friday.

*Students with meal plans will be provided meals while in isolation in the event of testing positive for COVID-19.*

*In the event of a temporary COVID-related closure and evacuation of the campus, the college will make appropriate re-funds for missed meals and announce details at that time.*

## **GYM AND FITNESS CENTER**

Students who have completed the daily questionnaire via the Ascend tool and who are therefore approved to be on campus are permitted to use the fitness center and gymnasium. Upon entering the fitness center or gymnasium, each student will be asked to sign a document acknowledging that they have completed the questionnaire and agree to adhere to the guidelines for using the fitness center and gymnasium.

The fitness center and gymnasium will have supervision to aid in these activities. The college will also post proper signage for the gymnasium and fitness center.

## **CAMPUS STORE**

Common Grounds is expected to be closed until further notice, and the campus store will operate entirely from West End (which will announce hours of operation at a later time). In order to serve our campus community better, the college is exploring ways to expand offerings (e.g., coffee). More information is forthcoming.

## **EXTERNAL MEETINGS OR EVENTS**

Owing to current COVID realities, the college will not host external meetings or events until further notice. Furthermore, the college may modify and/or cancel college events during this time. Contact Craig Mahler or Melinda Pinson with any questions regarding specific events.



# ATHLETICS

## EARLY ACCESS TO CAMPUS

Fall athletes will not move in early for the 2020 fall semester. Practice for volleyball, men's and women's soccer, and cross country teams may begin on Friday, August 21.

## PRACTICE PROCEDURES

- Temperature checks will be performed on student-athletes before each practice. Athletes with a temperature of 100.4 or greater will not be allowed to practice. The athlete must follow Welch College's COVID-19 protocols before they can return to team activities.
- To ensure safety, athletes must adhere to Welch College's COVID-19 best practices policies. Unless advised otherwise, face coverings must be worn before practice, in locker rooms, and after practice.
- Following the best practice guidelines, each athlete shall wash their hands before and after practice.
- Athletes that are practicing in the fitness center are strongly encouraged to shower after practice. Athletes can return to the dorm to shower; however, no entry is allowed to any other building on campus until they shower.
- Outdoor athletes can return to the fitness center or dorm to shower. No entry to any other building is permitted until they have showered.
- Physical distancing must be used in team meetings. Team meetings should not be held in the locker rooms.
- Water bottles with names will be provided.
- Best practices from the Governor's Office will be followed with regard to attendance at athletic events. The Governor's Office recommendation on attendance supersedes Welch College's. At this time fan participation is being evaluated for athletic events. Maximum capacity will include athletes, referees, and game day workers.

## CLEANING PROCEDURES

- Welch personnel will nightly clean the gym, locker rooms, training room, practice equipment, and weight room with the multi-surface disinfectant cleaner Alpha-HP.
- Each locker will be equipped with sanitizing material for self cleaning. In addition, fitness center student employees will clean the lockers each day.
- Laundry for each team will be started immediately after practice or games.

## DIFFERENT TESTING POLICIES

- Temperature checks will be required before every practice and game. They will also be taken before leaving for away games. If any athlete or coach displays any COVID-19 symptoms, they should refrain from all team activities.



- Visiting players will have their temperature checked before entering the gymnasium. If any player has a temperature of 100.4, their temperature will be taken again with a separate thermometer by Welch College's athletic trainer or a third party.
- COVID-19 screening questions will be asked daily and answers will be recorded.

## TRAVEL POLICIES

- Temperature checks will be required before a student-athlete will be allowed on the bus. Students with a temperature of 100.4 or greater will not be allowed to travel with the team.
- Welch College will follow host teams' policies.
- Travel for fall athletic teams will be limited.
- Forty-eight hours before away games, Welch College will determine if the area and campus is safe to travel to. This determination will be based on campus and area COVID-19 cases.

## HOME GAMES

- All players, referees, and score table workers will have their temperature taken. A temperature of 100.3 or lower is required to participate in home games.
- Physical distancing will be practiced at all home games. All games will have limited seating, and face coverings will be required. Welch College will adjust the maximum attendance policy to the Governor's office best practices policies.
- The soccer games will be played at Station Camp High School soccer field. Fans should bring their own chairs to the soccer game. The bleachers will not be used to ensure physical distancing. Welch College will adjust their maximum attendance policy to the Governor's Office best practices policies, which Welch will follow with regard to attendance at athletic events. The Governor's Office recommendation on attendance supersedes Welch College's. At this time fan participation is being evaluated for athletic events. Maximum capacity will include athletes, referees, and game day workers.
- Fan capacity at indoor athletic events for the fall will be 175. Fans are allowed to sit in seats with a green dot and not allowed to sit in seats with a red dot. Welch College will adjust their maximum attendance policy to the Governor's Office best practices policies. Best practices from the Governor's Office will be followed with regard to attendance at athletic events. The Governor's Office recommendation on attendance supersedes Welch College's. At this time fan participation is being evaluated for athletic events. Maximum capacity will include athletes, referees, and game day workers.

## ENTRY AND EXIT

- Entry for the fitness center and gym will be through the east doors (i.e., West End side).
- Exit from the fitness center or gym will be through the west doors (i.e., student gameroom side). The south exit from the fitness center can also be used.



## BEST PRACTICES

- All effort should be made to practice physical distancing during practice and travel.
- The Athletic Director must approve all off-campus team functions and activities.
- Any symptoms of COVID-19 presented by a student-athlete or coach should be reported to the Athletic Director immediately.
- Welch College's COVID-19 guidelines and best practices supersedes the athletic departments' policies.

*The following document will be sent to each team two weeks before athletic contests.*

<b>WELCH COLLEGE ATHLETICS COVID-19 PROCEDURES</b>	
Temperature checks	Welch College will perform temperature checks on athletes, referees, and statisticians before home games. Any player who has a temperature of 100.4 or greater will not be allowed to participate in the game. Consequently, Welch College will also perform temperature checks on all athletes and coaches traveling to away games. Team handshakes and prayer after games this season will not occur.
Face coverings	Players, coaches, fans, and game day workers are required to wear face coverings while they are in the gym.
Locker rooms	Each team will be assigned to their own locker rooms. There will be no sharing of locker rooms. Welch College will provide towels for all athletes and coaches for showering. Each locker room will be cleaned daily and will be cleaned twice on game days.
Gym entrance and exit	People will enter the gym through the east (i.e., West End side) doors and exit through west (i.e., student game-room side) doors. Signs will be posted. Welch College will adjust their maximum attendance policy to the Governor's Office best practices policies. Welch College reserves the right to allow only current students, staff, and faculty to attend athletic events.



## WELCH COLLEGE ATHLETICS COVID-19 PROCEDURES

Game forfeiture	Welch College reserves the right not to play in any game that the administration determines is unsafe. If any team has three or more players with a temperature of 100.4 or greater, Welch College will not play in that game. Consequently, Welch College will take the temperature of athletes and coaches before the team leaves for away games.
Reporting producers	Welch College will report current cases of COVID-19 on campus and in the surrounding counties to teams forty-eight hours before game time. Welch College asks home teams to do the same.
Home volleyball games	Teams will not change benches during the game. Teams that are not playing during a tri-match will not be allowed in the gym during the other game. Cleaning will take place between games.

## WELCH COVID-19 PLEDGE

The community standards outlined herein offer detailed guidance on the measures that community members are to observe to minimize the incidence and spread of COVID-19 on our campus. No community can guarantee an environment free of COVID-19, and the measures described in this plan recognize that reality. While much has gone into this effort to protect the Welch College community, we expect that all of its members—faculty, staff, students, and visitors alike—will ultimately take responsibility for their own health and safety and act in a manner that demonstrates respect and consideration for those around them, consistent with the *Welch COVID-19 Pledge (See Appendix 3 on page 30)*, which all faculty, staff, and students will be asked to commit to following.

## FINANCIAL STABILITY

Welch College continues to support its mission *to educate leaders to serve Christ, His church, and His world through biblical thought and life* with a strong commitment to responsible stewardship of resources, to affordable education through low tuition and generous scholarships, and to faithful dependence on God’s supply through our alumni and friends.





## 2020-21 BUDGET

The 2020-21 budget was prepared based on the current best-case scenario. Our goal remains to keep stakeholders well-informed and to review Welch College's financial model continually.

The President and Vice President for Financial Affairs, in consultation with other campus stakeholders, oversaw the entire budget process with the goal of ensuring a direct connection with Welch College's mission and strategic plan. Several scenarios were evaluated. Furthermore, a contingency list containing multiple action items to ensure effective campus operations and activities was developed in consultation with campus budget leaders.

In the interest of good stewardship and in response to the current crisis, we are closely monitoring the fall enrollment numbers and stand ready to make needed revisions to prioritize resources in the adopted budget. An allocation has been made to cover COVID-19-related expenditures to ensure adequate inventory levels are maintained for personal protective equipment (face coverings, gloves, thermometers, hand sanitizers, and other cleaning supplies).

## FINANCIAL AID REVIEWS

The COVID-19 pandemic has led to changes with federal financial aid. However, of all the developments, the main opportunity that Welch College pursued and implemented was the Higher Education Emergency Relief Fund (HEERF), part of the CARES Act.

Welch College received a total of \$230,280 under Section 18004(a)(1) of the CARES Act, of which \$115,140 was to be provided directly to students impacted by campus disruption due to the COVID-19 crisis.

Welch College distributed funds in two phases by using an application process. Students were notified on May 13, 2020, via email of the availability of the funding and application process. The phase one short application asked students to indicate expenses experienced due to the disruption of campus operations due to COVID-19. Applications were accepted through May 29, 2020. Funding amounts were based on a predetermined amount according to the applicant's EFC (Expected Family Contribution) for the 2019–20 academic year.

Secondly, the college released the remaining funds on a case-by-case basis to those with more significant needs as a direct result of COVID-19. Students were notified on May 28, 2020 via email of the phase two application, which were accepted through June 10, 2020. Funding amounts for the phase two grant were based on the expenses that each student self-reported. Phase two applications were reviewed by the Financial Aid Coordinator and Vice President of Financial Affairs.

As of July 2, 2020, \$115,854 has been awarded, meaning that Welch College has distributed 100% of funds available directly to students impacted by campus disruption due to the COVID-19.



Financial aid is also supporting students and families impacted by the pandemic by evaluating special circumstances that caused a loss in income, a change in their dependency status, or a needed adjustment to their cost of attendance.

## STUDENT TUITION AND BILLING

Prior to the global pandemic resulting from COVID-19, Welch College had announced a 3% percent increase in tuition, room, and board. However, in response to the Coronavirus crisis, the college announced on May 28, 2020 that it would roll back tuition for traditional, on-campus students to its 2019–20 level and initiate a program of scholarships.

Billing will begin for students registered for fall courses on July 31, 2020. Payment arrangements are as follows:

STATEMENT DATE	DESCRIPTION	PAYMENT DUE DATE
July 31, 2020	Initial Bill – Down Payment Due	August 20, 2020
September 4, 2020	1st payment due	September 15, 2020
October 5, 2020	2nd payment due	October 15, 2020
November 4, 2020	3rd and final payment due	November 15, 2020

Payment arrangement flexibility will be determined on a case-by-case basis. Extenuating circumstances will be considered when payment in full or a three-month payment plan is not possible. Appropriate refunds will be made for any room and board days not used.

*\*Because of the COVID-19 virus, this document will take precedence when addressing any similar topics that might be listed in the Student Handbook, 2020–21 Undergraduate College Catalog, Faculty Handbook, Staff Handbook, and other allied campus policy documents. Members of the Welch community are urged to abide by these guidelines when off-campus to ensure maximum safety of the Welch campus.*



# APPENDIX 1

## OPENING EVENTS 2020 SCHEDULE

### THURSDAY, AUGUST 20, 2020

TIME	EVENT	WHERE	WHO
9:00 a.m.–4:00 p.m.	Final Online Registration for all students	Zoom	All students who have not registered
7:00 p.m.–8:00 p.m.	Online meeting for parents of new students	Zoom	Parents of new students

### FRIDAY, AUGUST 21, 2020

TIME	EVENT	WHERE	WHO
8:00 a.m.–10:00 p.m.	Returning students move-in	Residence Halls	Returning students
11:30 a.m.–1:30 p.m.	Lunch	Celorio Hall	Returning students
5:30 p.m.–6:30 p.m.	Dinner	Celorio Hall	Returning students

### SATURDAY, AUGUST 22, 2020

TIME	EVENT	WHERE	WHO
8:00 a.m.–6:00 p.m.	New students move-in	Activities Center	New students and parents
9:30 a.m.–11:30 a.m.	ACT for new students	Coffman Hall	New students who arrange in advance
11:30 a.m.–1:30 p.m.	Lunch	Celorio Hall	New and returning students
5:30 p.m.–6:30 p.m.	Dinner	Celorio Hall	New and returning students
6:00 p.m.–7:00 p.m.	New commuter check-in	Activities Center	New commuter students
7:00 p.m.–7:30 p.m.	New student group picture	The Quad	New dorm and commuter students
7:30 p.m.–8:00 p.m.	Dedication prayer (Livestream)	The Quad	New dorm and commuter students
8:00 p.m.–8:30 p.m.	New students meet with peer mentor	The Quad	New students and student body leaders
8:30 p.m.–11:30 p.m.	Activities with student body leaders	The Quad	New students and student body leaders



## SUNDAY, AUGUST 23, 2020

TIME	EVENT	WHERE	WHO
7:30 a.m.–8:00 a.m.	Breakfast	Celorio Hall	New and returning students
11:15 a.m.–12:00 p.m.	Devotional service	The Quad	New and returning students
12:00 p.m.–11:00 p.m.	Returning students move-in	Residence Halls	Returning students
12:30 p.m.–2:30 p.m.	Lunch	Celorio Hall	New and returning students
2:30 p.m.–5:30 p.m.	New student orientation	Celorio Hall	New dorm and commuter students
5:00 p.m.–6:30 p.m.	Dinner	Celorio Hall	New and returning students
7:30 p.m.–9:30 p.m.	New student orientation	Celorio Hall	New dorm and commuter students
9:30 p.m.–11:30 p.m.	Activities with student body leaders	The Quad	New students and student body leaders

## MONDAY, AUGUST 24, 2020

TIME	EVENT	WHERE	WHO
8:00 a.m.	Classes begin	Various	All students
10:00 a.m.–10:55 a.m.	Mandatory COVID-19 Meeting/Q&A	The Quad	All Students
7:00 p.m.–8:00 p.m.	Opening service	The Quad	New and returning dorm and commuter students

## TUESDAY, AUGUST 25, 2020

TIME	EVENT	WHERE	WHO
9:00 a.m.–9:55 a.m.	Choir orientation	Choir Room	Any student
3:30 p.m.–5:30 p.m.	ABHE test (computer)	Celorio Hall	New dorm and commuter students
6:30 p.m.–8:30 p.m.	Entrance test	Celorio Hall	New dorm and commuter students

## WEDNESDAY, AUGUST 26, 2020

TIME	EVENT	WHERE	WHO
10:00 a.m.–10:55 a.m.	Opening Chapel	The Quad	All students
11:00 a.m.–3:00 p.m.	Lumen pictures (last names A–H)	Library	New and returning dorm and commuter students



## THURSDAY, AUGUST 27, 2020

TIME	EVENT	WHERE	WHO
11:00 a.m.–3:00 p.m.	Lumen pictures (last names I–P)	Library	New and returning dorm and commuter students
3:30 p.m.–5:30 p.m.	ABHE test (computer)	Celorio Hall	New dorm and commuter students

## FRIDAY, AUGUST 28, 2020

TIME	EVENT	WHERE	WHO
10:00 a.m.–10:55 a.m.	Opening Chapel	Celorio Hall	New and returning dorm and commuter students
11:00 a.m.–3:00 p.m.	Lumen pictures (last names Q–Z)	Library	New and returning dorm and commuter students
8:00 a.m.–4:00 p.m.	Last day to drop/add a class	Academic Office	New and returning dorm and commuter students



## APPENDIX 2

# ROOM CAPACITIES

<b>BUILDING</b>	<b>LOCATION</b>	<b>CAPACITY</b>
Celorio Hall	Auditorium	60 (estimate)
	Mezzanine	12
	Mezzanine Classroom	7
	Presidents Dining (PDR)	12 (estimate)
	Parlor	6
	Choir	19
	Organ	6–8 (estimate)
	Keyboard	6
Coffman Hall	242/245	21
	202/204	21
	Library Seminar (224)	5
	Library Seminar (222–Historical)	3
	Library Seminar (221)	5
	Library Seminar (220–TE)	5
	Library First Floor	10 (estimate)
	Science Lab	11
Student Activities Center	Conference Room	4–5 (estimate)
	Classroom	8
	Media Room	6
	Gym	70

*Welch will arrange classrooms and other public spaces so that faculty, staff, and students meet physical distancing guidelines, by which faculty, staff, and students must abide. Furniture must not be moved.*



## APPENDIX 3

# WELCH COVID-19 PLEDGE

I, \_\_\_\_\_, pledge to live out the following attitudes and behaviors as a Welch College employee or student.

### SELF

- Daily monitoring of COVID-19 symptoms and to report to a medical professional if I experience a fever of (100.4 F / 38 C or higher), chills, dry cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, or sore throat. (The college will provide residential students with an oral digital thermometer.)
- Wash my hands often with soap and water or sanitize with hand sanitizer.

### OTHERS

- Staying home when I feel ill or after exposure to someone who has tested positive for COVID-19.
- Regularly practice and maintain physical distance (six feet or greater) in communal areas including classrooms, dining facilities, library, and other places where others may gather.
- Wearing a face covering that covers the nose and mouth according to the college's guidelines. The college asks members of the Welch community who have a documented health condition precluding the wearing of a face covering to email COVID-19@welch.edu. (*Welch College will provide on-campus students and employees with a cloth face covering at no cost.*)
- Observing limitations on off-campus travel to limit exposure (mine and others) and to help preserve continued face-to-face learning on-campus.
- Considering the needs of others above my own.
- Cooperating with medical partners or officials from the Tennessee Department of Health if I am exposed to the virus. The college is seeking a partnership with a clinic to offer COVID-19 testing for Welch faculty, staff, and students. By signing this pledge, I consent for the testing partner or other testing provider to provide Welch College with test results for Welch to share with select faculty and staff on a need-to-know basis to both offer personal care as well as for the protection of the remaining campus community.

### PLACE

- Regular cleaning of personal and commonly shared spaces.
- Support and follow policies as directed by Welch College.
- Respond and participate in testing and contact tracing if asked.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Because of the COVID-19 virus, Welch College's COVID Planning Guide document will take precedence when addressing any similar topics that might be listed in the Student Handbook, 2020–21 Undergraduate College Catalog, Faculty Handbook, Staff Handbook, and other allied campus policy documents. Members of the Welch community are urged to abide by these guidelines when off-campus to ensure maximum safety of the Welch campus.*

