

# Arrival on Campus Plan West Virginia Wesleyan College Spring 2021 Semester

West Virginia Wesleyan College's Arrival on Campus Plan is a comprehensive plan that defines campus policy for current students, faculty, staff, alumni and friends and campus visitors. The protocols, public health guidance and policies within the Arrival on Campus Plan are the College's policy for the Spring 2021 Semester.

The Arrival on Campus Plan will be implemented to help mitigate the risk of the novel coronavirus, i.e. COVID-19, and its spread within the campus community and beyond. Institutions of higher education, including West Virginia Wesleyan College, continue to grapple with the myriad of issues COVID-19 poses, which will continue for the foreseeable future.

The Arrival on Campus Plan is grounded in science and in accordance with public health guidelines set forth by the U.S. Centers for Disease Control (CDC), the State of West Virginia and the Upshur-Buckhannon Health Department. Updates to this plan will be made as appropriate and in compliance with guidance from the CDC, State of West Virginia and the Upshur-Buckhannon Health Department

WVWC protocols were developed by the College's administration and staff, addressing every aspect of campus life. The foremost goal of each protocol was vetted and developed to maximize the health and safety of the WVWC campus community members, i.e., the College's students, faculty and staff members.

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**Text or Call the WVWC COVID-19 Response Hotline**  
**(304) 473-8274**

## Mitigation Measures to Help Stop the Spread of COVID-19

### 1. Testing Requirements and Policy

Prior to arrival on campus, all students are required to submit a negative COVID-19 test that is administered within seven (7) days prior to their report to campus. Test results must be submitted prior to a student's arrival on campus to [covidtest@wvwc.edu](mailto:covidtest@wvwc.edu).

For questions regarding testing, including concerns regarding the availability of testing in a student's home community, please contact [covidtest@wvwc.edu](mailto:covidtest@wvwc.edu).

Students will be responsible for obtaining a test at their own expense prior to returning to campus. For questions regarding insurance coverage, students should contact their individual insurance providers.

International students will be scheduled with Community Care of West Virginia (CCWV) for an appointment and testing immediately upon arrival to campus.

If your test results are positive for COVID-19, then please contact [covidtest@wvwc.edu](mailto:covidtest@wvwc.edu) for further directions.

*\*Additional testing opportunities will be announced when information becomes available.\**

### 2. Vaccination Requirements and Policy

All students will be required to provide documentation that they received the flu shot vaccine for the 2020-2021 flu season prior to arriving on campus. Students may provide a medical exemption to this requirement with documentation from a licensed medical provider.

Flu shot documentation may be submitted to [healthforms@wvwc.edu](mailto:healthforms@wvwc.edu).

The vaccination requirements and policy are in addition to the pre-existing vaccine requirements needed to enroll at WVWC.

### 3. Universal Mask Policy

West Virginia Wesleyan College is implementing a universal mask policy for students, faculty, staff and campus guests in public indoor and outdoor spaces. Wesleyan students, faculty, staff and campus guests must always properly wear cloth face coverings in public indoor and outdoor spaces. Proper mask use includes covering the nose, mouth and chin. For more information, [visit the CDC website](#).

This is a zero-tolerance policy. Campus security will take appropriate action to enforce the universal mask policy.

Campus guests, including the local community who come to campus property for exercise, sight-seeing, etc, must adhere to the universal mask policy.

To help clarify, the Universal Mask Policy includes the following spaces:

- Classrooms
- Restrooms
- Dining Hall (except when actively engaged in the consumption of food and/or beverage)
- Cats Claw (except when actively engaged in the consumption of food and/or beverage)
- Wellness Center
- Campus Fleet Vehicles (when two or more individuals are in the vehicle)
- Common areas of office suites
- Hallways/Stairwells
- Elevators
- Library (except when actively engaged in the consumption of food and/or beverage)
- Sports and Athletic Venues
- Communal restrooms in residence halls
- All outdoor spaces, including walkways between campus buildings and green spaces on campus
- Any other indoor or outdoor space where there may be interaction with others

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Masks are not required in personal spaces, such as:

- Residence Hall Room (door closed)
- In the shower (mask must be worn between the residence hall room and communal restroom)
- Student Apartment/House
- Personal Vehicle
- Campus Fleet Vehicle (when one individual in in the vehicle)
- Campus Office (when individuals are able to physically isolate in a physically separated office or other space when no others are present)

Campus Safety and Security will be able to assist you with a new mask, as necessary. The first mask is free of charge; all subsequent masks may be purchased at a nominal fee at cost.

#### 4. Required Training Courses

The College will develop education modules regarding risk, personal responsibility, and accountability that will be required of all faculty, staff, and students to complete, along with signing an acknowledgement of receiving this general statement and guidelines. An electronic notice with a link will be sent out to the Wesleyan community on Monday, November 2, 2020 for students to complete before arriving on campus for the Spring 2021 Semester.

#### 5. Arrival Kit for Campus Community Members

The College will provide one mask, one face shield, and one personal Hand Sanitizer Isopropyl Alcohol bottle for each campus community member.

#### 6. Temperature Stations

Temperature stations are a valuable tool that the College will use throughout the pandemic to provide a wellness check before entering spaces with large numbers of people. Temperature check stations will be at the following locations:

- French A. See Dining Hall
- Rockefeller Center
- Wellness Center

Temperature checks are required before entering the Dining Hall before each meal.

The Athletic Department temperature check station at Rockefeller Center will screen every student-athlete, beginning at 7:30 a.m. each day, as required by the NCAA and Mountain East Conference.

The Wellness Center station will screen patrons as they enter the facility.

Any individual registering a temperature of 100.4° Fahrenheit or higher will be immediately referred to the on-campus medical provider for further assessment.

#### 7. Hand Sanitizer Stations

More than 200 hand sanitizer stations are placed in every campus building to assist with proper hand hygiene practices as directed by the CDC to mitigate the spread of COVID-19.

#### 8. Social Distancing Policy

In accordance with the CDC public health guidelines, the College is implementing a required social distancing policy. Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people. To practice social or physical distancing, stay at least six (6) feet (about two (2) arms’ length) from other people who are not from your household in both indoor and outdoor spaces. For more information, visit the CDC Social Distancing Policy guidelines [here](#).

#### 9. General Health Care Guidance

If a member of the campus community experiences a medical emergency, then dial 911.

Testing and medical care will be available in the on-campus, Community Care of West Virginia's campus-based health clinic at (304) 517-3774.

##### - Feel Sick or Symptomatic?

Per the public health guidance recommended by the U.S. Centers for Disease Control (CDC) and the Upshur-Buckhannon Health Department, if you experience symptoms of COVID-19, then please contact CCWV at (304) 517-3774.

If you experience a medical emergency, then dial 911.

##### - Positive Student Case

Students who test positive for COVID-19 with CCWV are required to isolate immediately. Members of the WVWC's Safe Campus Task Force will meet with the student (in a safe manner) to walk them through protocols and next steps with regards to their health recovery plan (isolation, classes, dining, residence hall, etc).

Students who take a test that is administered by a medical provider other than CCWV must report their action to Campus Security.

In addition, if a student tests positive for COVID-19 from a test that is administered by a medical provider other than CCWV must also report their test results to Campus Security immediately and follow proper protocols for isolation with the support and assistance of members of WVWC's Safe Campus Task Force.

To report that you took a test or your test results, contact: John Bohman, Supervisor of Campus Security and Safety, at (304) 473-8073 or bohman\_j@wvwc.edu.

##### - Quarantine and Isolation

To mitigate campus community spread of COVID-19, it may be necessary to quarantine and isolate.

#### Quarantine

Students who may have had direct exposure to COVID-19 are required to quarantine. Quarantine is the official term used for individuals who are potentially exposed to COVID-19 and who must quarantine separate from other individuals until they are given clearance by the Upshur-Buckhannon Health Department. For cases outside of Upshur County, written clearance by the local Health Department monitoring the case will be required to resume campus activities.

Students required to quarantine due to exposure to COVID-19 will be permitted to quarantine in one of three locations:

- Student's residence hall room, if determined to be acceptable by the local Health Department and College officials, given shared bathrooms and other exposure factors.
- Alternate, on-campus location.
- Student's home community, provided it is safe and feasible to do so.

Students who opt to quarantine on campus will do so in Jenkins Hall. Jenkins Hall will not serve the mainstream student population in Spring 2021 Semester. Jenkins Hall will only serve as a quarantine residence hall for the Spring 2021 Semester and possibly an isolation option, if necessary.

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### Isolation

Students who test positive for COVID 19 are required to isolate. Isolation is the official term used for individuals who test positive for COVID-19 and who must reside in isolation until they are given clearance by the Upshur-Buckhannon Health Department. For cases outside of Upshur County, written clearance by the local Health Department monitoring the case will be required to resume campus activities.

WVWC staff will contact students in isolation daily. Also, students in isolation will be provided academic accommodations. Students will be permitted to complete work online, if physically able. Students who are physically unable to complete coursework online will be extended flexible deadlines by instructors. The College's policies on incomplete grades will remain in effect.

Students who opt to isolate on-campus will do so in campus houses.

#### - Contact Tracing

The Upshur-Buckhannon Health Department will provide contact tracing for all positive cases. The College has formed a contact tracing team. The WVWC contract tracing team will assist the Health Department as requested and directed.

Community members deemed to have been exposed through the contact tracing process will be required to quarantine in accordance with CDC and local Health Department guidelines.

Community members may return to normal campus activities following required isolation and/or quarantine upon clearance by the Upshur-Buckhannon Health Department. For cases outside of Upshur County, written clearance by the Health Department monitoring the case will be required to resume campus activities.

#### 10. Protocols for Parents and Guardians

Due to federal HIPAA regulations, individual students are responsible for communicating their health and well-being to their parents and/or guardians.

#### 11. Campus Alerts and Protocols

Realizing the importance of accurate and timely information, the College will create an online dashboard that alerts the campus community of the number of positive COVID-19 cases on campus and the number of COVID-19 cases recovered. The dashboard may be found at [wvwc.edu/covid-dashboard](http://wvwc.edu/covid-dashboard). In addition, the College will circulate a daily COVID-19 electronic communication to the campus community to keep the community informed and up-to-date with accurate information. The daily electronic communication will be distributed by 5 p.m. each day.

## **Sanitation and Safety Equipment**

### **12. Sanitation Plan**

West Virginia Wesleyan College will implement enhanced cleaning and sanitation practices to help mitigate the spread of COVID-19. The College encourages all members of the campus community to be diligent in the cleaning and sanitation of surfaces, including their own hands and personal items, to prevent the spread of COVID-19.

The College encourages all faculty, staff and students to clean and disinfect high-touch surfaces (buttons, door handles, counters, workstations, keyboards, telephones, handrails, etc.) regularly. The College's Physical Plant will provide 70% Isopropanol disinfectant spray bottles for individuals to clean surfaces in classrooms and public spaces regularly. Isopropanol spray bottles will be strategically placed around campus. Hand sanitizer stations will be strategically placed in high traffic areas, such as the hallways and lobby areas of each building.

Additionally, the Physical Plant will undertake enhanced cleaning of bathrooms, common areas and touch surfaces around campus. Physical Plant staff will proactively use fogging sanitation practices for deep cleaning of the Wellness Center and the Athletics weight room on a daily basis. Other high traffic areas will be fogged regularly.

The College will call upon a local professional company, under contract, to clean areas that were inhabited by those who test positive for COVID-19. Proper sanitation and cleaning practices requires a community effort to help mitigate the spread of the virus.

### **13. High-Traffic Public Spaces and Office Spaces**

To help mitigate the spread of COVID-19, especially in high-traffic public spaces and office spaces, the College is implementing new protocols to help safeguard the campus community. The universal mask policy is in effect and will be enforced.

- **Academic Affairs**

- Plexiglass is installed on the Executive Assistant's desk.
  - Seating is rearranged to allow for social distancing.

- **Athletic Offices**

- Coaches will limit the number of people in their office to comply with social distancing guidelines.
  - Other identified spaces may be available for meeting areas on campus.
  - Some offices may be reassigned for better space utilization for athletic personnel.

- **Bobcat Den**

- Plexiglass is installed across the main counter.
  - The number of customers in the store at a time is limited and will be posted on the door. Additional customers will need to wait - at a physical distance - in the hallway.

- **Center for Community Engagement**

- Large weekly meetings will be moved to another location.
  - Virtual meetings will be scheduled, when possible.
  - Card swipe access will be eliminated.
  - The number of students permitted in the office at one time is limited to allow for appropriate distancing and is posted on the door.
  - Office seating will be arranged to allow for social distancing.

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- **Helpdesk**
  - The number of students in the waiting area will be reduced.
  - Office seating will be arranged to allow for social distancing.
  - Appointments may be required.
  - The Helpdesk may utilize Team Viewer (allows for remote diagnostic assistance).
  - The office will be temporarily relocated to the Library for the first few weeks of the Spring 2021 Semester.
  
- **Greek Affairs**
  - Large meetings will be moved to another location.
  - Virtual meetings will be scheduled using Google Meet when possible.
  - The number of students permitted in the office at one time will be limited to allow for appropriate social distancing.
  - Office seating is arranged to allow for social distancing.
  
- **Learning Center**
  - Comprehensive advisors will meet via video conference.
  - Walk-in-tutoring will move to assigned classrooms in Haymond Hall.
  - Students and tutors are asked to comply with CDC social distancing guidelines.
  - The Test Lab already has distancing methods in place. During high use times, such as midterms and finals, students and staff may need to use alternate locations.
  
- **Post Office**
  - Plexiglass is installed at the window with an opening to distribute mail.
  - Half-door is installed for the transfer of packages.
  
- **Registrar**
  - Forms may need to be completed online to reduce traffic.
  - Virtual meetings will be scheduled using Google Meet when possible.
  - Plexiglass is installed on the Academic Services Assistant's desk.
  - One visitor allowed in the office waiting area at a time. Additional visitors need to wait in the hallway.
  - Half-door will be installed to obtain access to individual offices.
  - Office seating is arranged to allow for social distancing.
  - Alternate meeting spaces will be determined.
  
- **Service Center**
  - Plexiglass is installed across the main counter.
  - One visitor is allowed in the office area at a time. Additional visitors will need to wait - in compliance with the CDC social distance guidelines - in the hallway.
  
- **Student Accounts**
  - Plexiglass is installed across the main counter.
  - One visitor is allowed in the office area at a time. Additional visitors will need to wait - in compliance with the CDC social distance guidelines - in the hallway.

- **Student Development**

A bar with plexiglass and a swinging door for entrance into the office suite area are installed.

Virtual meetings will be scheduled using Google Meet if possible.

The Office of the Director of Multicultural Programs & Services and Student Recruiter is now located in the larger office where the law book collection is currently housed.

The office furniture layout in the area outside of the Director of Multicultural Programs & Services and Student Recruiter's Office has been modified.

The number of students permitted in the area outside of the Director of Multicultural Programs & Services and Student Recruiter's Office will be limited to allow for appropriate distancing.

Office seating will be arranged to allow for social distancing.

Alternate meeting space will be available in the conference room.

- **Student Success Center**

Alternate meeting spaces will be determined.

Students will not be permitted to "hang out" in the office.

Virtual meetings will be scheduled using Google Meet, when possible.

The two largest offices will be arranged to allow for meetings.

Office seating will be arranged to allow for social distancing.

- **Switchboard**

Area will be closed to avoid large gatherings of students in the area.

- **Commuter Lounge**

Couches are removed.

Reduced number of chairs.

Addition of a large table.

Swipe card access is required for entry.

- **Office Hours**

Virtual office hours are encouraged.

- **Avoid Grouping & Idle Standing**

Office visits between faculty and students will be scheduled appointments.

Walk-in office visits are discouraged.

- **Open Office Areas**

Campus buildings that have open meeting spaces outside of personal offices will limit the availability of seating in those areas.

14. Academic Calendar - Spring 2021 Semester

**Spring 2021 Semester**

January	23	Saturday	First Year Students move in
	24	Sunday	Returning Student move in
	24	Sunday	Orientation for new mid-year students
	24	Sunday	Registration
	25	Monday	Classes begin (8 a.m.)
	29	Friday	Deadline: Schedule change and late registration; Deadline: Pass/Fail application
February	17	Wednesday	Deadline: Withdraw from first quarter classes
March	3	Wednesday	Incomplete grades from fall semester due in Registrar's Office by 3 p.m.
	4	Thursday	Progress reports due in Registrar's Office by 3 p.m.
	11	Thursday	First quarter classes end
	15	Monday	Second quarter classes begin
	19	Friday	Deadline: Add/drop Second quarter classes
	24	Wednesday	Deadline: Withdraw from full-semester classes
April	2	Friday	Good Friday recess (no classes)
	7	Wednesday	Deadline: Withdraw from Second Quarter classes
	17	Saturday	Academic Leadership Awards Convocation
	24	Saturday	Admissions Open House & Course Reg Day
May	1	Saturday	Last Day of Classes
	2	Sunday	Reading Day
	3-6	Monday-Thursday	Final examinations
	6	Thursday	Residence halls close (7 pm)
	8	Saturday	Baccalaureate
	9	Sunday	Commencement
	10	Monday	Final grades due in Registrar's Office by 3 p.m.

*\*Calendar subject to modification in the interest of the total College program.\**

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## 15. Academic Plan

The following plan is put forth in an attempt to retain as much of the intimate, personal, student-centered approach to teaching and learning that is the cornerstone of a Wesleyan education while, at the same time, observing CDC guidelines and keeping students and faculty safe. A recent survey of faculty showed that Wesleyan professors strongly desire to teach, safely, in some form of a face-to-face modality. We will make every effort to facilitate this type of experience safely. We recognize that hybrid online-synchronous/face to face teaching is not the ideal modality, but also understand that under these circumstances, it may be necessary.

These guidelines, policies, and protocols will be in effect for both the January Residency and the Spring 2021 Semester.

The College encourages students and faculty to adhere to safe practices to mitigate the spread of COVID-19 in the teaching and learning spaces. Adherence to the universal mask policy in classes by faculty and students is required.

### I. Content delivery

#### A. Priorities for course delivery

1. The first priority is to deliver courses in a face-to-face environment with appropriate safety precautions.
2. If there are spacing constraints, then the next priority is to offer synchronous learning.

#### B. Teaching modalities

1. Fully in-person, face-to-face - Large spaces will be maximized so that in-person instruction may be facilitated safely. Students will be placed in assigned seating using CDC guidelines for distancing. Instructors will also be afforded sufficient distance to remain safe. Instructors who are able to deliver a class or classes fully in-person should plan contingencies for blended/hybrid and fully online as a precaution.
2. Hybrid Delivery - Classes will use a mix of in-person and online synchronous delivery in order not to exceed safe classroom capacity. Instructors who deliver a class or classes fully in-person should plan contingencies for blended/hybrid and fully online as a precaution.
  - a) A rotation of students within the class, while using assigned seating, is recommended so that students will be able to benefit from in-person instruction while not exceeding safe classroom capacity.

*\*It may be necessary for instructors in a high-risk category to deliver their courses online. These faculty will be required to seek these accommodations through Human Resources.\**

- C. In order to prioritize safe, in-person instruction, class meeting times and locations may be adjusted significantly to accommodate instructional needs.

- D. In the event that the US Centers for Disease Control (CDC) requires campus to disband, all instruction will revert to fully online, as in Fall 2020.

### II. Classroom setting and considerations

#### A. Room capacity and safety

1. Room capacity under 6' social distancing is roughly  $\frac{1}{2}$  to  $\frac{1}{3}$  of the normal capacity.
2. Additional teaching spaces that will safely accommodate in-person instruction will be used.
3. Classrooms will be rearranged to accommodate socially-distant 6' spacing between student desks/seating and the instructor.

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4. By using masks combined with face shields, laboratory classes may be offered in-person and with higher capacity within the teaching space, thereby ensuring a safe experience.
  5. Music classrooms should make use of appropriate sound control measures that will effectively double as plexiglass shields.
  6. Instruction may occur in a different classroom than typically used for a course
  7. Some courses which involve known “super-spreading” activities such as singing, acting, or dancing will have additional spacing and personal protective requirements.
- B. Attendance data is essential for contact tracing. Therefore, instructors should develop seating charts and take attendance daily.
- C. Suggested class size
1. The American College Health Association (ACHA) states that class size should be limited to fewer than 30 participants. However, the College will evaluate class size based on a combination of these guidelines, room capacity, and discussions with instructors on instructional modalities.
- D. The Learning Center
1. Comprehensive advisors will meet via video conference.
  2. Walk-in tutoring will move to assigned classrooms in Haymond Hall. Students and tutors are asked to maintain 6’ social distance at all times.
  3. The Testing Lab already has distancing methods in place. During high use times, such as midterms and finals, students and staff may need to use alternate locations.
- II. Other medical issues and medical withdrawal.
- A. If a student needs to withdraw from WVWC for medical reasons they may, at their choosing, elect to complete the semester online.
- III. Orientation and preparedness.
- A. All instructors and students should complete an online COVID-19 training course prior to returning to campus. This training is mandatory.
- IV. Protection of faculty and students
- A. Instructors and students will be provided with a face mask and face shield upon their return to campus. Instructors may choose to use a mask or a clear face shield provided by the college or supply their own.
  - B. Masks are required in all instructional spaces and settings in accordance with the campus-wide mask policy.
  - C. Instructors and students are strongly encouraged to monitor their temperature and overall health. If individuals have a temperature or respiratory symptoms, then they should consult a healthcare provider and refrain from coming to campus or to class.
  - D. Academic-related travel for the Spring 2021 Semester is suspended -- this excludes students in academic disciplines who must travel to clinical, internship, or student teaching experiences.

Resource: [ACHA](#)

Resource: [CDC](#)

Resource: [Elon University](#)

16. Annie Merner Pfeiffer Library  
Spring 2021 - Library Reopening Plan/Policies

In compliance with College policy and guidance from the CDC and Upshur-Buckhannon Health Department, the Library will implement and enforce the following protocols, including the universal mask policy:

- Library capacity is reduced 50% from 360 to 180 persons.
- The Library will be open 24/7 via swipe card access, but some portions of the Library (including some huddle rooms) may be closed during certain hours to reduce traffic flow and noise in areas where classes are in session.
- Other areas of the Library may be closed periodically to allow for deep cleaning. Patrons are expected to abide by all posted signage.
- The Library will be closed until further notice to members of the general public. Only those affiliated with West Virginia Wesleyan (students, faculty, and staff) are allowed to access the building.
- Pedestrian traffic flow will be regulated in the following ways:
  - o Library Rear Entrance: is now ENTER ONLY (do not exit the building using these doors)
  - o Library Historic Front Entrance: is now EXIT ONLY (doors will be locked from the outside)
  - o All traffic going UP to the 2<sup>nd</sup> floor should use the left side front stairwell and follow posted signage
  - o All traffic going DOWN from the 2<sup>nd</sup> floor so stay to the right side of the stairs and follow posted signage
- Masks must be worn 100% of the time by all patrons in the Library. This includes (but is not limited to) inside huddle rooms, when seated at tables in public spaces, in Library classrooms, in restrooms, and any time you are moving around the building. The only people permitted not to wear masks in the building are Library staff members working in their primary office/desk areas with appropriate protection in place or isolated from other patrons.
- Capacity for each huddle room is one person at a time. No group work in huddle rooms is permitted. When using a huddle room, students are responsible for cleaning high touch surfaces (tabletops, door handles, light switches) upon entering and leaving the space.
- Six feet of social distancing is required within the Library at all times.
- Furniture has been set up to preserve social distancing. Please do not move furniture and do not cluster furniture into group configurations.
- Students are expected to serve as “supplemental cleaners” by utilizing public cleaning supplies that are placed around the building.
- A plexiglass barrier is installed at the circulation desk – if you require librarian assistance, please come to the plexiglass barrier to interact with library staff.
- The stacks area will continue to be closed for browsing until further notice. Consult the Library staff for assistance in locating books or other materials in the stacks.
- Per research conducted by the REALM project, all paper- and cloth-based circulating Library items that cannot be cleaned without causing damage must be isolated for three days before their next use. COVID-19 has been shown to live on library materials for up to three days.

### **Department of Athletics Plan**

The Department of Athletics must adhere to NCAA and Mountain East Conference (MEC) regulations in accordance with those set forth by the College, the CDC and the local Upshur-Buckhannon Health Department. The regulations set forth by the NCAA and MEC are subject to change.

All athletic personnel, student-athletes, and any other attendees are strongly encouraged to practice good hand hygiene at all times, including washing their hands or using hand sanitizer prior to & following all practices, games/matches, and team meetings.

Hand sanitizer stations will be available at all entry or exit points to practice or competition facilities, throughout the Rockefeller Center and near team benches.

#### 17. Student-Athletes

Athletic Department Temperature Checks:

- Coaching staff members, athletics personnel, and all student-athletes will undergo daily temperature checks on scheduled practice, game, and meeting days.
- A designated time and assigned location will be established for student-athlete temperature checks to be conducted, e.g., 7:30-8:00 a.m. daily or prior to practice should the activity be scheduled before 7:30 a.m.
- The highest level of the allowable body temperature will be set in accordance with Upshur-Buckhannon Health Department and CDC Guidelines. The highest allowable body temperature is 100.4° F.

Face Coverings:

Face coverings or masks will be used in accordance with all NCAA, MEC and WVWC policies.

COVID-19 Testing:

COVID-19 testing will be consistent with NCAA Guidelines.

All student-athletes are strongly encouraged to shower after all physical activity sessions.

All student-athletes are required to bring their own personal water bottle to each practice or game/match session.

Athletes are required to bring their own personal towel to each practice and game/match, weight training session, and athletic training facility appointment, if they frequently utilize a towel or a treatment necessitates a towel (e.g., whirlpool usage, etc.).

The number of individuals assisting with practices and games or others attending practices but not participating, shall be limited as much as possible. All attendees are required to maintain six feet physical distancing whenever possible.

NCAA, MEC, and WVWC tobacco-free policies will be strictly enforced at all WVWC athletic areas.

Spitting of any kind during any athletic activity – practice/game/meeting whether indoors or outdoors – is prohibited.

Contact Sports:

All practice activities and sessions shall be designed to limit athlete-to-athlete contact as much as possible.

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#### Water Availability at Practice Sessions:

- Water will be made available during all physical activity sessions.
- A touch free foot pedal dispensing system will be utilized for outdoor or indoor water coolers.
- If the water cooler is not equipped with a touch free foot pedal dispensing system, it is recommended that only one individual touch the water source and not come into contact with personal water containers or lids.
- Gloves will be made available for the designated individual touching of the water source control.
- Athletes will need to remove their own water bottle lid and maintain control of the water bottle while being filled, then replacing the lid to the water container.
- Arrangements for water for visiting teams will be in compliance with MEC guidelines.

#### Athletic Team Locker Room Spaces:

Locker room spaces will be available to student-athletes at designated dates and times as determined by the Athletic Director while being mindful of the following:

- Student-athlete use is scheduled by the coaching staff to ensure the space does not exceed the capacity of the locker room given current physical distancing guidelines.
- At any time, only every third locker will be permitted for use.
- Each coaching staff will establish and maintain a schedule for additional cleaning of the facility after student-athlete use.
- COVID-19 specific signage and reminders will be placed in locker rooms regarding:
  - o The practice of frequent hand washing or use of hand sanitizer.
  - o Universal mask policy.
  - o Encouraging showering after physical activity sessions.
  - o Maintaining six feet physical distancing.
  - o Encouraging the frequent cleaning of common surfaces with available cleaning and disinfecting supplies.

#### Athletic Team Meetings:

- Athletic team meetings may occur with up to 25 student-athletes (maximum) in attendance. Team meeting sizes will be monitored and adjusted according to guidelines from, but not limited to, the Center for Disease Control, the NCAA, and the Mountain East Conference.
- All team meetings shall adhere to the following:
  - o Universal mask policy.
  - o Maintenance of six feet minimum physical distancing.
  - o Encouraging the use of available cleaning and disinfecting supplies in the meeting Areas.
  - o The main gym area of Rockefeller Center, lower level seating, will be made available at different times during the day as possible a meeting space.
  - o In scheduling and securing any meeting space, be aware of updated campus space capacities with newly, implemented physical distancing guidelines. Spaces are not to exceed established COVID-19 capacities.

#### Athletic Team Travel:

- Vehicle and bus travel:

Passengers are required to wear masks while traveling in accordance with CDC guidelines. Vehicle capacity shall be limited to 50% capacity plus one (e.g. 47-passenger bus = 24 maximum passengers, or 15 passenger van = eight maximum passengers).

- Overnight hotel stays:

Room assignments require no more than one athlete per bed. Sleeper sofas may be utilized if available by the host hotel.

When assigning team travel roommates, consider the following:

1. Teammates that reside together normally (residence halls, apartment, house, etc.).
2. Position or event groups.
3. Other 'familial' groups.
4. The above should be followed in the above sequence as much as possible.

Meals:

Coaches and athletic staffs are asked to order pre-arranged, take-out meals for the entire travel squad for all meals, including pre-game and post-game meals.

Individual Coach's Office Space:

- Universal mask policy is in effect.
- Coaches will limit the number of persons in their offices to comply with physical distancing guidelines.
- Other identified spaces may be available for meeting areas on campus.
- Some offices may be reassigned for better space utilization for athletic personnel.

Physical Distancing Between Coach and Athletes:

- Six feet physical distancing is the preferred physical distancing and should always be the goal
- During normal performance of a coach's or student-athlete's activity, this space may need to be reduced to three feet or within arm's distance.
- When this occurs, all parties need to be cognizant of the following:
  - Total time spent within the six feet physical distancing perimeter.
  - Limit time to VERY short durations measured in seconds, not minutes.
  - Location of activity.
  - Indoor space versus outdoor space.

Weight Room Facility:

- Universal mask policy is in effect.
- Maximum Capacity: Fifteen student-athletes at a time, plus Strength Coach, Eric Jett, and ONE sport specific coach.
- Cleaning/Disinfecting supplies will be available for athletes to clean equipment before and after each use.
- The facility and equipment will be cleaned and disinfected in-between all scheduled sessions and at the conclusion of each day.

Athletic Training Facility:

The COVID-19 Health Questionnaire will be sent to all student-athletes prior to return to campus via their WVWC assigned email address. The questionnaire must be completed within seven days of their return to campus. Red-flagged responses may be asked to not report to campus without first acquiring appropriate medical clearance.

Masks or other face coverings are mandatory while in the AT facility. Six feet physical distancing will not be possible for AT staff to maintain while treating and evaluating student-athletes.

Athletes are required to schedule appointments to report to the facility for evaluation or treatment. Details about this process will be provided to student-athletes upon their return to campus.

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All student-athlete, post-surgical rehabilitation needs will be referred off-campus to local physical therapy providers. All student-athlete long-term rehabilitation needs also will be referred to off campus facilities. Student-athletes need to ensure an approved physical therapy provider within their primary insurance network is available to them locally in the Buckhannon area prior to returning to campus.

*\*The AT staff will continually reevaluate this policy depending on student-athlete demand on the AT facility and AT staff. Normal AT services will be resumed as soon as possible.*

The AT Staff will provide student-athletes with Home Exercise Programs and Home Care Instructions when appropriate.

Athletic Training appointment times may be limited to 30 minutes maximum. This permits more student-athletes to be seen by staff and the appropriate cleaning and disinfecting between scheduled appointments.

Maximum capacity of AT facility is seven athletes at any given time plus AT staff members (limited number).

Additional medical screening will be required for any COVID-19 (confirmed, suspected, or close exposure) student-athlete prior to resuming physical activity due to the increased risk of cardiac or renal complications.

In-season athletic team vs. out-of-season athletic team facility usage:

- All facility usage will be designated and scheduled by the AD and Facilities Coordinator.  
Preference will be given to in-season teams over out-of-season teams.  
Considerations for adequate sanitization between team usage also will be built into facility scheduling.
- Game Competition Schedules  
Game schedules will be designated by the MEC.

Meals:

Student athlete meal needs are to be arranged as athletic schedules become finalized and in accordance with the French A. See Dining Facility policies.

*\*All department policies will be reviewed bi-weekly by the Athletics COVID Action Team. Policies will be adjusted or updated as mandated by the CDC, State of WV, Upshur-Buckhannon Health Department, NCAA, and/or MEC Guidelines.*

#### 18. Fans

WVWC Department of Athletics must adhere to the rules and regulations regarding fan participation as set forth by the NCAA and MEC. Currently, fans are not permitted to attend WVWC athletics events.

### **Residence Life On-Campus**

#### 19. Residential Living and Returning Student Move-In Plan

West Virginia Wesleyan College is a four-year, residential college. Its residence halls will comply with the universal mask policy for the College as well as public health guidelines from the CDC and Upshur-Buckhannon Health Department. The College will provide student housing at normal capacity and provide students with programs, services and opportunities to build community, with online and in-person engagement in accordance with CDC and campus public health guidelines.

The Campus Life staff encourages all student residents to limit travel outside the WVWC campus community. If the need arises to leave before the semester is over, then students should take all precautions when traveling outside of the WVWC campus community. Student residents are required to self-report if they travel to any areas considered to be pandemic hot spots, with testing and self-quarantine protocols required prior to a return to campus.

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#### Student Housing:

- Seven residence halls will be fully open with both standard and premium housing, while maintaining normal room occupancy levels.
- Room dimensions have been evaluated and some rooms have been converted to single rooms.
- Residents will not be consolidated if a roommate does not return, however, they will have the option to select a new roommate or alternatively to move in with someone.
- Student rooms have been spread out in standard housing to lessen community bathroom use.
- Cohorts of athletes have been placed closer together.
- Roommate and suitemate agreements will be required of all residential students, not just first-year students. Emphasis will be given to visitation, cleaning practices, food sharing, mask wearing, and adhering to CDC guidelines, as well as local health department public health guidelines.
- Residents will be assigned bathrooms in residence halls with community bathrooms.
- Student residents are required to self-report if they travel to any areas considered to be pandemic hot spots, with testing and self-quarantine protocols required prior to a return to campus.

#### Sanitation:

- A custodial sanitation schedule will be posted on the doors of all community bathrooms.
- Spray cleaners will be available in all community bathrooms and at water refill stations.
- Technology appropriate cleaners will be available at printer stations, vending machines, and laundry machines.
- Custodial staff will take extra precautions to sanitize common areas, doorknobs, high traffic areas, etc. Residents should similarly undertake all sanitary measures possible.
- Suggested guidelines will be posted for cleaning in suite-style rooms where students are responsible for their own cleaning.
- Hand sanitizer dispensers will be available in the common areas.
- Recycling will be suspended for the spring semester.
- All residents are asked to double-bag trash when placing it in the hallway trash cans.

#### Move-in:

- Residents will be assigned staggered times for moving into residence halls.
- Residents are permitted to have a maximum of two assistants aid their moving in.
- Temperatures will be taken of all residents and assistants upon arrival at residence halls.
- Masks must be worn by all residents and assistants.
- Once residents are moved into their rooms, assistants should promptly depart the room and residence hall to make space for roommates and others to move in.
- All boxes and packing/unpacking debris must be placed in the dumpster outside the building to avoid clutter and/or possible contamination.

#### Occupancy Limits in the Residence Halls:

- Occupancy limits will be posted in the following areas within all residence halls:
  - o Community bathrooms
  - o Elevators
  - o Lobbies
  - o Study lounges
  - o TV lounges
  - o Laundry rooms
- Social distancing and adherence to the universal mask policy will be strictly enforced. Furniture will be rearranged and excess furniture in lobbies and lounges will be removed to facilitate social distancing.

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Gathering Policy within the Residence Halls:

- Gatherings may not occur within residence hall common areas that fail to meet CDC guidelines
- Masks are required.
- Residence Life programming will adhere to the guidelines and make every effort to meet online or in person when applicable. Public health is the priority.

Suspected Cases of COVID-19 within Residence Halls:

The Health Care plan will be followed for any suspected cases of COVID-19.

- Isolation: Areas have been identified within campus housing for students that require isolation as a result of testing positive for COVID-19.
- Quarantine: Jenkins Hall has been identified for students who need to self-quarantine if contact tracing indicates a specific student has been in contact with someone who has tested positive for COVID-19.

All of the above protocols are subject to change based upon CDC guidelines.

20. Residential Visitation Policy

Only residents of a specific residence hall shall be permitted within that specific building, with a capacity of only one visitor per individual room at any time. Beginning February 8, 2021, currently enrolled WVWC students only may visit any residence hall adhering to the College's normal visitation policy as set forth in the student handbook. Masks are required and public health guidelines must be followed. This includes social distancing and limits to the number of people permitted in each room.

No off-campus visitors will be permitted in WVWC residence halls or any off-campus housing until further notice.

21. Residential Versus Remote Student Policy During COVID-19 Pandemic

Students returning to Buckhannon and campus for January residency and the Spring 2021 Semester will be governed by the College's current housing policy.

Only students who have applied for and have been granted a housing exemption through the proper process will be permitted to live off campus without a significant reduction in financial aid and/or being charged. Students who are approved to conduct virtual learning for the Spring 2021 Semester will not be permitted on campus.

22. French A. See Dining Hall

In accordance with CDC and local health department public health guidelines and campus policy, Aladdin has implemented a robust plan to safely serve the campus community.

Safety Precautions:

Aladdin employees must receive temperature checks daily before beginning shifts. If an employee's temperature is above 100.4 Fahrenheit, then per CDC fever regulations that employee will not be allowed to report to work that day. Other precautions include:

- Masks are required until an individual is seated at a table and consuming one's meal.
- Social distancing is required and will be enforced.
- All meals served on paper products, handed out by Aladdin employees.
- Self Service Stations eliminated.
- Masks worn by all Aladdin staff, including management.
- Cashier to enforce card swipes (contactless; students must swipe their own cards).
- Fiberglass protective shield at cashier.
- Entrance through normal door, exit through dining center side door.
- Aladdin staff to monitor and enforce entry and exit points.

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- Late Lunch offered to spread seating out.
- Side dining used for seating.
  - o 200 capacity at once, 50 in the servery.
  - o Directional Lines marked on floor and walls.
- To-Go boxes offered in dining center to compensate for no meal exchange in Sunny Bucks.
- New requirements for Aladdin employees:
  - o Limit sharing objects between employees.
  - o Designated tools that they will wash and sanitize.

French A. See Dining Hall – Hours of Operation

Weekday Hours (Monday – Friday)

- Breakfast Hours

Hot and Continental

7:15 a.m. - 9:00 a.m.

- Continental

9:00 a.m. - 10:15 a.m.

- Lunch Hours

11:00 a.m. - 1:30 p.m.

- Late Lunch

1:30 p.m. - 4:00 p.m.

- Dinner

4:30 p.m. - 7:00 p.m.

Weekend Hours (Saturday and Sunday)

- Saturday Lunch

11:30 a.m. - 1:00 p.m.

- Saturday Dinner

4:30 p.m. - 6:00 p.m.

- Sunday Brunch

11:00 a.m. - 1:00 p.m.

- Sunday Dinner

4:30 p.m. - 6:00 p.m.

Retail Locations at West Virginia Wesleyan College:

Sunny Bucks

Open Monday - Friday 5:00 p.m. - 10:00 p.m.

- Closed on Weekends
- No Meal Exchange

Cat's Claw

Open Monday - Friday 5:00 p.m. - 10:00 p.m.

Saturday 5:00 p.m. - 11:00 p.m.

Sunday 5:00 p.m. - 10:00 p.m.

\*Used for extra seating during lunch, if needed\*

Catering at West Virginia Wesleyan College

Expect a 15%-25% increase in cost for all catered events.

Protective Guards must be on all buffets.

All food must be served by Aladdin Staff.

All food will be served on disposable dinnerware (special occasions will be considered).

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## Co-Curricular Plan

### 23. Campus Activities

#### - Bobcat Entertainment

Public health and safety are the priority of the College. Adherence to the universal masking policy and social distancing guidelines are required. The College will aim to maintain the community building and social aspects of campus activities as best as possible. In addition to the detailed plans below, Bobcat Entertainment will adhere to the precautions laid out in the Indoor Facility Usage for Student Groups plan for the Spring 2021 Semester. Bobcat Entertainment events are for current West Virginia Wesleyan College students only.

#### - Organization Management

- Large meetings and in-person event preparations will be limited and held in locations appropriate for the number of attendees.
- Virtual meetings will be scheduled using Google Meet, when possible.
- The number of students permitted in the office at one time will be limited to allow for appropriate social distancing.

#### - Event Planning and Management

- Semester calendar planning will be fluid and rolled out on a bi-weekly to monthly basis to allow for adjustments to be made with regard to the ongoing health and safety guidelines of the CDC, state and local authorities.
- Will utilize large venue spaces to allow for proper social distancing, or limit attendance accordingly, abiding by all facility capacity restrictions.
- Will employ various methods of engagement, including utilizing virtual delivery methods when feasible. Will implement “take and make” activities when applicable and prioritize outdoor locations whenever possible.
- When applicable, adjustments may be made to event times to allow for multiple waves of attendees, with appropriate cleaning methods to take place in between.
- Will require safety practices of all volunteers and attendees, including the use of face coverings, hand sanitizer and temperature checks prior to gaining entry to all indoor events.
- Student IDs will be checked at entry to assist in contact tracing efforts.
- Utilize individually packaged materials at events and, when possible, package event supplies into individualized kits to reduce the use of shared items.
- Students may be asked to RSVP or pre-register for events in order to: assist in meeting attendance restrictions as aligned with the most updated the State of West Virginia guidance, gauge student interest to take measures to ensure access of activity to as many interested students as possible, and aid in contact tracing efforts.
- Will require safety measures and plans for prior approval of any and all vendors being considered to render services for events.
- The College will not hesitate to postpone or cancel events should concerns around safety arise.

### 24. Intramural Sports

The safety of student employees, staff, and participants is our number one priority when it comes to resuming intramural programming during the Spring 2021 semester. Due to the unpredictable nature of the COVID-19 pandemic, intramural sports activities will be selected based upon guidelines from the CDC, the State of West Virginia and the local Upshur-Buckhannon Health Department.

The plan is to offer a variety of socially distanced, in-person, intramural activities during the Spring 2021 Semester.

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Considerations for selecting programming:

- Modify group size.
- Reduce participant numbers and or/spaces.
- Update equipment cleaning procedures.
- Modify equipment-sharing practices.
- Adapt cleaning practices to sanitize equipment pre- and post-competition.
- Utilize adaptive programming games and competitions.
- Extend or expand opportunities for individual/small group sport competitions.

Students will be surveyed for prospective programming and intramural sports during the first two weeks of the semester Spring 2021 Semester.

#### 25. Greek Life

The Greek alumni, fraternity, and sorority leadership met to form the following guidelines to mitigate exposure and the spread of COVID-19. All CDC, State of West Virginia, Upshur-Buckhannon Health Department and WVWC campus policies pertaining to COVID-19 will be enforced in fraternity houses and sorority suites, including the universal mask policy.

1. Sanitation Practices: The Greek alumni and local advisors will implement enhanced cleaning and sanitation practices; however, it is the responsibility of all fraternity and sorority members of the community to be diligent in the cleaning and sanitation of surfaces including their own hands and personal items to slow the spread of the virus. Each fraternity and sorority will educate its members to clean and disinfect high-touch surfaces (switches, door handles, counters, workstations, keyboards, telephones, handrails, etc.) regularly.

West Virginia Greek Management will provide disinfecting sprays bottles to each chapter for individuals to clean surfaces regularly. Hand sanitizer stations will also be installed in every fraternity house and sorority suite. A professional disinfecting company has been hired to spray each house and suite every two weeks. All bathrooms and kitchens will be fogged once a week. To slow the spread and make sure that our houses are a safe place, Greek alumni, fraternity and sorority leadership ask members to regularly disinfect public areas and their own living space. Therefore, regular cleanings of each house and suite will be mandated. The membership themselves will be responsible for the day-to-day cleanliness of each house and suite. This will be a team effort to mitigate the spread of the virus.

2. Parent Letter: All fraternity house members will be receiving a letter written to each parent/guardian from the Greek Alumni Council. The Greek Alumni Council will communicate with its parents on a regular basis to inform and address concerns.
3. Move-In Date: Fraternity house members that are participating in the J-residency will be assigned a move-in date. All other house members will be able to move in on Saturday, January 23, 2021, to ready their rooms and the house for the opening of the spring term. The CDC advocates family units of cohorts or clusters at colleges and universities, especially among students who share bathroom facilities. Fraternity houses will be closed to guests during this transition period as family units are established at each fraternity house. All fraternity homes and sorority suites will follow the first two-weeks – visitation plan as outlined in the next section.

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4. First Two-Weeks – Campus Visitation Policy: The Greek Alumni are supportive of the taskforce recommendation to implement a practical mitigation tool to limit the interactions of all students. The undergraduate Greek Council supports limiting occupancy of the fraternity house and suite locations to members only until February 8, 2021.

Example: Kappa Alpha fraternity house will only allow Kappa Alpha house members to enter that building for the first two weeks of the Spring 2021 Semester. However, recruitment events will be held outside and limited to 10 potential members and will follow all CDC, State of West Virginia, Upshur-Buckhannon Health Department and WVWC COVID-19 policies on facility limits. The Greek Alumni support the supposition that limiting face-to-face interactions to outdoor and members-only spaces will enhance our efforts to limit community spread if a person were infected upon arrival to the College. After February 1<sup>st</sup>, suites and fraternity houses will be permitted to invite other WVWC residential students to visit. The universal mask policy will be enforced.

5. Gathering Size Based on West Virginia Public Health Guidelines: Host chapters will be limited and will be in accordance with recommended percentages within the health and safety guidelines of the CDC, the State of West Virginia and the local Upshur-Buckhannon Health Department.

#### Type of Social Functions:

- No, member/invite – Occupancy well exceeds the State of West Virginia executive orders.
- No, mixers - Occupancy well exceeds the State of West Virginia executive orders.
- No, to theme parties - Occupancy well exceeds the State of West Virginia executive orders.
- Yes, to Brother & Date – Only when executive order is changed back to pre-July 14 policy. Universal mask policy will be enforced.
- Yes, to Rush Functions – Must not exceed the State of West Virginia executive orders. Universal mask policy will be enforced.

#### Social Events based upon the State of West Virginia’s Executive Order

- Guidance from several sections: Bars, Recreation Centers, Bingo, and Gymnasiums.
- Occupancy: Limit facility occupancy to 40 percent of capacity as dictated by fire code.

The limit for all purely nonessential activities, including social gatherings, has been reduced to 25 individuals. The limitation does not apply to any activity, business, or entity that has been deemed essential. Fraternity and sorority social events are deemed as nonessential as defined by the July 14<sup>th</sup> Executive Order, 9-20, as amended.

*\* Will continue to be adjusted with the State of West Virginia’s COVID-19 public health policies.\**

#### Guest screening: IFC/Panhellenic voted to make it mandatory to screen patrons for illness prior to entry:

- Temperature checks.
- Card swipe at the door for all events to assist with contact tracing.
- Failure to properly document attendees will be grounds for removal of social privileges.

Face covering: Mandatory for all indoor brother and date and rush functions. Must follow the WVWC’s universal mask policy. Non-compliance of policy will be grounds for all social privileges to be taken away from the offending chapter.

6. Chapter Meetings: When chapter meetings are exceeding State of West Virginia and Upshur-Buckhannon Health Department regulations, the use of a virtual platform must be used to reduce exposure. Limit facility occupancy to 40 percent of capacity as dictated by fire code. Must follow the July 14, 2020 executive order and all subsequent orders from the State of West Virginia.
7. Civic Community Engagement: Coordinate with the Office of Greek Life with a review of all planning to ensure the event will be in accordance with recommended percentages within the health and safety guidelines of the CDC, State of West Virginia, and the local Upshur-Buckhannon Health Department.

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8. Recruitment Events: Unless outside, all recruitment events may not have more than 10 guests per event plus members and must be alcohol-free as per insurance guidelines. Must follow the July 14, 2020 executive order and all subsequent orders from the State of West Virginia. Universal mask policy will be enforced.
9. Wellness and Health Check-Ins: The Office of Greek Life will work with fraternity and sorority leadership to keep a watchful eye on membership as we tread through the pandemic. The National Panhellenic Association and Interfraternity Council have resources that will be used.

#### 26. Outdoor Recreation

The Outdoor Recreation Office at West Virginia Wesleyan College will continue to provide students with high-quality, but safe outdoor experiences showcasing the local and regional community as well as all of West Virginia. Adventure travel will be restricted to those areas deemed safe according to CDC and State of West Virginia guidelines.

The Outdoor Recreation Office will adhere to these guidelines:

- Vans will be limited to 50% capacity and restricted to WVWC students.
- Wearing of masks will be mandatory while riding within vans.
- Everyone's temperature will be taken before boarding the van.
- Trips will include activities that are deemed to be safe and adhere to social distancing, e.g., horseback riding, kayaking, skiing, hiking, rock climbing, biking, visiting state parks, etc.
- Vans will be thoroughly sanitized before and after each use.
- Equipment will be thoroughly cleaned before and after each use.
- Rental equipment (tents, bikes, hammocks, etc.) will still be available during Spring 2021 Semester and will be thoroughly cleaned before and after each use.
- Individuals will be required to sign a waiver to participate in all Outdoor Recreation activities and adventures.

#### 27. Wellness Center

The Wellness Center will provide the students, faculty, and staff of West Virginia Wesleyan College with a safe & well-maintained fitness center that will operate under CDC guidelines under the following conditions:

##### Universal Mask Policy

- The Universal Mask Policy is in effect for the Wellness Center, including while working out (both indoor and outdoor programming).

##### Patrons

- Only current students, faculty, and staff may use the fitness center. Outside patrons and other guests are not permitted.

##### Temperature Checks

- All patrons will have their temperature checked upon entry.

##### Occupancy

- Facility occupancy will be limited to 40 percent of capacity as dictated by fire code. The layout of equipment will be adjusted. Access may be restricted to equipment in order to maintain at least six feet of social distancing.

##### Sanitation

- Cleaning of equipment and facilities will increase. Hand sanitizer, disinfectant wipes, and other DIY cleaning products will be provided to ensure touch points and exercise machines and equipment are properly sanitized between each use.

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#### Limitations on Group Classes

- Group exercise classes will be conducted outdoors, limited to the greatest extent possible, or canceled altogether. In the event group exercise classes are held, such classes may only be held if they can be completed in accordance with social distancing recommendations (including but not limited to the restriction of 40% capacity, with more than six feet of distance maintained between participants at all times; no shared equipment during the class; sufficiently adjusted class schedules to allow for deep cleaning between classes).

#### Touch points

- Check-in desk, doorknobs, light switches, buttons, exercise machines and/or other equipment will be cleaned and sanitized between each use or touch by each staff member or patron.

#### Staffing

- Additional staff will be employed to assure additional cleaning, safe distancing policies, and equipment use.

#### Signage

- Signs will be posted throughout the fitness center reminding patrons of social distancing requirements and COVID-19 information and updates.

#### Hours of operation

- The hours of operation may be reduced to provide more time for deep cleaning.

#### Waivers

- All patrons will be required to sign waivers of liability.

#### 28. Indoor Facility Use

The safety of student organizational advisors and participants during the COVID-19 virus and global pandemic is the College's primary focus during resumption of programming for the Spring 2021 Semester. The campus-wide universal mask policy will be enforced.

1. Student Organizations: Leaders of student organizations, in consultation with their advisors and the Office of Student Development staff, will need to collaboratively rethink the manner in which meetings and events are conducted while focusing on creation of dynamic student engagement experiences designed to strengthen sense of belonging, and shared responsibility and support between and among campus community members – all while adhering to approved CDC COVID-19 guidelines.
2. Student Events and Activities: We recommend that each organization revisit scheduled events and activities to determine which events may or may not be permitted to occur during the Spring 2021 Semester. Due to the unpredictable nature of COVID-19, program activities should be selected based upon health and safety guidelines of the CDC, the State of West Virginia, and the local Upshur-Buckhannon Health Department. Organizational memberships will need to develop plans advancing how remaining events may occur with reduced density in both confined and open spaces. Postponement or cancelation altogether of large gatherings and events will likely prove necessary. The College encourages you to have a memorable experience in your involvement with Student Organizations, while remaining adhering to safety guidelines created to mitigate COVID-19.
3. Occupancy: Occupancy of indoor facilities will be limited to fifty percent (50%) of capacity as determined by the State fire code. The layout of equipment will be adjusted as necessary. Access to equipment may be restricted in order to realize at least six feet of physical distancing.

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4. Sanitation Practices: The College will implement enhanced cleaning and sanitation practices; however, it is the responsibility of the memberships of all student organizations to be diligent in the cleaning and sanitation of surfaces, including their own hands and personal items, in order to prevent exposure to and spread of the virus. Frequent cleaning and disinfection of high-touch surfaces (buttons, door handles, counters, workstations, keyboards, telephones, handrails, etc.) is imperative. The College's Physical Plant will provide isopropanol disinfectant spray bottles in classrooms and public spaces for organizational members to clean surfaces frequently. This will be a community effort to mitigate the exposure to and spread of the virus.

#### 29. Non-Wesleyan/Outside Facility Use Policy

West Virginia Wesleyan College will always put its students first with regard to health, safety and welfare. Therefore, WVWC will continue to limit the use or rental of College indoor and outdoor facilities to students and organizations affiliated directly with the college and to outside organizations with previously-existing agreements with the College. Limited rentals or space utilization by such organizations will be decided on a case-by-case basis based on size, availability, and State and local guidelines. The College will consider reevaluation of this policy from time to time.

#### 30. Office of Admissions

##### Campus Visitation (Private Tours)

The Office of Admissions will continue to welcome individual campus visitors and families on weekdays during normal campus business hours and on select weekends. Since initiating a campus visit program on June 1, 2020, the campus community has welcomed hundreds of prospective students and their guests safely to Wesleyan's picturesque campus. The campus has engaged in a multi-faceted and comprehensive plan in preparation for visits and has continued focused evaluation and protocols so that visitors may engage and enjoy their time on campus without worry. These protocols include:

- Visit Coordination: Visits are limited to two time slots per day (10:00 a.m. and 1:00 p.m.) and feature tours, admissions and financial aid meetings, and interactions with coaches and select faculty and staff. Visit opportunities are often expanded on holidays and special events and coordination with athletics and other campus areas who welcome prospective students. This careful planning and coordination helps to ensure an opportunity for deep cleaning between visitors and limited exposure and crowding.
- Mask Requirement: Masks are required of guests (2 years of age or older) and all WVWC staff during the entirety of a visit and are provided for those who do not bring one. Regular reminders are shared prior to the visit and are posted around campus.
- Temperature Screenings prior to entry. Guests with temperatures 100.4° Fahrenheit and above are not allowed entry, nor are those in their parties. In addition to a check by WVWC staff when arriving on campus, self-checks are requested before visiting and pre-visit communication highlights expectations of these protocols as well as evaluations about international travel and other risks that should dissuade a campus visit.
- Guests & staff are required to practice social distancing. Capacity measures are implemented to help ensure everyone's safety. Only one prospective student will visit WVWC during each visit slot and each visitor is allowed a maximum of three (3) guests during the visit.
- Increased focus on cleanliness in all visitor spaces as well as limited contact to non-visit related staff and students. In addition, sanitizer stations are visible in all campus areas for our guests' convenience and individual hand sanitizer bottles are provided to each student guest.

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### Open Houses and Group Visit Events

For Spring 2021 Semester, the Office of Admissions may offer group visits, Open Houses, and other opportunities to interact with the WVWC campus, faculty, staff, and students in-person. The Admissions Office will continue to offer safe and interactive visit experiences for prospective students and families as we have since individual visits were initiated on-campus in June of 2020.

Several safety precautions have been implemented to maximize a safe and stress-free Wesleyan visit that include the following:

- Large venue space utilization to allow for proper social distancing for all visitors.
- Presentations and panel programming featuring a comprehensive college visit experience with student and faculty panels minimizing concerns about tight spaces or close interaction with other guests.
- Attendance limits including limitation of two (2) guests per prospective student to allow more students the opportunity to enjoy Open House events in a safe, yet exciting way.
- Uniquely scheduled tour groups pairing student visitors with Wesleyan student-ambassador tour guides prior to an Open House or group visit. This will ensure tour groups adhere to proper social distancing and that all questions can be answered by tour guides in small groups with plenty of time to tour our campus and see all prominent spaces in a socially-distant manner.
- Continued safety practices including required face coverings, deep cleaning of all spaces, protected check-ins, hand sanitizer stations, and other protective measures that have been instituted successfully for private visits.

Dates and signups for individual private visits, Open Houses, and other group visit experiences will be shared and updated regularly at [www.wvwc.edu](http://www.wvwc.edu)

### 31. Office of Development

Due to the COVID-19 pandemic, all in-person alumni events have been cancelled on the WVWC campus for the Spring 2021 Semester.

All campus visitors to Erickson Alumni Center are required to check in O’Roark Nordstrom Welcome Center and adhere to the College’s public health requirements (i.e. universal mask policy, social distancing policy).

Visits to the Erickson Alumni Center are by appointment only. Please contact the WVWC Office of Development: (304) 473-8509 or [alumni@wvwc.edu](mailto:alumni@wvwc.edu).

### **Campus Contacts and Resources**

WVWC COVID-19 Response Hotline (Text or Call): (304) 473-8274

Academic Dean’s Office: (304) 473-8042, [academicaffairs@wvwc.edu](mailto:academicaffairs@wvwc.edu)

Athletics: (304) 473-8098

Community Care of WV: (304) 517-3774

COVID-19 Testing: (304) 473-8274, [covidtest@wvwc.edu](mailto:covidtest@wvwc.edu)

Dining (Aladdin): (304) 473-8060, [aladdin@wvwc.edu](mailto:aladdin@wvwc.edu)

Flu Vaccine: (304) 473-8274, [healthforms@wvwc.edu](mailto:healthforms@wvwc.edu)

Housing and Residence Life: (304) 473-8104

International Student Support: (304) 473-8604

Security: (304) 473-8011, [security@wvwc.edu](mailto:security@wvwc.edu)

Student Accounts: (304) 473-8453

In the event of a medical emergency, dial 911.

**Questions? Concerns? Need Help?**  
**Text or Call the WVWC COVID-19 Response Hotline**  
**(304) 473-8274**

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