

Calumet College

of St. Joseph

CCSJ: Caring for Each Other

Recommendations to Return to Campus Safely

Fall Term, 2020

July 5, 2020



Dear Students, Faculty and Staff,

Part of the mission of Calumet College of St. Joseph is to promote social justice, an ethic of service, and student empowerment. In dealing with Covid-19, all three of these attributes come into play. Wearing your mask, social distancing, and proper hygiene all contribute to not only your well-being, but that of others as well. Each student, faculty, and staff member is empowered to adhere to the recommended guidelines in the hope that those around us will remain healthy. We ask that you remain vigilant in following these best practices in the hope that we can help reduce the spread of Covid-19 and keep our campus, and society in general, safe and healthy.

Sincerely,

A handwritten signature in cursive script, reading "Amy McCormack". The signature is written in black ink and is positioned below the word "Sincerely,".

Dr. Amy McCormack

President

Plans to Facilitate a Safe Return to Campus

The Covid-19 virus has certainly changed life as we know it for the past few months and for the immediate future. The safety of our College Family is always our utmost concern. With that in mind, a great deal of research and thought has gone into developing a plan for your safe return to campus. Although things may look and feel a little different, we look forward to having you return and for classes to resume. This plan was developed by a cross-functional committee who researched guidelines shared by the Centers for Disease Control and the Indiana State Health Department and best practices. To learn more about these guidelines, please visit the following websites: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>, <https://www.coronavirus.in.gov/>. To protect our College Family and mitigate risk, the following recommendations have been made. We ask that everyone practice them with vigilance.

Special thanks to the Covid Task Force for spearheading this effort: Dr. Dionne Jones-Malone, Mr. Johnny Craig, Mrs. Elizabeth Guzman, Mr. Darren Henderson, Mr. Kevin Krieps, Mr. Tony Kwintera, Mrs. Sally Lobo-Torres, Dr. Amy McCormack, Mr. Andy Marks, Mrs. Lynn Miskus, Mr. Michael Mrak, Mr. Rick Torres, Dr. Ginger Rodriguez, Mrs. Paula Shreve, Dr. Steve Varela.

Facial Coverings

Due to the CDC guidelines, students, staff, faculty, visitors and vendors will be required to wear facial coverings in all indoor public spaces and spaces frequently used by multiple people. This includes, but is not limited to, classrooms, library and tutoring center, Katsahnias Commons, Student Activity Center, hallways, and offices such as Advising, Financial Aid, and the Business Office. They should also be worn in outdoor public spaces when six feet of separation is unfeasible, such as entering and leaving the building.

Classes/Scheduling

A number of changes have been made to course scheduling to adhere to guidelines of the CDC. In most cases, in-person courses class sizes should be limited to enable physical distancing. High use classrooms will be outfitted with plexiglass barriers between faculty and students. Course delivery options have been adjusted to minimize the number of students at any one time.

Delivery options include:

- Traditional face to face – Classes which are most effectively taught face to face will continue in this manner. These include science, math, and digital arts. Numbers will be limited to decrease the likelihood of exposure among students and faculty.
- Hybrid – These classes will be a combination of on campus and virtual instruction. This will limit the number of students on campus on any given day.
- Virtual – Classes will be held at scheduled meetings times and will also include recorded lectures.
- Online – Classes that have been previously held in this format, such as the Public Safety Program, will continue in this manner.

See the following table for information regarding delivery options.

Calumet College

of St. Joseph

Modality	% of Instruction on Campus	Scheduled Meeting Times	Same Room with Faculty	Recorded Lectures	% of All Classes
Traditional Face to Face	100%	YES	YES	NO	29%
Hybrid	20% - 50%	YES	YES	NO	49%
Virtual	0%	YES	NO	YES	12%
Online	0%	NO	NO	NO	4%

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As always, faculty-student communications regarding health status and the ability to complete coursework and academic responsibilities are encouraged.

Temperature Checks

It is important for each of us to take responsibility for our health, for our sake and the sake of others we meet throughout the day. We encourage all students, faculty and staff to complete a self-check before leaving for campus each day. If your temperature is 100.4 or higher, you should stay at home. CCSJ will have intermittent temperature checks on campus to monitor our College Family. Moreover, student-athletes will be required to have a temperature check prior to each practice/event per NAIA guidelines.

Public Hygiene

Additional hand sanitizer stations have been placed strategically in high-traffic areas such as building entrances and main corridors along with signage highlighting Covid-19 safety tips.

Students, staff and faculty are expected to wash/sanitize hands frequently, especially when in common areas and shared work spaces.

Proper hand washing signage have been posted in public bathrooms on campus to encourage personal hygiene best practices.

Preparation of Learning Spaces/Classrooms

High-touch surfaces will be cleaned and sanitized throughout the day, and additional sanitizing supplies will be provided in each classroom and learning space. Students, faculty and staff are encouraged to disinfect personal workspaces and frequently touched surfaces regularly.

Physical Distancing

As recommended by the CDC, physical distancing of at least six feet between individuals will be necessary to deter the spread of Covid-19. Some examples of how this strategy will be utilized include:

- Limiting seating in the Library, Tutoring Center, Cafe' and common areas
- Restrictive scheduling in the Rittenmeyer Athletic Center
- Adding plexiglass barriers in selected transactional spaces between staff and students, such as the Business Office and Academic Advising.
- Adding plexiglass barriers in high-use classrooms between faculty and students.

In Closing

As Calumet College of St. Joseph prepares to put into practice the new guidelines and policies, we ask for your cooperation and patience. Please do a temperature self check before coming to campus, be sure to have your facial covering with you, and practice good public hygiene. Take these simple steps not only for the sake of you and your families' health, but for the health of those around you.