STUDENT GUIDE FOR RETURNING TO CAMPUS
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### Student Acknowledgement Form

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Hiram’s faculty, staff, and students routinely cite the College’s sense of community as one of its most defining and important characteristics. We have navigated much change in recent years, but none of it has challenged our community like the COVID-19 pandemic. The health, economic, and social implications of the pandemic have created acute challenges for all of us, and we must continue to acknowledge that those realities inform how we will begin coming back to Hiram’s campus to learn.

In a collective effort to protect our beloved community and take care of all who are part of it, this student guide for returning to campus offers suggestions and, in some cases, expectations for how we can support each other in our return to campus. In cases where the language seems direct, the intent is to underscore how important these measures are. With joint cooperation, we can bring each other through this difficult period and allow students to receive an excellent education for years to come.

Of course, knowledge and understanding of the COVID-19 virus continues to evolve. Hiram’s student health providers, members of the Campus Emergency Response Team (CERT), and others are continually reviewing and incorporating the latest information regarding the virus. As such, as guidance evolves, this document will evolve with it to ensure we have the best possible strategies in place to promote our safety.

GUIDING PRINCIPLES

- Protect the health of Hiram students, faculty, staff, and campus visitors as the College implements a student return to campus that allows for flexible instruction in Fall 2020.
- Continue to embody the mission and values of a Hiram education, in which face-to-face interactions between and among faculty, staff, students and administrators are critical.
- Maintain a physical learning environment that best fosters students’ intellectual, social, and interpersonal development while navigating the realities of the pandemic.
- Align Hiram’s student return to campus plan with health and safety orders and guidance issued by the federal, state, and local governments and health organizations (e.g., Centers for Disease Control and Prevention (CDC), Ohio Department of Health, and Portage County Health District).
CAMPUS ARRIVAL INFORMATION:
Hiram is excited to welcome students back to campus for the Fall 2020 semester. In order for the Hiram community to implement a safe and responsible return to campus, everyone must do their part to help protect the community.

Quarantine Before Arrival:
14 days prior to your arrival on campus, all students are required do a quarantine, meaning students must stay at home as much as possible, separate themselves from others outside of their household and monitor for symptoms. If a student must leave their home for essential activities, they should follow these strict guidelines during quarantine:

- Always wear a face covering when outside of your home.
- Sanitize or wash your hands with soap for a minimum of 20 seconds before you leave home; use hand sanitizer frequently while out of your home, and apply hand sanitizer one last time before entering your home.
- Wash the clothes you wear outside of your home as soon as possible upon your return. Avoid shaking them to prevent spread of any virus particles. Wash your hands with soap immediately after handling dirty clothes.

Move-In for Residential Students:
Hiram College will be following the recommendations from the CDC regarding COVID-19 Guidance for shared and congregate housing. Hiram is coordinating a phased-in move in for residential students designed to promote appropriate physical distancing. All students are required to quarantine and begin self-monitoring as delineated above 14 days prior to returning to campus. If you have any COVID-19 symptoms in the 14 days before moving back to campus, stay home and self-isolate. If you have been exposed to someone with known COVID-19 or have traveled to an "Ohio Hotspot" or a "National Hotspot" area as defined by the CDC in the 14 days prior to move-in day, stay home and self-quarantine. Contact your healthcare provider or the Julia Church Health Center (330) 569-5418 for further instructions about testing and clearance to move onto campus. Contact the Residential Education office to let them know your status. They will work with you to get you moved in once you have been cleared.

Incoming first-year students with the last name starting with L-Z will be permitted to move in on August 28, 2020.

Incoming first-year students with the last name starting A-K will be permitted to move in on August 29, 2020.

Returning students will be permitted to move in on August 25, 26, and 27, 2020. Move in dates will be based on student’s last name:
8/25/2020: A – H
8/26/2020: I – P
8/27/2020: Q – Z

Townhouse residents will be permitted to begin moving in on August 20, 2020; specific sign-up times will be made available until August 30, 2020 for Townhouse residents.

Any remaining students will be permitted to move in on August 30, 2020.

Students will only be permitted to move in during their specific times. This phased process aims to promote physical distancing protocols. Students are expected to abide by the following procedures during move-in:

- Students are permitted to have two guests to help them move in during their assigned date and time.
- Children under 12 will not be permitted to attend move in.
- Students and their two guests are required to wear a face covering/face mask (unless the individual falls under an exception, see page 8) while moving into the residence halls.
- Students and their two guests are required to practice social and physical distancing while moving into the residence halls.
- After the student’s assigned time for move in is over, the student’s guests must leave the residence halls. No overnight guests will be permitted.
After moving into their residence halls, students and their families/guests are permitted to enjoy lunch or dinner in the Dining Hall on campus. Students and their families/guests must follow the policies and procedures put into place by the Dining Hall.

**Check-In for Commuter Students:**
Commuter students must check in with the Julia Church Health Center the week prior to classes starting. Returning commuter students will check in on Monday, August 24th 2020. New commuter students with the last name L – Z will check in on Friday, August 28th 2020. New commuter students with the last name A – K will check in on Saturday, August 29th 2020. Commuter students are expected to self-monitor for symptoms daily before coming to campus, as described below.

**STUDENT EXPECTATIONS & GUIDELINES:**
Hiram has constructed the guidelines and safety practices delineated below to protect the Hiram community. Unless you have received a written exemption from the Julia Church Health Center or your primary care provider, we expect that you will comply with them. Failure to do so places you and the entire college community at risk.

**SYMPTOM AND SELF-MONITORING:**
All students must monitor for symptoms before interacting with the campus community. Commuter students must monitor themselves on a daily basis before commuting to campus. Residential students must monitor themselves on a daily basis before leaving their residence hall room. Students must be free of ANY symptoms potentially related to COVID-19 before heading elsewhere on campus or traveling to Hiram College. If throughout the semester you have traveled to a hotspot, please fill out the required form here. Please note, if you have traveled to a hotspot throughout the semester, you may be required to be tested for COVID-19 upon your return.

These symptoms are presently understood to include one or more of the following:
- Cough
- Shortness of breath or difficulty breathing
- Fever (Temperature 100.4 F or higher)
- Chills/Repeated shaking with chills
- Runny nose or congestion
- Muscle Pain/Joint Pain
- Headache
- Sore throat
- Fatigue
- Nausea, Vomiting, Diarrhea
- New loss of taste or smell

**DAILY SELF-MONITORING QUESTIONS**

1. Is your temperature 100.4 F or higher (you are expected to take your temperature each day)? If you need a thermometer, please contact the Julia Church Health Center at 330-569-5418.

2. Have you exhibited any other symptoms in the last 14 days? Are these symptoms unusual for you?

3. Have you traveled internationally or to or from locations designated as “hotspots” in the last 14 days?

**COVID-19 HOTSPOTS**

**ODH Public Health Advisory System**

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HIRAM COLLEGE student guide for returning to campus
RESPONSE TO CASES OF COVID-19 AT HIRAM
TESTING AND SYMPTOM ONSET
Despite all precautionary measures, there is always a risk of exposure to communicable diseases. As our campus population increases with the return of faculty, staff, and students, Hiram’s Campus Emergency Response Team and health providers will closely monitor the potential spread of the virus and adapt policies and procedures to mitigate it. Upon arrival, all students will be tested by the Julia Church Health Center for COVID-19. The type of testing will depend on the national availability of testing kits. All students will be expected to follow instructions from the Julia Church Health Center and the Portage County Health District if they have tested positive. Testing will play a critical role in efforts to assess the impact of the increased faculty, staff, and student population.

1st Option: Rapid Antibody Testing
These tests that provide results within 15 minutes will give us information about present and past infection.

- If a student who lives within a 5-hour drive of the campus tests positive, on this rapid screening test for acute infection, they will be asked to return home and isolate until the CDC criteria for release from isolation are met. These criteria are:
  1. 10 days have passed
  2. Fever free for 24 hours AND
  3. No symptoms of COVID-19 are present or symptoms are improved.
- After isolation at home, students will be able to return to campus by making an appointment with the health center for symptom screening, after which they will proceed to residential education to gain access to their room.

2nd Option: Molecular PCR Testing
These tests must be sent to a lab and will return results on current infection status within 2-3 days.

- If a student who lives within a 5-hour drive of the campus tests positive, they will be asked to return home and isolate until the CDC criteria for release from isolation are met. These criteria are listed above.
- Students who cannot leave will be asked to self-isolate on campus if test results come back positive. Meals will be provided to students in on-campus isolation and the Julia Church Health Center will monitor their symptoms daily. Isolation will end when the CDC criteria delineated above for release from isolation are met.

3rd Option: No Test Available
If no tests are available on campus, at the time of arrival, you will be screened for symptoms and contact with any known cases of COVID-19 within the previous 14 days.

If a student begins experiencing COVID-19 symptoms, they should immediately put on a face covering and separate themselves from other people. Residential students can do this by going to their residence hall room or by going to their car or an isolated location if they are a commuter. If during business hours (M-F 8:30AM to 5PM), the student experiencing symptoms should then contact the Julia Church Health Center at 330-569-5418. If it is outside of business hours, residential students should contact the Residential Education Pro-Staff On Call at 330-569-4025. Commuter students should call the Julia Church Health Center or the Residential Education Pro-Staff On Call prior to leaving campus. All students should save these phone numbers to their phones prior to the start of the Fall 2020 semester. Additionally, students may want to contact their primary healthcare provider to inform them of the symptoms and seek immediate medical attention, if necessary.

ISOLATION AND CONTACT TRACING/QUARANTINE
The CDC defines isolation and quarantine as follows:
- Isolation separates sick people with a contagious disease from people who are not sick.
- Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.
Isolation:
Hiram College has identified a small isolated section of the Quad that is set up for isolation of residential students who become ill with symptoms of COVID-19 or test positive for COVID-19. Commuter students will be asked to self-isolate at home. The Office of Residential Education will work with students to ensure that they have adequate and comfortable isolation spaces. On campus, students in quarantine are allowed to pick up their meals and bring their meal back to their room or to an isolated location outside without other people to eat. Students who are well enough to complete coursework will be able to do so remotely while they are in isolation. The health center will be checking in on students in isolation. They are not allowed to attend class, term or club meetings, or practices in person. They are allowed, and encouraged, to go for solo walks/hikes outside. These rules are set in place by the CDC and conveyed to us through the Portage County Health District.

It is an expectation that Facilities Management will thoroughly clean any area where the infected individual has been, according to ABM’s standard operating procedures.

Any student with COVID-19 will be cleared to leave isolation once the CDC requirements for ending self-isolation have been met:
1) at least ten (10) days have passed since symptoms appeared, AND
2) they have been fever-free for one (1) full days (24 hours) without the use of fever-reducing medication, AND
3) other symptoms of COVID-19 are improving

Contact Tracing/Quarantine:
Should a member of the Hiram College community contract COVID-19, the College will notify the Portage County Health District. Other local, state or federal agencies may also be involved as required by applicable law. The Portage County Health District is charged with conducting contact tracing of confirmed cases of COVID-19 at Hiram College, and will work in cooperation with the Julia Church Health Center and the Office of Residential Education to promptly identify all individuals who came in close proximity (within 6 feet) of the affected individual for a prolonged period of time (more than fifteen minutes) starting from two days before the onset of illness, or for asymptomatic individuals, two days prior to a positive specimen collection. The contract tracers will likely not identify the affected individual by name, but will notify those contacts that they may have been exposed to COVID-19. Exposed students will quarantine for 14 days in their residence hall room or at home if they commute and self-monitor for symptoms. On campus, students in quarantine are allowed to pick up their meals and bring their meal back to their room or to an isolated location outside without other people to eat, according to Dining Service protocols, and students will be able to complete their coursework remotely.

The Portage County Health District will conduct calls and follow-up queries with those in isolation and/or quarantine as necessary. For any commuter students who live outside of Portage County, the respective county health departments will work together to achieve a coordinated and thorough response to each case.

If at any time you are notified that you were exposed, on or off campus, to someone with known COVID-19 or you are returning from travel to an “Ohio Hotspot” or a “National Hotspot” area, as defined by the maps in the links, please quarantine yourself and notify the Julia Church Heath Center, EVEN IF you do not have any symptoms. Campus healthcare personnel will guide you through the necessary 14-day quarantine. If local outbreaks emerge, tighter restrictions, reduced staffing, and remote instruction may again be necessary.
GUIDANCE FOR RETURNING TO CAMPUS
We know you expect a quality education even while we accommodate the unique health precautions this pandemic demands, and we are devoted to having a safe return for Fall 2020. We need everyone’s support to make this happen.

Return to Class:
The faculty and deans are looking forward to seeing students soon. We have been working to ensure the health and safety of everyone in our learning community. Of course, a top priority this fall is to enable students to progress in their academic and career goals. Hiram has invested in faculty development through the summer to help our educators to be as effective as possible in all of these circumstances.

Campus-Based Instruction and Course Delivery
Classrooms will look different. They will be configured so that the chair locations are clearly marked to maintain six feet of physical distance. It is critical that students and faculty maintain six feet of distance during the entire instructional time. Chairs and desks may not be moved.

Laboratory and simulation spaces will be managed to the extent possible so that students are able to maintain six or more feet of distance. Faculty and instructors will define the Personal Protective Equipment (PPE) required for each student in the laboratory, which may include face shields, gloves, and goggles. PPE must be worn at all times during the laboratory period. Students will be required to maintain a sanitary workspace in the laboratory, which includes sanitizing equipment after use and washing hands before leaving the laboratory.

Faculty are working to provide options for instruction. Students will receive information from advisors or the Deans regarding the format of classes courses. If students have questions at any time, they should please reach out to their advisor. The other option is to reach out to the School Director:
• Dr. Janet Pope for the School of Arts, Humanities & Culture
• Professor Romeva Prceja for the Scarborough School of Business & Communication
• Dr. Jen McCreight for the School of Education, Civic Leadership & Social Change
• Dr. Brad Goodner for the School of Health & Medical Humanities
• Dr. Nick Hirsch for the School of Science & Technology.

In addition, students may also call the Office of the Dean of Academic Affairs to talk to one of the Associate Deans:
• Dr. Ella Kirk (kirkew@hiram.edu, (330) 569-5150, third floor Hinsdale)
• Dr. Jeff Swenson (swensonjc@hiram.edu, (330) 569-4324, second floor Hinsdale, suite 205).
To the extent possible, classes will be paperless and contact free. Faculty will use the Moodle, email or another electronic platform to deliver information to students as much as possible. Students are asked to read their Hiram emails and check Moodle for any messages from faculty!

**Cleaning in Classrooms**

Hiram has established a routine for environmental cleaning and disinfection of high-touch surfaces and shared equipment throughout the academic day. These areas will be deeply sanitized once a day.

In addition, each classroom will be equipped with disinfecting product and equipment.

Students will be asked to wipe down their desks on the high touch areas at the ending of each class. Faculty will wipe down their chairs, desks, podiums upon exiting classrooms as well.

Students are encouraged to avoid sharing electronic devices, laboratory equipment, and containers wherever possible.

**Face Coverings in Classrooms and Public Spaces on Campus**

Face coverings must always be worn in classrooms, as well as in all public spaces on campus, except for one of the following reasons: facial coverings in the campus setting are prohibited by law or regulation; facial coverings are in violation of documented industry standards; facial coverings are not advisable for health reasons; facial coverings are in violation of the campus’ safety policies; facial coverings are not required when working alone in an assigned work area; facial coverings are not required when the student is alone in a residential setting; there is a functional (practical) reason not to wear a facial covering on campus. Students should tell their faculty member immediately if they are having difficulty understanding or hearing them through a face covering.

If a student has temporarily misplaced their face covering, a face covering can be obtained from the Welcome Center, Campus Safety, the Dean of Students office and in residence hall entryways. Additional face coverings may be purchased from the bookstore. Hiram students and faculty may also report concerns about community members not wearing face coverings to:

- Student Affairs (x5233) (to report concern regarding student)
- Human Resources (x5109) (to report concern regarding employee)

While disciplinary action may be a possibility for the refusal to wear a face covering when required, the primary focus in academics is on promoting awareness of the reasons for face coverings in order to encourage personal responsibility and voluntary compliance with face covering policies. However, faculty members may ask any student without a mask to leave and return to the classroom with a face mask. If the student refuses to leave class, the entire class will leave and move to Zoom immediately if possible.

**Physical Distancing in Classrooms and Public Spaces on Campus**

As described above in the campus-based instruction and course delivery part of this document, learning spaces will be clearly marked for social distancing. Hallways and doors will be open, if possible, to maximize movement before and after each class. Foot traffic flow will be coordinated where possible to minimize congregation and congestion.

Each building will have clearly marked ingress and egress patterns to curtail congregating. If possible, there will be several entry points and exit points, so that all students are not funneled through the same spaces. Each building has visual aids to illustrate appropriate spacing and traffic flow throughout each classroom building. Common areas are reconfigured to minimize crowding and to encourage physical distancing. Elevators are clearly marked regarding capacity. Faculty and students are encouraged to take the stairs when possible.

Faculty will assign seats in the classroom so that students are in the same spaces when in the classroom daily, which will help with contact tracing, if needed.

**What if a Faculty Member becomes ill?**

Faculty members who become ill will stop teaching immediately. Each faculty member has been asked to designate a substitute which means that instruction and advising will continue. Any student with concerns should contact the school director:

- Dr. Janet for the School of Arts, Humanities & Culture
- Professor Romeva Prcele for the Scarborough School of Business & Communication
- Dr. Jen McCreight for the School of Education, Civic Leadership & Social Change
- Dr. Brad Goodner for the School of Health & Medical Humanities
• Dr. Nick Hirsch for the School of Science & Technology.
In addition, students may also call the Office of the Dean of Academic Affairs to talk to one of the Associate Deans:
  • Dr. Ella Kirk (kirkew@hiram.edu, (330) 569-5150, third floor Hinsdale)
  • Dr. Jeff Swenson (swensonjc@hiram.edu, (330) 569-4324, second floor Hinsdale, suite 205).

Attendance Policy
Faculty members are adopting attendance policies for their courses that take into account the unpredictable nature of the current pandemic. Attendance policies (and other policies regarding late work, missed exams, etc.) will be clearly identified in the course syllabus. Please read the policies carefully and ask the faculty member if the policies are not clear.

Office Hours
Faculty will establish virtual office hours and communicate these readily to students. Advising appointments will also be conducted online or via Zoom. Students should reach out to faculty regarding virtual office hours. Students should be proactive in asking for help and communication with faculty members. Faculty are here to support students, so please reach out.

Using the Library
The library staff is very willing to work with students. Please contact the library at 330 569-5489 or library@hiram.edu.

The library will be open to students for its regular hours beginning August 31, and classes will be held in the building. There will be safe entry and exit points for access which will be communicated to campus at that time. Students may request materials for curbside pickup. The librarians will respond to requests as soon as possible and contact students when the materials are available. Materials that have been returned to the library will be quarantined for 72 hours. If a student needs materials in quarantine, the librarians will work to make them available.

All patrons using computer stations in the library should work alone at each station. There will be instructions on how to clean the computer upon arrival and departure.

If students use a study room in the library, the librarians ask that they follow the posted instructions.

Communication
Students should contact the Office of the Dean of Academic Affairs at 330 569 5125 if they are having difficulty. Students may also call one of the Associate Deans directly:
  • Dr. Ella Kirk (kirkew@hiram.edu, (330) 569-5150, third floor Hinsdale)
  • Dr. Jeff Swenson (swensonjc@hiram.edu, (330) 569-4324, second floor Hinsdale, suite 205)

Dining On Campus Procedures:
Hiram Dining Hall and The Bistro will open in the fall semester with the following guidelines in place. Please note all guidelines are set per local and state health department recommendations.

Dining Hall
Hours of Operation (will also be posted online):

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<th>Days</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
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<td>Monday-Friday</td>
<td>7:30am-9:30 am (Doors close cleaning)</td>
<td>11:00am-2:00pm (Doors close for cleaning)</td>
<td>4:30pm-8:00pm (Doors close for cleaning)</td>
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<tr>
<td>Saturday/Sunday</td>
<td>Brunch: 10:00am-2:00pm (Doors close for cleaning)</td>
<td>Dinner: 4:30pm-6:30pm (Doors close for cleaning)</td>
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There will be defined entrances and exits from the dining hall. To maximize flow and physical distancing, there will be a directional path to guide you through the various stations to collect your food and drink. Students will need to maintain a physical distance of six (6) feet while waiting in line.

All self-serve or buffet stations have been eliminated or restructured. Some stations/options that you have been familiar with may not be available because of the time it takes to personalize orders. All dining options will be staff-served or available to go utilizing our new green box program.

If you would like to take your meal to go you can do so by utilizing our green box program. Each student is provided with a green reusable container. Just bring it with you to receive a clean and sanitized replacement
on arrival to the dining hall each time you wish to take food to go. It is your responsibility to bring this container with you. Please be aware that if you take your food to go, you are forfeiting the “all you can eat” nature of the dining-in experience. Additionally, you should not take food to go for others. There may be a limit to how many entrees you can take out of the dining hall.

If dining in, seating will be allowed in “family groups” of no more than 6. Communal eating is a higher risk activity, so these should be people with whom you already have close contact – teammates, residents of your hall, classmates, etc. We would ask that you all arrive together, are seated together, and leave approximately the same time so that the table and chairs can be sanitized for the next group. The tables available for seating will be appropriately distanced.

All flatware and napkins will be handed to patrons. All condiments, salt and pepper, etc. will be available in individual use packaging and will be handed out at point of service. Reusable cups will only be permitted only when carrying out and will be distributed with the green containers.

Please be aware if you have any dietary needs, those will need to be communicated and will be accommodated by AVI staff where available.

Additionally, it is determined that the air ventilation systems are appropriate and will be run continuously. Cleaning and sanitation guidelines as required by the State of Ohio and CDC will be met. Hand sanitizing stations will be available at the entrance, hand washing stations are available in the restrooms within the dining hall, and should you want to sanitize your own table, cleaning supplies will be available throughout the dining hall.

The Bistro
Hours of Operation (will also be posted online):

**Monday-Friday**  
8:30am-11:00pm  
*Drinks Only 8:30am-11:00am

**Saturday-Sunday**  
12:00pm-10:00pm

The Bistro will become to-go service only. No seating will be permitted in the café or in the surrounding areas. There will be one entrance and one exit out. Please follow floor markings and practice social distancing while waiting to order or pick up your food.

All items will be served in plastic disposable containers. All condiments, napkins and flatware will be distributed by staff and will be in individual containers.

New for Fall
With the dining hall halting continuous service for cleaning, we will now offer a meal exchange at the Bistro during off peak times. Between 2:00pm & 4:00 pm and 8:00pm & 10:00pm, you can use a meal swipe to purchase a meal from a limited, posted menu. You may only do so during designated times and may only order from the designated menu.

To keep traffic flow to a minimum, we will have a larger quantity of grab and go salads, wraps and sandwiches. We encourage you to consider purchasing from the ready-made items.

Additionally, it is determined that the air ventilation systems are appropriate and will be run continuously. Cleaning and sanitation guidelines as required by the State of Ohio and CDC will be met. Hand sanitizing stations will be available at the entrance; hand washing stations are available in the restrooms.

Contact Information for AVI Foodservices
Gina Toppin: gtoppin@avifoodsystems.com  
Heidi Vance: hvance@avifoodsystems.com  
Michael Foster: fosterml@hiram.edu  
Diane McBride: mcbridem@hiram.edu  
Gabby O’Toole: otooleg@hiram.edu
Return to Fitness and Practice:

Use of Outdoor Athletic and Recreational Facilities

During the COVID-19 pandemic, Hiram College outdoor facilities like Henry Field and the surrounding track, natural grass athletic fields, tennis courts, and hiking trails have remained open for student, faculty, and staff usage – per regulations and recommendations on social-distancing and small-group gatherings from the Ohio Governor’s Office. Use of these facilities by the Hiram College community will continue to be permitted under such circumstances. Individuals not complying with such recommendations will be asked to immediately leave the premises. Additionally, consistent with the recent Hiram College no-visitor policy, use by individuals outside the Hiram College community is not permitted at this time.

Use of Les and Kathy Coleman Center Facilities

The facilities in the Les and Kathy Coleman Sports, Recreation, and Fitness Center, including Price Gym, Martin Fieldhouse, Fleming Fieldhouse, the Andrews and Connor Fitness Center, the Steve Belichick Olympic Training Center, and indoor track are vital in providing healthy, active options for varsity athletic teams and the general Hiram College student population. The guidelines below are being implemented during the COVID-19 pandemic in order to provide usage for students, faculty, and staff; while minimizing risk to protect the Hiram Community. Additionally, consistent with the recent Hiram College no-visitor policy, use by individuals outside the Hiram College community is not permitted at this time.

Health and Safety Measures

Anyone participating in physical activity at the Coleman Center is expected to self-monitor for symptoms of illness prior to entering the facility. Anyone displaying symptoms within the previous 14 days should not enter the Coleman Center and should self-isolate. Anyone that has been exposed to someone with COVID-19 within the past 14 days should not enter the facility and should self-quarantine.

Only one primary entry will be open to the entire Coleman Center. This desk will be staffed with someone to check the temperature of anyone entering the facility. Anyone with a temperature in excess of 100.4, will not be permitted access to the building. All guests will be recorded, as will the areas that they are utilizing during the visit.

Per current Hiram College policy, face coverings/masks will be required for employees, students, and visitors in the Coleman Center. With regard to the use of face coverings/masks during physical exercise, the relevant Ohio Department of Health Orders and the Mitigating Risk with Face Coverings and Physical Distancing recommendations of the NCAA Resocialization of Collegiate Sport: Developing Standards for Practice and Competition document will be followed.

Spray bottles with sanitizing products and rags will be made available to each participant in the fitness center and weight room. They will also be available to every student worker employed in the facilities. Participants will be expected to sanitize all equipment that is used immediately upon completing activities.

Trained students or staff will supervise workout facilities at all times. Staff will assist with enforcing all participation and safety guidelines during hours of general usage, including sanitizing and social distancing.

Signs will be posted throughout the Coleman Center offering directions for safety and minimizing risk for all participants. These will reflect current requirements and recommendations by the Ohio Governor’s Office, as well as Hiram College specific policy.

Facilities will be closed periodically throughout the day for complete sanitizing and cleaning. UV lighting has been installed in the fitness center and will be utilized at these times to enhance sanitation of the room. The fitness center may not be used, and no one will be in the fitness center, when UV lights are activated.

Facilities management will continue to provide daily cleaning and sanitizing each weekday prior to opening in the morning. Facilities management will add additional cleaning in the evening on weekdays and once each day on weekends.

All reported cases of COVID-19 will be reported to the Health Center, Human Resources, and the Portage County Health Department. Facilities Management will clean and disinfect the workout spaces prior to opening again for use.
Limiting Occupancy
Participation will be limited in all spaces in the Coleman Center, so that guests may practice social distancing of six feet from one another. To allow for such distancing, the below-listed maximum number of guests are being enforced in each of the following spaces at this time:

Andrews & Connor Center 15
Belichick Center 8
Price Gym 10
Fleming Fieldhouse 20
Martin Fieldhouse 30
Indoor Track 10
Aerobics room 10
IES meeting room 30
Conference room 10

Coleman Center Hours
The Coleman Center will be open, with a staff member monitoring entry, during the following hours. Note that appointment times must be made online to reserve the limited spaces in different facilities, updated hours will also be posted online.

M-F 9am-11pm Sat 1pm-6pm Sun 4pm-9pm

Fitness Center/Weight Room Schedule
Specific times have been set for usage of the Belichick and Andrews and Connor facilities, by varsity sports teams and the general student and staff populations. The following schedule is to be observed. Note that all varsity team workouts must be supervised by a Hiram College coach who will enforce temperature checks and social distancing/face covering guidelines. Students or staff will sign up for general usage times online, and supervision of such times will be provided by a trained student worker or staff member.

M-F 6am-9am Varsity Teams
10am-3pm General Use
4pm-7pm Varsity Teams
8pm-11pm General Use
Sat 9am-12pm Varsity Teams
1pm-6pm General Use
Sun 12pm-3pm Varsity Teams
4pm-9pm General Use

Return to Practice for Varsity Sports Teams
While varsity student-athletes at Hiram College can utilize college athletic facilities for their own workouts, an actual return to practice with coaches and teams must follow National Collegiate Athletic Association (NCAA) and Hiram College protocols. The first step for all student-athletes is to pass a campus physical before involvement in any team activities. Physicals are scheduled for all athletes within the first three weeks of classes (August 31 – September 18).

In addition, student-athletes and athletic programs must follow the Core Principles of Resocialization of Collegiate Sport: Developing Standards for Practice and Competition Frequently Asked Questions, as well as any North Coast Athletic Conference guidelines, Hiram College policies, and updated Ohio Department of Health Orders. This can make for a complex set of standards, which will be followed by Hiram College Athletics at all times – even if it means a retreat to an earlier phase in the NCAA guidelines. For example, if athletes have moved into NCAA Phase II or III, but gating criteria are not being met, or the Ohio Governor’s Office releases a stricter standard, then circumstances and expectations for practices or workouts may change immediately.
Computer Lab Procedures:
Computer Labs have been designed to allow physical distancing between workstations. Devices and furniture have been moved and layout changes have been made in these spaces. Additionally, capacity limitations have been put into place.

Public Computer Labs will have antimicrobial accessories, such as keyboards and mice. Departmental labs will receive keyboard covers that can easily be cleaned.

Sanitation tools such as sanitizing wipes, hand sanitation stations, and disinfectant cleaner will be available in computer labs. Students must sanitize the space before and after each use. Additionally, facilities management staff will disinfect and clean the labs at least once a day.

Face Coverings in College Buildings:
Students must wear face coverings when inside of any College facility except when in their own residence hall room. When outdoors, students must wear face coverings when physical distancing measures are difficult to maintain. For more information on face coverings, please review the face coverings section under Personal Safety Practices on page 16.

Q&A:
Q: I do not have any symptoms of illness; do I need to wear a face covering?
A: Yes. Face coverings are worn to protect other people from getting infected by you if you have asymptomatic infection, or if you are in the pre-symptomatic phase of the COVID-19 illness. This period typically lasts for 2 days prior to the onset of symptoms.

Q: Do I need to wear a face covering if I am hanging out with my friends outside?
A: If you are able to maintain 6 feet of distance between you and other people, then you do not need to wear a face covering outside.

Q: Do I need to wear a face covering when walking across campus?
A: If you are able to stay 6 feet away from people, then you do not need to wear a face covering. However, you should have your face covering with you and readily available in case you pass by a person on the sidewalk or stop to talk to someone on the way to your destination. You must put your face covering back on before entering any building on campus.

Hand Sanitation and Hand Washing:
Students are expected to wash their hands using soap and water for at least 20 seconds as often as possible. If handwashing is not available, students should utilize hand sanitation stations that are placed throughout campus. Students should use hand sanitizer or wash their hands as often as possible throughout the day, especially after being in high touch environments such as elevators, stair wells, bathrooms, etc. Students should do their best to avoid touching their face, nose, mouth, and eyes.

Using Elevators:
Please use stairs whenever possible, given maintaining physical distance inside of elevators is nearly impossible. Wear your face covering and avoid touching elevator buttons with exposed hands/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% alcohol as the preferred form of hand hygiene upon departing the elevator.

Events & Gatherings:
At the time of this publication, the State of Ohio is not allowing large events. Hiram College will continue to have discussions and monitor information at the state and national levels regarding guidelines for larger events. As guidelines are developed, Hiram will notify the campus community about any updated policies and events as soon as possible.

Greetings:
As difficult as it can be, please refrain from greeting each other with handshakes, hugs, back slaps and other forms of physical contact. Create your own version of the Hiram Hi, the Hiram Wave, or the Hiram Yodel!
Social events will be limited to a maximum occupancy of ten students when held indoors. All students in attendance of a social event must wear their face covering and must practice social and physical distancing. **Events held indoors must not exceed ten students.**

Social events held outdoors will allow for larger attendance. Students must practice social and physical distancing when attending an outdoor event. As per Hiram College policy, a face covering must be worn if a distance of six feet cannot be maintained. If students are able to maintain a distance of greater than six feet, face coverings will not be required to be worn.

**Visitors on Campus:**
Access to Hiram College buildings will be restricted to students, faculty and staff (the Hiram College community). Visitors will not be permitted to enter academic or residential buildings without approval from the College.

**College Transportation:**
Any student who will be utilizing Hiram College vehicles for transportation must abide by the following policies and procedures:

- Occupants of the vehicle will need to social distance.
- Students must use hand sanitizer, which will be supplied and kept in all College vehicles.
- Students must wear their face coverings while in College vehicles. Drivers may be granted an exception if they are alone in the front of the vehicle.
- Upon arriving at your destination, the interior of the van must be sprayed with disinfectant cleaner, which will be provided and supplied by the College. Upon returning to campus, the van must again be sprayed down with disinfectant cleaner.
- Tissues and a trash can must be kept in the vehicle at all times.

Additionally, students must agree to be tested for COVID-19 prior to the trip to ensure safety for all students.

**James H. Barrow Biological Field Station Van:**
Students utilizing the Hiram College van for transportation to the James H. Barrow Biological Field Station must adhere to the following policies and procedures:

- Occupants of the vehicle will need to social distance.
- Students must use hand sanitizer, which will be supplied and kept in the vehicle.
- Students must wear their face coverings in the vehicle with the exception of the driver.
- No passengers will be permitted in the front of the vehicle with the driver.
- The vehicle must be regularly sprayed with disinfectant cleaner in between trips. Disinfectant cleaner will be provided by the College.
- Tissues and a trash can must be kept in the vehicle at all times.

**Employment:**
All Hiram College students are expected to abide by the following policies and procedures, whether they are employed on campus by Hiram College, or employed off campus/completing an external internship.

**On Campus**
All students working on campus must wear a face covering when working in public settings. Students must wash their hands frequently while working on campus. If a student does not have the ability to wash their hands, students may utilize hand sanitizer until they are able to wash their hands. Students must follow all departmental policies, as well as Hiram College policies. Questions regarding on campus employment should be directed to the student’s supervisor.

**Off Campus**
All students working off campus must adhere to the following protocol:

- You must take your temperature and self-screen for symptoms of COVID-19 daily.
- You must keep hand sanitizer with you or in your vehicle and use hand sanitizer prior to entering any College buildings. If you do not have hand sanitizer with you, you must utilize the hand sanitizer stations in the College building you are entering.
- Face coverings must be worn upon entering any college building when returning to campus after work.
- Residential students must shower immediately upon returning from work. Clothes should be put in a plastic bag until they can be laundered. Commuter students are highly encouraged
to abide by this practice as well.

- When doing your laundry, you must wash your hands immediately after putting clothes into the washing machine.
- All equipment used in your work setting must be sanitized at the end of your shift. If possible, leave equipment at your worksite if it can be stored and secured.
- Designate one pair of shoes as your work shoes. Work shoes should be left in your vehicle, if possible, after being wiped down with disinfectant. If you cannot leave work shoes in your vehicle, they should be sealed into a plastic bag after being disinfected before you enter any College buildings. You should always use a non-work pair of shoes when entering a College building. This policy is highly recommended for all students working off campus, but must be followed by health care and education workers.

GUIDANCE FOR LIVING IN THE RESIDENCE HALLS

The Office of Residential Education and the Hiram College community is committed to offering a positive and engaging residential experience while keeping all members of our community safe at the same time. We are all responsible for taking care of each other!

Occupancy:
The overall occupancy of our traditional residence halls has been reduced in order to allow for proper social and physical distancing. All students who are assigned to a traditional residence hall for the 2020-2021 academic year will be issued a private room at the same cost as a double room. The standard additional cost for the premium room will be covered in full by a new grant program. No student will pay extra housing costs for a single room in a traditional residence hall.

Students who have assignments in specialty housing areas, such as East Hall, the Townhouses, and Bowler Hall, have been assigned spaces that will allow for the adequate amount of space to practice social and physical distancing from their assigned roommates, if applicable.

Occupancy limits are posted in other common areas, community bathrooms, laundry rooms, etc.

Face Coverings in the Residence Halls:
Face coverings are required inside of all buildings, including the residence halls, unless a student is in their assigned private room with no other residential students. Students will be required to wear face coverings while walking in the hallways or in common spaces of the residence halls (lounges, community restrooms, etc.).

Q&A:

Q: Do I need to wear a face covering walking from the door of my residence hall to my room?
A: Yes, stairwells and hallways are locations where you are likely to pass people and be unable to maintain 6 feet of distance.

Q: Do I need to wear a face covering when hanging out in the common room of my residence hall?
A: Yes, a face covering is required in any shared indoor space. The longer you spend in a common, enclosed space with people, the more likely transmission of the virus becomes.

Q: How many face coverings should I bring with me when I move in?
A: Reusable face coverings should be laundered between daily uses. Students will be provided one Hiram-branded face covering. It is recommended that students bring 7-10 face coverings to allow students sufficient time between using laundry facilities on campus.

Restrooms:
Use of restrooms are limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly, with soap and water, afterward to reduce the potential transmission of the virus. Community restrooms within the residence halls have reduced capacity to ensure proper social and physical distancing. With the overall capacity of the residence halls reduced, students are able to maintain a distance of 6 feet between other students.
Laundry Rooms:
The number of students permitted in a laundry room is limited based on size to ensure at least 6 feet distance. Occupancy limits are posted in the laundry rooms. Students must not exceed the occupancy limits and must maintain 6 feet of separation while in the laundry rooms. Clothes should not be shaken out prior to washing to avoid spreading any viral contamination into the air. Immediately after putting their clothes into the washing machine, students must wash their hands with soap and water for at least 20 seconds.

Common Area Kitchens and Kitchenettes:
Common Area Kitchens and Kitchenettes are closed for the beginning of the Fall 2020 semester. The Office of Residential Education and the Julia Church Health Center will continue to monitor the potential risk of exposure. The Office of Residential Education will re-open these areas when they determine that it is safe to do so.

Cleaning/Disinfection:
Housekeeping teams will clean and disinfect community restrooms twice a day in the residence halls. Additionally, other high touch points within the residence halls are cleaned and disinfected three times a day.

Hand Sanitation Stations:
Students will use these stations to sanitize their hands upon entering or exiting their residence halls. Hand sanitation stations will be at each card access door to the residence halls.

Visitors in the Residence Halls:
No outside visitors will be permitted in the residence halls. Commuter students will not be permitted to visit students in the residence halls. Residential students visiting other residence halls must wear a face covering or mask and practice physical and social distancing measures when in the presence of other students within the residence halls.

Residential students living in the Traditional Halls may have only one visitor, who must be a residential student at Hiram College, in their assigned residence hall room at a time. Residential students living in a suite in East Hall may each have one visitor, who must be a residential student at Hiram College, in their assigned residence hall room at a time. No more than 10 students may be in the common area of an East Hall suite at a time. Residential students living in the Townhouses may each have only one visitor, who must be a residential student at Hiram College, in their townhouse at a time. No more than 8 students may be in the common area of a Townhouse at a time.
PERSONAL SAFETY PRACTICES

Face Coverings: Until further notice, and in accordance with the Ohio Department of Health Facial Covering Order, appropriate face coverings must be worn by all students on campus when inside of a College building, except for one of the following reasons: facial coverings in the campus setting are prohibited by law or regulation; facial coverings are in violation of documented industry standards; facial coverings are not advisable for health reasons; facial coverings are in violation of the campus’ safety policies; facial coverings are not required when working alone in an assigned work area; facial coverings are not required when the student is alone in a residential setting; there is a functional (practical) reason not to wear a facial covering on campus. Students who are residing in the residence halls will not need to wear a face covering when they are alone in their residence hall room, or with their assigned suitemates, roommates, and housemates. If there is another Hiram College student visiting your room/suite/townhouse as a guest, you will all need to put on a mask. Face coverings are required outdoors only when 6-foot social distancing guidelines cannot be maintained. Correct use of face coverings has been conclusively shown to reduce risk of novel coronavirus transmission. Given the high incidence of virus carriers who show no symptoms, and the fact that the infectivity period begins 2 days prior to the onset of symptoms, this mask requirement is critical to the safety of our community. A face covering is not a substitute for physical distancing.

Disposable masks may be worn for only one day, after which students must discard them. Cloth face coverings may be used multiple times but should be laundered between daily uses. When students return to campus, they will be provided with a Hiram-branded face covering. Students may wear their own face coverings as well. Face coverings with a valve, made out of fleece, or a gaiter will not be permitted as they are not deemed an appropriate face covering.

If a student loses their face covering or a commuter student comes to campus without a face covering, they will be responsible for obtaining a disposable mask/face covering from the Welcome Center or Campus Safety. Additionally, replacement face coverings will be available for purchase at the bookstore.

Julia Church Health Center will grant exceptions to this policy for students who have been advised by their health provider not to wear a face covering or if there is another practical reason (e.g., severe asthma or breathing issues, hearing aids, autism, post-traumatic stress disorder, allergies related to face coverings, or claustrophobia). You can explore alternative options, such as face shields, with the Julia Church Health Center. A face covering also is not required if a student is alone in a private enclosed space, such as their residence hall room. Students need to have these documented exemptions on file at the Julia Church Health Center.

See details regarding face coverings use and care below:

CARE OF FACE COVERINGS

Putting on the face covering/disposable mask:
- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face covering/disposable mask fits over the nose and under the chin.
- Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask. Should you touch the front of the covering please wash your hands or use a hand sanitizer that contains at least 60% alcohol.

Taking off the face covering/disposable mask:
- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands or use sanitizer immediately after removing.

Care, storage, and laundering:
- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings should not be used more than one day at a time and should be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each day’s use. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks should be used per the CDC guidelines. They should be disposed of if they are soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.
PHYSICAL DISTANCING
Maintaining space between people is one of the best strategies to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Students must follow these physical distancing practices:
- Stay at least 6 feet (about 2 arms’ length) from other people at all times
- Do not gather in groups of 10 or more
- Stay out of crowded areas and avoid mass gatherings
Ideally, students will carefully consider these same guidelines when they are off campus as well.

HANDWASHING
Wash your hands often with soap and warm water for at least 20 seconds, especially after you have been in a public place, blown your nose, coughed, sneezed, or touched your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth. [CDC Handwashing Video]

GLOVES
Healthcare workers and others in high-risk areas should use gloves as part of their PPE (Personal Protective Equipment), but the CDC has concluded that gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

GOGGLES/FACE SHIELDS
Students need not wear goggles or face shields as part of general activity on campus. Good hand hygiene, face coverings, and avoiding touching your face are generally sufficient for non-healthcare environments.

COUGHING/SNEEZING HYGIENE
If you are in a private setting and are not wearing your face covering, please remember to always cover your mouth and nose with a tissue or the inside of your elbow when you cough or sneeze. Afterward, throw the tissues away and wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

The Student Guide for Return to Campus document outlines policies and procedures in addition to the Hiram College Student Handbook. All Hiram College students are expected to know, understand, and follow the policies outlined in the Hiram College Student Handbook. Additionally, all Hiram College students are expected to know, understand, and follow the policies and procedures outlined in the Student Guide for Return to Campus.
Hiram College is instituting a phased-in move in and return to campus plan governed by the guidelines and policies articulated in this document. All students are expected to read this document carefully, monitor their symptoms regularly, and comply with all policies and procedures here within or as modified by further written communication(s). Violation of these guidelines may result in documentation and may lead to conduct hearing(s), monetary fine(s), and/or adjustments to your housing assignment and student status.

Please initial where indicated

________ I understand that in the 14 days prior to my arrival on campus, I am required to do a quarantine and monitor myself for symptoms of COVID-19 daily. If I am unable to quarantine, I must follow strict guidelines as mentioned in this document, including wearing a face covering when outside of my home, sanitizing and washing hands before leaving and upon returning to my home, etc.

________ I agree to be tested for COVID-19 by Hiram College Julia Church Health Center personnel. I authorize my test results to be disclosed to the Office of Residential Education, the Dean of Students Office, as well as the county, state, and any other government entity as may be required by law.

________ I understand that if I become symptomatic after the start of the Fall 2020 semester, I am to remain at home or in my residence hall room and will immediately report any exposure or illness consistent with COVID-19 to the Julia Church Health Center and/or the Office of Residential Education.

________ I understand I am obligated to comply with the following guidelines and procedures currently in place to maximize campus safety and minimize potential risk of exposure:

- Practice physical distancing by ensuring a 6-foot distance between people at all times.
- Wear a face covering while in college buildings, unless you are alone or with your assigned roommate in your residence hall room, or unless it is not advisable by my health care professional in accordance with the Ohio Department of Health regulations.
- Engage in regular hand washing and hand sanitizing.
- Refrain from hosting any visitors to campus, including overnight guests.

________ I understand that, should I fail to adhere to the guidelines and procedures in place at this time, I may be documented for failure to comply, which may result in a conduct hearing, monetary fine(s), adjustments to my housing assignment, and adjustments to my student status.
ACKNOWLEDGEMENT AND ASSUMPTION OF RISK

I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by being on campus and that such exposure or infection may result in serious illness and death. I understand that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, College employees, volunteers, guests, and students.

I assume all of these risks and accept sole responsibility for any injury (including, but not limited to, personal injury, disability, and death), illness, damage, or expense, of any kind, that I may experience or incur in connection my attendance at Hiram College.

I acknowledge that I am accepting and agreeing to this Acknowledgment through an electronic signature, which shall be treated the same as if it was an originally hand-signed contract.

Student Name: __________________________ ID #: ______
Signature: __________________________ Date: ______

If the above-named Student is not 18 years of age on the above date, a parent/guardian signature must also appear on this Acknowledgment and Assumption of Risks indicating acceptance of the terms and conditions herein. I, as the Parent and/or Legal Guardian, have read and understand this document. I am aware by signing this agreement that I may be waiving certain legal rights, including the right to sue. This agreement will be binding on me, my heirs, and assigns. I represent that I have full authority to sign on behalf of my child(ren) and that my signature binds each other person having authority to make decisions on behalf of the child(ren). I acknowledge that I am accepting and agreeing to this contract through an electronic signature, which shall be treated the same as if it was an originally hand-signed contract.

Parent/Guardian Name: __________________________
Parent/Guardian Signature: __________________________ Date: ______