

COVID-19 Policies at Hiram College

Hiram College students will continue to adhere to COVID-19 guidelines and policies as indicated in this section of the Hiram College Student Handbook. All students are expected to read this section 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 and policies may result in documentation, which may lead to conduct hearing(s), monetary fine(s) and/or adjustments to your housing assignments and student status at Hiram College.

Hiram College has constructed these guidelines, policies and safety practices to protect the Hiram community. Unless you have received a written exemption from the Health Center or your primary care provider, you are required to comply with all guidelines, policies and safety practices. Failure to do so places you and the entire college community at risk.

These policies are subject to change at any time, for any reason, including changes in guidance set forth by the CDC and other state and local public health authorities. Please refer to our [COVID Updates](#) and [Dashboard](#) on the Hiram College website.

COVID-19 Alert System

Campus administrators will be monitoring the following factors to assess campus health throughout the academic year. Should the campus or region meet any of the following indicators, the campus's alert level may increase. These alert levels, additional migration strategies, and policies may change at any time to ensure the health and safety of the campus community. The current alert level can be found at www.hiram.edu. The color levels are unique to the Hiram College Campus and do not correspond to other alert level colors.

Campus Indicators

- Surrounding Community Caseload: 7-day average of daily cases in 10 surrounding counties; triggered when >50/100,000 per day
- Campus Isolation Capacity: Triggered when >50% occupied (11 rooms)
- Cases on Campus: 7-day average of new daily cases; triggered when increasing for 5 days in a row
- Campus Community Spread: Triggered when there are more than 3 cases in one week that are unrelated through contact tracing

Alert Levels

Level 0 Green: No Pandemic

Level 1 Yellow: Active Pandemic – Minimal Exposure and Spread

Level 2 Orange: Active Pandemic – Limited Exposure and Spread

Level 3 Red: Active Pandemic – Heightened Exposure and Spread

Level 4 Purple: Active Pandemic – Severe Level of Exposure and Spread

Level 0 Green: No Pandemic

- Physical distancing is no longer required.
- Face coverings are no longer required.
- Continue to practice good hand and respiratory hygiene.

Level 1 Yellow: Active Pandemic – Minimal Exposure and Spread

The following is in effect:

- **Face coverings:** Masks are welcome for all and encouraged for those not vaccinated or those not feeling well.
- **Testing:** Testing will occur on campus for any symptomatic individuals on campus.
- **In-Person Gatherings:** Classes will be held in person, activities will be held on campus.
- **Transportation:** The College will continue transportation as scheduled. All passengers in college transportation must wear a face covering.
- **Dining:** The Dining Hall and Bistro will operate under normal dining hours.
- **Athletics:** Student athletes will follow the NCAA Division III and NCAC health and safety plan.

Level 2 Orange: Active Pandemic – Limited Exposure and Spread

The following is in effect:

- **Face Coverings:** Masks are welcome for all and should be worn by those not feeling well and by those not vaccinated inside buildings and outside when physical distancing cannot be easily maintained.
- **Testing:** Students will be tested upon arrival to campus prior to the start of a semester or following a semester break. Testing will occur on campus for any symptomatic individuals on campus. The Health Center will conduct randomized testing of unvaccinated campus community members.
- **In-Person Gatherings:** Classes will be held in person. Due to the difficulty in maintaining physical distancing, all indoor lab classes will require masks. Activities will be held on campus with guidelines for face coverings, physical distancing and handwashing in place.
- **Transportation:** The College will continue transportation as scheduled. All passengers in college transportation must wear a face covering.
- **Dining:** The Dining Hall and Bistro will operate under normal dining hours. Face coverings must be worn in serving areas.
- **Athletics:** Student athletes will follow the NCAA Division III and NCAC health and safety plan.

Level 3 Red: Active Pandemic – Heightened Exposure and Spread

The following is in effect:

- **Face Coverings:** Masks are recommended for all. Unvaccinated campus community members must wear face coverings while on campus.
- **Testing:** Students will be tested upon arrival to campus prior to the start of a semester or following a semester break. Testing will occur on campus for any symptomatic individuals on campus. The Health Center will conduct randomized testing of unvaccinated campus community members.
- **In-Person Gatherings:** Classes will be in person, remote or flex schedule. Masks may be required for in-person classes. Activities will be held on campus or remotely with mandates for face coverings and social distancing required.

- **Transportation:** The College will continue transportation as scheduled. All passengers in college transportation must wear a face covering.
- **Dining:** The Dining Hall will be open at 50% capacity. Face coverings must be worn when in serving areas or when not eating.
- **Athletics:** Student athletes will follow the NCAA Division III and NCAC health and safety plan.

Level 4 Purple: Active Pandemic – Severe Level of Exposure and Spread

The following is in effect:

- **Face Coverings:** Face coverings are required for everyone on campus.
- **Remote Gatherings:** Classes will be remote on a flex schedule. All activities and other in-person events are suspended until further notice.
- **Campus Housing:** The majority of students will move home for the rest of the semester. Students must contact the Office of Residential Education to discuss on-campus housing options on a case-by-case basis.
- **Transportation:** All college transportation will be suspended.
- **Dining:** The Dining Hall will offer meals as takeout only.
- **Athletics:** Student athletes will follow the NCAA Division III and NCAC health and safety plan.

Face Coverings and Masks

Hiram College reserves the right to implement a mask requirement at any alert level for any amount of time based on transmission rates at Hiram College and the local community per guidance from CDC. Any requests for medical exemptions to a mask requirement should be submitted to the Julia Church Health Center in a private letter from the student's health care provider.

Arrival Testing, Surveillance Testing and Symptom Testing

Vaccinated individuals may not be required to participate in arrival or surveillance testing per CDC guidelines. If a vaccinated individual develops symptoms of COVID-19, they should immediately wear a mask and contact the Health Center to be tested for COVID-19 as soon as possible.

Individuals who are not vaccinated will be required to participate in arrival and surveillance testing for COVID-19, per CDC guidelines. All unvaccinated individuals will be tested upon returning to Hiram College for the fall 2021 semester. Should a student test positive upon their arrival to Hiram, students whose permanent residence is less than five hours from campus by car will be asked to return home to isolate. Students who live more than five hours away will be placed in an isolation location on campus.

If any student, regardless of vaccination status, begins experiencing COVID-19 symptoms, they should immediately wear a mask and separate themselves from other people. Residential students can do this by going to their residence hall room, their car or an isolated location if they are a commuter. If a student begins experiencing symptoms during normal business hours (M-F, 8:30 a.m. to 5 p.m.), the student should then contact the Health Center at 330.569.5418. If it is outside of business hours, residential students should contact the Residential Education Pro Staff On Call number at 330.569.4025. Commuter Students should contact the Health Center or Residential Education Pro Staff On Call prior to leaving campus. All students should save these numbers in their phones prior to the start of the fall

2021 semester. Additionally, students may want to contact their primary healthcare provider to inform them of the symptoms and seek immediate medical attention by calling 911, if necessary.

Hiram College and the Health Center will continue to follow the CDC's recommendations and guidelines regarding quarantine, isolation and testing. A student will be cleared to leave isolation once the CDC requirements for ending isolation have been met:

- At least 10 days have passed since symptoms appeared, AND
- They have been fever-free for 24 hours without the use of fever-reducing medication, AND
- Other symptoms are improving.

Symptom and Self-Monitoring

All students must monitor for symptoms of COVID-19 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 rooms. Students must be free of any symptoms potentially related to COVID-19 before heading elsewhere on campus or traveling to Hiram College. 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 shakes with chills
- Runny nose or congestion
- Muscle pain/joint pain
- Headache
- Sore throat
- Fatigue
- Nausea, vomiting and diarrhea
- New loss of taste or smell

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 number of spaces on campus to be used for isolation of residential students who test positive for COVID-19. Commuter students will be asked to isolate at home. The Office of Residential Education and Commuter Services will work with students to ensure that they have adequate and comfortable isolation spaces. College staff will bring meals to isolated residential students. 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 while they are in isolation.

- Any student will be cleared to leave isolation once the [CDC requirements](#) for ending isolation have been met: At least 10 days have passed since symptoms appeared, AND
- They have been fever-free for 24 hours without the use of fever-reducing medication, AND

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 Health Center and the Office of Residential Education and Commuter Services to promptly identify all individuals who came in close contact of the affected individual for a prolonged period of time starting from two days before the onset of illness, or for an asymptomatic individual, two days prior to a positive specimen collection. The contact 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 rooms, or at home if they are a commuter student, and will self-monitor for symptoms.

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

If you are not vaccinated and are notified that you were exposed, on or off campus, to someone with known COVID-19, please quarantine yourself and notify the Health Center, even if you do not have symptoms. Health Center staff will guide you through the necessary 14-day quarantine.

If you are vaccinated and are notified that you were exposed, you are not required to quarantine unless you have symptoms, however, you should get tested 3-5 days after exposure, even if you don't have symptoms and wear a mask indoors in public for 14 days following exposure or until your test result is negative.

GUIDANCE FOR RETURNING TO THE CLASSROOM

This document, prepared for faculty, serves as an addendum to the *Student COVID policies found in the student handbook* and information available on the hiram.edu website. This guidance is subject to change at any time, for any reason, including changes in guidance set forth by the CDC and other state and local public health authorities.

Introduction

The **guiding principles for fall 2021** are the same as last year — to **ensure the health and safety of everyone in our learning community and to enable students to progress in their academic and career goals. Instruction, however, will be delivered in a face-to-face modality.** Only courses that have traditionally occurred online will continue to retain that modality.

In order to make face-to-face learning possible and keep everyone safe in the classroom, please follow the guidelines and rules in this document. We need everyone's help to maintain our face-to-face setup.

Please note that the fall calendar for 2021-22 has not been adjusted.

Campus-Based Instruction and Course Delivery

- **Hiram College will return to teaching in a face-to-face modality** in order to build the important learning relationship that is so important for students to be successful. Faculty may, of course, switch modalities from time to time for variety. Only classes that have traditionally been online will continue solely in that modality.
- **Classrooms will be configured so that the chair locations are three feet apart.** It is critical that students and faculty maintain three feet of distance during the entire instructional period. Chairs and desks must remain three feet apart even when you form circles or small groups during class time. Please move the chairs back to the original setup at the end of each class.
- **Laboratory and simulation spaces will be managed to the extent possible so that students are able to maintain at least three feet or more 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 unless the faculty member specifies differently. 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 may choose to extend the distance between chairs** but will need to work within the number of students in the class. Faculty should contact Jennifer Stewart in the Office of Academic Affairs to discuss alternative classroom spaces if needed, although Academic Affairs may not be able to meet all requests.
- **To the extent possible, classes will be paperless and contact free.** Faculty will use 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 regularly for any messages

from faculty.

Cleaning in Classrooms

- **Hiram will sanitize classroom areas once a day.** In addition, each classroom will be equipped with disinfecting products and equipment.
- **Students and faculty may choose to wipe down their desks and chairs** at the beginning or end of class.
- **Classes will end according to the schedule in the class schedule.**

Moving Between Classes

- There will be no directions for ingress and egress of classrooms and classroom buildings. All members of the campus community must wear masks indoors and in public places following the mandate on campus.

Face Coverings in Classrooms and Public Indoor Spaces on Campus

- **Properly fitting face coverings must be worn in classrooms, as well as in all public indoor spaces on campus from August 10 until further notice**, depending on public health guidance. This requirement applies to all faculty and students, regardless of vaccination status.
- Any faculty or student may choose to wear their masks at any and all times. This is a welcome practice as face coverings combined with other preventive measures such as getting vaccinated, frequent handwashing and physical distancing can slow the spread of the virus.
- Faculty should invite students to let them know if they are having difficulty understanding or hearing them through face coverings.
- 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 residence hall entryways. Additional face coverings may be purchased from the Bookstore.
- While disciplinary action may be a possibility for the refusal to wear a face covering, the primary focus in academics is on promoting awareness of the reasons for face coverings to encourage personal responsibility and voluntary compliance with face covering policies.
- 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)

Attendance Policy

- Attendance policies (and other policies regarding late work, missed exams, etc.) will be clearly identified in the course syllabus. Faculty are encouraged to highlight this policy

during the first class session.

- Hiram's standard approach for the year is face-to-face learning. Students should expect to attend class in person rather than virtually. Hiram will not hold classes with students attending both in the classroom and via Zoom except in rare situations where advanced accommodations are made by individual faculty. While some students may be permitted to attend class via Zoom, that does not mean others will be allowed to do so. The College hopes that all faculty will follow this guideline so that students understand the importance of class attendance in person.

Office Hours and Open Door Policy

- Faculty will establish regular face-to-face (masked) or Zoom office hours and communicate the hours readily to students. Advising appointments may be conducted face to face or on Zoom.
- Faculty and staff will return to the normal routine of being on campus and in offices with open doors. Students should be proactive in asking for help and communicating with faculty members. Faculty are here to support students, so please encourage students to reach out.

Examinations

- Final examinations will be given in person, maintaining three feet of distance in the classroom.
- Faculty members will inform students on the syllabus of the nature of all examinations.

Faculty Illness

- Faculty members who become ill should stop teaching immediately. Each faculty member will find a substitute or give instructions to students on how to continue the course. Faculty should follow the employee COVID-19 Quick Reference Procedure Guide found on the Human resources website.

Student Illness

- If a student begins experiencing COVID-19 symptoms, they should immediately separate themselves from other people. All students should contact the Julia Church Health Center at 330.569.5418. If a student tests positive on campus, the Health Center will have them sign a release so faculty can be notified. If a student tests positive off campus, they are advised to call the Health Center and a staff member may notify faculty. Students are strongly encouraged to contact the Health Center at the onset of symptoms or a positive test result to ensure the health and safety of the campus community.
- Students should contact their faculty members at the onset of illness to inform them of the situation. Faculty should provide students guidance on how to keep up in the course.

Using the Library

- The library staff is willing to work with students in person or via Zoom. Students can visit the library first floor or contact the library at 330.569.5489 or library@hiram.edu. Students

are welcome to visit the library to enjoy the comfortable chairs and café.

- If students use a study room or group study room in the library, they must follow the posted instructions.
- The library's eBooks and online journals are available 24/7 from the library's website, library.hiram.edu.

Communication Regarding Academics

- Students with academic complaints and concerns should contact the Office of the Dean of Academic Affairs at 330.569.5125.
- Students may also contact the College's associate deans directly:
 - Dr. Ella Kirk (kirkew@hiram.edu, 330.569.5150, third floor Hinsdale)
 - Dr. Jeff Swenson (swensonjc@hiram.edu, 330.569.4324, Hinsdale 205)