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Fall 2020

Safe Return to Campus Playbook: Fall 2020

Kettering University

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PLAYBOOK FOR OUR
SAFE RETURN
TO CAMPUS

FALL 2020

Kettering
UNIVERSITY



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FORWARD

As we prepare to welcome the Kettering University community to campus for the Fall Term 2020, we are proud to be able to build upon the success of the summer term and the responsible and diligent way that our students, faculty, and staff responded to the challenge presented by the Coronavirus over the term.

Their shared commitment to safety has been truly inspiring as has been their responsible adherence to all guidelines and procedures that we put into place to limit the spread of the virus on our campus and our community. It is because of the way our community has responded that we are confident that we will be able to limit the spread of the virus in our community into our fall term.

The Fall 2020 Playbook details our preparations to help ensure for everyone's safe return to campus in October. It incorporates lessons learned over the summer, feedback from our community, and the latest information and guidance provided by health officials.

Included in the Fall Playbook:

- Requirements for social distancing and face coverings while on campus.
- Monitoring and reporting COVID-19 status or symptoms, and participation in contract tracing. COVID-19 testing availability for all students, staff, and faculty, including free and required testing criteria.
- Delivery and instruction of academic courses. Attendance policies for classes (in-person and virtual). Travel Restrictions and Requirements
- Dining services, events, and gatherings, both on and off campus.
- Other important information covering both on- and off-campus operations, pre-arrival preparations, and move-in.

The Playbook is a living document and is revised frequently. One key to a successful Fall Term 2020 is for everyone to stay informed, so please review it regularly for changes.

I. COVID-19 RESPONSE TEAM



COVID-19 RESPONSE TEAM

Laura Allen, Director of Office of International Programs
Tom Ayers, Vice President for Administration and Finance
Melanie Bass, Director of Communications
Alexandra Broom, Senior III ME, Kettering Student Government President
Paul Crane, Director of Campus Safety
Kip Darcy, Vice President for Enrollment Management and Marketing
Susan Davies, Vice President for University Advancement and External Relations
Camilla Kemp, Director of Human Resources
Dr. L.B. McCune, Vice President for Student Life and Dean of Students
Dr. Robert K. McMahan, University President (chair)
Bob Nichols, Director, FIRST Robotics Community Center
Cristina Reed, Director of the Wellness Center
Don Rockwell, University Counsel
Viola Sprague, Vice President for Instructional, Administrative & Information Technology
Nadine Thor, Director of Auxiliary Services
Christine Wallace, Vice President for Kettering Global Campus
Evelyn Yaeger, Executive Assistant to the President
Dr. Mehrdad Zadeh, Associate Professor and Moderator of Faculty Senate 2020-2021
Dr. James Zhang, Senior Vice President for Academic Affairs

II. SAFE RETURN TO CAMPUS HANDOUT



SAFE RETURN TO CAMPUS HANDOUT

Welcome Back, Bulldogs!

Everyone returning to campus is required to follow specific critical safety guidelines and practices at all times including wearing masks, social distancing, proper hygiene, and self-monitoring for symptoms. By entering campus, you agree to comply with all Safe Return practices. For more details, go to kettering.edu/return2campus for the complete Playbook for Our Safe Return.

Before coming to campus:

- You are required to take your temperature and answer health questions each day at: safereturn.kettering.edu
- All incoming students regardless of living arrangements will be asked to practice enhanced social distancing for two weeks prior to arrival on campus. This is a change in our practice from the Summer Term. It reflects what we have learned and recognizes the challenges imposed by varying infection rates across the country in areas from which our students will be traveling to campus.
- The enhanced social distancing period will begin September 19 for all students enrolled in the fall, including incoming residents of Thompson Hall and all students residing off-campus, regardless of group affiliation or residence. The intent of this precaution is to limit the opportunities for exposure in all groups prior to coming to campus and to identify any potential illness in those coming to campus before other members of the community might be exposed to them.
- What will you need to do between September 19 and October 5:
 - Monitor your health for any symptoms of COVID-19 as defined by the Center for Disease Control including fever, cough, trouble breathing or othersymptoms. Full list of symptoms can be found [here](#).
 - Self-report and seek medical attention immediately if symptomatic.
 - Wear a face mask at all times when in public.
 - Stay home.
 - Maintain six feet of distance from others when outside.
 - Avoid all gatherings of groups outside of your home.
 - Avoid all forms of public transportation including subways, buses, Uber/Lyft, etc.
- If you are symptomatic or have had a positive COVID-19 test within 14 days of your scheduled arrival on campus, you should delay your travel plans and contact the Wellness Center for further directions.
- In addition to these precautions, [students or employees](#) who have traveled internationally or those arriving from states with more than 10% COVID-19 positive testing rate on a seven-day rolling average, will be required to self-isolate for a minimum of 7 days before arriving on campus. Consistent with the University travel policy instated July 28, you should use the John Hopkins University Coronavirus Resource Center through its website link "[Testing Trends Tool](#)" to determine the status of the state from which you will be traveling.

When arriving on campus you will:

- Receive one Return-to-Campus kit that includes two washable Bulldog face masks, hand sanitizer, a no-touch tool, a lanyard with ID holder, and a forehead thermometer
- Be screened daily for symptoms prior to entering the campus
- Use designated entrances to campus buildings and visibly wear your Kettering ID
- Wear a mask at all times while on campus. Remember: “Your mask protects me, and my mask protects you.”

Also, note:

- Free COVID-19 testing is required for on-campus employees and residents of Thompson Hall (available October 1-2 for employees, October 3-4 for Thompson Hall residents)
- Free COVID-19 testing will be available and encouraged for employees working remotely and off-campus residents including Greek Life. (available October 5-6)
- Anyone coming to campus agrees to participate in a contact-tracing program if required
- You are responsible for self-reporting if you are sick or have been exposed to someone who is sick; in these circumstances please do not come to campus. Students should call the Wellness Center and employees should call Human Resources (HR) to report symptoms or exposure

While you are on campus:

- Digital and physical signage remind everyone to follow 6-foot social distancing in all buildings
- Follow all directional and separation signs when using the stairs and tunnel
- Elevators will be limited to a maximum of two passengers at a time
- Hand-sanitizer stations and disposal wipes are widely available across campus
- Wash hands frequently and use hand sanitizer
- Cough or sneeze into your arm or cover with tissue
- Maintain social distancing at all times including not congregating at entrances or while waiting in line
- Student and employee service offices are open, some with limited hours or appointment-only, virtual offerings, and/or reduced staff. Go to my.kettering.edu for updated information

When you leave campus:

- All members of the Kettering community should practice social distancing and safety measures even when not on campus
- Stay updated on the latest information by regularly checking your email and visiting the
- University's [website](#) as well as my.kettering.edu
- Sign up for [Kettering Alerts](#)

III. Students



STUDENTS

Student Services

Student services departments across campus continue to provide support to students while complying with social distancing and safety precautions. All meetings will continue to be conducted virtually until at least October 24. During Fall Term, provisions have been made for in-person meetings as needed; however, students should complete as many meetings as possible through virtual platforms.

For information on the office hours, contact information, and virtual services offered by the various student services departments, please follow the links below. Please note that many of the links will require Kettering community members to go to my.kettering.edu using their login and password.

- [Academic Success Center](#) (Academic advising, tutoring services, testing, and disability accommodations)
- [Campus Safety](#)
- [Culminating Undergraduate Experience: Thesis](#)
- [Cooperative Education Office](#) (Co-op office and Co-op advising)
- [Dining Services](#) (Meal plans, menus, hours)
- [Financial Aid](#) (Financial aid, student on-campus employment, scholarships, grants)
- [Information Technology](#) (Support regarding passwords, computers, software)
- [Library](#) (Textbooks, laptop loans, other resources)
- [Mail and Shipping](#) (Mail, shipping services)
- [Office of International Programs](#) (International student services, study abroad, J-1 scholar services)
- [Office of the Registrar](#) (Course schedules, graduation, transcripts, drop/add)
- [Recreation Services](#) (Rec Center, intramural sports, Atwood Stadium)
- [Residence Life/Thompson Hall](#) (Housing and dining)
- [Student Affairs](#) (Dean of Students, Greek Life, KSG, Multicultural Student Affairs, Student Life Programs)
- [Wellness Center](#) (Physical and mental health support services)

Dining & Food Services

The University is committed to providing safe dining services and a safe dining

environment in meeting the food service needs of students and employees. Daily menus and updates can be found using the [BITE](#) application.

Staff Safety

- All KDS staff will be screened for health questions and have temperature taken upon arrival to work
- All KDS staff will use appropriate social distancing procedures
- All KDS staff will wear face masks and use other appropriate personal protective equipment for the various service roles

Dining Service and Environment Arrangements

- All food will be served by KDS staff (i.e. no customer self-serve options)
- Lunch will have a carryout option
- Lunch period will be set in conjunction with academic course schedule to avoid congestion in the dining area
- Sunrise Room will have limited seating in order to adhere to social distancing guidelines

Schedule

- KDS will be closed for “zero section” as usual and reopen meal plan dining services with dinner on Saturday, October 3
- C-Store will reopen on Saturday, October 3
- BJ’s Lounge and Grill will reopen on Monday, October 5
- Einstein Bros. Bagels will remain open during zero section and the meal plan exchange begins Sunday, October 4

Hours of Operation

- Sunrise Café:
 - Breakfast – 7:15 a.m. to 9:30 a.m. (Monday-Friday)
 - Lunch – 11 a.m. to 1:30 p.m. (Monday-Friday)
 - Dinner – 5 p.m. to 6:30 p.m. (Monday-Friday)
 - Brunch – 11:30 a.m. to 1:30 p.m. (Saturday-Sunday)
- C-Store:
 - 8 a.m. to 7 p.m. (Monday-Friday) changed to 7 p.m.
 - 11:30 a.m. to 7 p.m. (Saturday-Sunday)
- BJ’s Lounge and Grill:
 - 6 p.m. to midnight (Monday-Friday)

- 5 p.m. to midnight (Saturday-Sunday)
- Meal Exchange – dinner until 9 p.m.
- Einstein Bros. Bagels:
 - 7 a.m. to 3 p.m. (Monday-Friday) changed to 3 p.m.
 - 10 a.m. to 2 p.m. (Saturday-Sunday)
 - Meal Exchange – breakfast until 11 a.m., lunch until 2 p.m.

Delivery of Food From Off-Campus Sources

- To help ensure everyone's safety, it is important to avoid situations in which one person might touch or breathe on another person's food
- Only individually wrapped or packaged food items and individually bottled drinks will be allowed to be brought on campus from outside food service providers or restaurant sources
- No outside delivery persons or catering staff will be allowed inside campus buildings
- Multi-person servings of food provided in self-serve containers (i.e. pan of pasta or chicken or box of pizza) and large containers of drinks (i.e. liter bottles of soda)
- will not be allowed

Restricted Services and Limitations

- C-Store occupancy will be limited to five (5) customers at a time, and customers are required to wear face masks and observe social distancing
- BJ's capacity will be limited, and customers will be required to observe social distancing; face masks may be removed while eating
- Einstein Bros. Bagel will have limited seating capacity, and customers will be required to observe social distancing; face masks may be removed while eating

Thompson Hall

Move-in

- Move-in details and instructions will be directly communicated via email with Thompson Hall residents
- All students have received appointment times for arrival and move-in. Students are required to adhere to their appointment
 - Before arriving on campus, residents will be required take their temperature and answer health questions
 - If a student does not feel well, is currently sick or answers "yes" to any of the health questions, they must remain at home and contact the Director of Residence Life at reslife@kettering.edu for alternative move-in arrangements.

- All Thompson Hall residents are required to undergo COVID-19 testing during move-in. Any student that does not pass the on-campus screening will meet with the Dean of Students to develop alternative plans
- For the safety of our residential community, we are limiting the number of people in Thompson Hall. More than one person may accompany a student to campus and must be screened. Only one identified helper will be allowed to physically go into
- Thompson Hall with the student for the move-in process. Any additional supporters must wait in the Sunset Room (CC).
- Social distancing and safety protocols will be enforced
- In addition to the standard Return-to-Campus kit (two washable Bulldog face masks, hand sanitizer, a no-touch tool, and a forehead thermometer), students will receive one welcome kit with:
 - Student's ID card and lanyard (ID must be worn at all times while on campus)
 - Parking permit
 - Other items normally received during New Student Orientation

Sanitation and Risk Mitigation Procedures

- Modifications have been made to common areas (lounges, restrooms, etc.) to ensure social distancing, including furniture placement, and protective barrier installations
- All restrooms, lounges, common areas, and high-touch surfaces such as doorknobs, faucets, toilets, etc., are disinfected twice daily
- A combination of electrostatic mist and/or spray-on disinfectant is used to clean all surfaces
- All residents are assigned single rooms
- All residents must wear a mask at all times, with the exception of showers and in their personal room or while eating
- All residents must use designated entry and exit doors only
- Social distancing and safety protocols will be enforced. Violations will be referred to the Dean of Students and may be cause for removal from Thompson Hall
- Front Desk rentals may be limited or unavailable throughout the term
- Until further notice, non-student guests will not be allowed within Thompson Hall

If Sick - Isolation and Quarantine Process

- Thompson Hall residents are responsible for reporting if they have been exposed to COVID-19, are experiencing symptoms, or have tested positive for COVID-19
- Notification must be made to the Wellness Center via the Self-Reporting Symptoms Form and WC staff will follow-up with student

- Residents who become sick or need to quarantine must leave campus and isolate in their personal or family home, if possible
- Isolation and quarantine rooms within Thompson Hall have been identified in a section of the building away from occupied rooms for use by students who are unable to return home
- Auxiliary Services will sanitize the student's room and appropriate restroom(s) and common spaces, based on location of the room and the Wellness Center's questionnaire)
- For those requiring isolation, provisions will be made to allow for coursework completion virtually during isolation
 - For those requiring isolation on campus, dining services will be provided
- The Academic Success Center will assist students to transition from face-to-face courses to virtual courses and/or support the COVID-19 positive student in taking a Leave of Absence, if desired or necessary
- Once isolation has been completed and the student has tested negative, they will be allowed to return to campus and their original Thompson Hall dorm room (which will have been disinfected)

Off-Campus and Greek Housing Residents

When you arrive on campus

- Student will receive one Return-To-Campus kit that includes: Two washable Bulldog face masks, hand sanitizer, a no-touch tool, a lanyard with ID holder, and a forehead thermometer
- Before arriving on campus, and each day they visit campus, students will be required take their temperature and answer health questions at safereturn.kettering.edu
- All students will be screened upon entering the designated entry doors. Entering campus through a door not specifically designated for entry is strictly prohibited, and doing so may result in revocation of campus access privileges for the entire term
- All students are required to wear a mask at all times while on campus which includes outdoors on campus grounds and must comply with outlined social distancing and safety protocols
- Free testing will be available and recommended for off-all campus residents, including those who reside in Greek housing

Social Distancing and Gatherings

- On-campus indoor gatherings are limited to no more than 10 people, and this limit is strongly encouraged for all off-campus gatherings
 - As a note, academic activities, including classes, are exempt from this restriction.

- Students living in fraternity and sorority houses, and in private homes/apartments, are encouraged to practice mask wearing and safe social distancing guidelines

Self-reporting and Isolation

- Off-campus student residents are responsible for reporting if they have been exposed to COVID-19, are experiencing symptoms, or have tested positive for COVID-19
- Notification must be made to the Wellness Center via the Self-Reporting Symptoms Form
- Off-campus students who have been exposed will not be allowed on campus and must self-quarantine for 14 days
- Greek houses should quarantine when members have been exposed

Student Activities

Events

- Cancelled or postponed campus events will be evaluated for rescheduling by the department or organization responsible
- Updates will be provided to the campus community through various communications platforms including email, updates to the website, internal e-newsletter (Bulldog Weekly), digital signs throughout campus, and/or on social media

Clubs/Organizations

- All student clubs or organization leaders should communicate their current status to the appropriate faculty/staff advisor and/or Student Affairs
- All clubs and organizations must follow social distancing and safety protocols established by the University while on campus
- Social distancing and safety protocols also apply to off-campus meetings or events
- Read the [Guidelines and Policies for Kettering University Student Organization Meetings](#)

Recommended Spaces for Student Gatherings

- The d-space in the Campus Center
- The Library (per published hours)
- The Great Court
- The Sunset Room
- The Abbey
- AB d-spaces – temporarily closed
- 3rd Floor Student Lounge (Yellow Room) - temporarily closed

- The Pool-vilion (tent located outdoors in the Pool next to Campus Center)

Wellness Center

- The Wellness Center is open from 8 a.m. to 4:30 p.m. Monday-Friday
- A nurse and counselor will be onsite during these hours
- Students with illness should call and speak to the nurse prior to visiting the Center and will be required to self-swipe at each visit
- Students will be required to wear face masks at all times unless receiving an exam or test that requires its removal
- Social distancing will be enforced

Mental Health And Well-being

The Wellness Center provides individual counseling to students who experience psychological, behavioral, or learning difficulties whenever they occur. Students can contact the Wellness Center to make an appointment to see the counselor in person, by phone, or virtually. Students can also call the Student Assistance Program (SAP) at (855) 774-4700 24/7 to speak directly to a licensed mental health specialist.

What To Do If You Are Sick

The Wellness Center has a list of guidelines to be followed if a student is sick. These guidelines include:

- Be aware of COVID-19 symptoms which include: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea
- If you exhibit symptoms or have been exposed to someone who has tested positive for COVID-19, call ahead before visiting your healthcare provider. Fill out the Self-Reporting Form for the Wellness Center.
 - Wellness Center phone number is (810) 762-9650
- Isolate yourself until you are able to speak to a healthcare provider or Wellness Center staff

Positive Case On Campus

In addition to normal medical and wellness services, the Wellness Center has been regularly monitoring and following CDC and state and local health guidelines to manage any potential COVID-19 cases on campus. This process includes:

- The Wellness Center will oversee the initial report of a positive student case on campus and will retain a record of the case as the student moves through quarantine to return to campus
- After the initial self-report of symptoms, staff will gather information to conduct contact tracing of on-campus activity, determine residence location and

roommates, and submit a report to Custodial Services, ASC, and Thompson Hall (if relevant) to

- initiate sanitation processes, quarantine processes, and assistance with initiating transition to virtual learning
- Return to campus will require specific CDC and campus guidelines to be met

Connie and Jim John Recreation Center (updated 9/11/2020)

The Recreation Center has reopened as of Wednesday, September 9. Facility hours are from 3:30 to 8:30 p.m. Monday-Thursday and 11 a.m. to 6 p.m. Friday-Sunday.

The Recreation Center is open with the following restrictions and guidelines:

- All patrons must have their Kettering ID card. No ID, No entry.
- ALL patrons must wear a mask at all times, except when showering.
- Upon entering, patrons will be required to show their green screen from the daily health check app (or complete a health questionnaire) and have their temperature taken.
- If you feel ill, **do not** come to the Rec Center.
- Email recservices@kettering.edu for reservations. Otherwise, space is available on a first-come, first-serve basis.
- There will be only two access points to the Recreation Center:
 - Front doors
 - Doors adjacent to court 4 and the outdoor free weight area.
- The outdoor free weight area will continue to operate as it has been for the last 2 months. However, during inclement weather, equipment will be available on gym court 4. Masking and social distancing rules will apply.
- The pool, steam rooms, racquetball courts, squash court, hot tub, weight room and student lounge will be closed.
- Fitness classes will continue to be held in the pavilion. However, during inclement weather, they will be moved to gym court 2. Masking and social distancing rules will apply.
- No guests are permitted (guest passes, rentals, etc.).
- Patrons should wipe down all equipment before and after use. Have questions? Call the Rec Center at (810) 762-9REC

Atwood Stadium

The University is evaluating future events and coordinating with event partners to ensure safety measures are in place when events at Atwood are allowed to resume.

Cooperation Education/Co-ops

Co-ops in the U.S. will continue based on, and at the discretion of the employer and the student. Those participating in a Co-op are encouraged to contact their company's Human Resources department with any questions or concerns about employment status.

The Co-op special circumstances policy put in place the Summer Term will be applied for Fall Term as well.

Co-op credit will be given for Co-op that is at least four weeks (160 hours) with the approval of the Director of Cooperative Education. Students who work less than four weeks (160 hours), are seeking Experiential Learning consideration or have other circumstances should contact their Co-op manager to discuss the situation. For more information and details including an FAQ, go to kettering.edu/covid-19/co-op.

- Co-op credit will be given for Co-op that is at least four weeks (160 hours) with the approval of the Director of Cooperative Education
- Students who work less than four weeks (160 hours), are seeking Experiential Learning consideration or have other circumstances should contact their Co-op manager to discuss the situation. (contact information found here)
- Students working at Kettering for their Co-op for Fall Term are required to be tested as employee

Travel Restrictions

Effective July 28, 2020, and until further notice, students and employees who choose to travel to another state in the U.S. with a COVID-19 positive testing rate of 10% or higher on a seven-day rolling average must take one of two safety measures prior to returning to campus, either:

- (1)self-quarantine for 14 days without symptoms of COVID-19 arising, or
- (2)self-quarantine for a minimum of 7 days and then be tested for COVID-19 with a negative test result
- To determine the positive testing rate for a given state, the University will utilize the data supplied daily by the John Hopkins University Coronavirus Resource Center through its website link "Testing Trends Tool"
- If the state traveled to is shown to have a positive testing percentage of 10% or higher on the day of return, students and/or employees will have to take one of the two safety measures outlined above before returning to campus
- During any quarantine period, students will be required to take courses virtually (all are being offered via livestream)
- Students with questions should speak to the Wellness Center

Events

Orientations

- Details of Fall Term 2020 Virtual Orientation for New Students, scheduled for Sept. 21, have been communicated directly with students via email.
- Mandatory International Student Orientation will now be almost completely virtual from September 28 to October 2. International Students needing to quarantine should plan to arrive in Flint no later than September 23, in order to allow enough time to quarantine prior to the start of classes; however, earlier arrival is welcome. International students who do not need to quarantine may arrive in Flint at a later time if they prefer. We encourage all incoming new international students to check their email for details and information on arrival and orientation.

Convocation

Details of Fall Term 2020 Convocation, scheduled for October 5, are being finalized and will be communicated directly with students via email, updated in this Playbook and on the University website.

Commencement

Details for Kettering University's 2020 Commencement, scheduled for October 10, are being finalized and will be communicated directly with students via email, updated in this Playbook and on the University

IV. ACADEMICS



ACADEMICS

Academic Guideline Overview for Fall Term

Courses

To ensure the continuation of high-quality learning and academics, Kettering has adapted the Fall schedule of courses. Courses may be delivered on-campus with live streaming or virtually through Blackboard employing Bb Collaborate for live sessions.

Instruction

Most courses will be available on campus and live streamed or virtual through Bb Collaborate. Faculty who are teaching virtually are not excluded from coming to campus to take advantage of a faster Internet connection. If faculty members who are not scheduled to teach face-to-face courses and plan to be on campus to access labs or other facilities other than their offices, they must be approved by their respective department head, dean, and the Provost. This helps the University to perform necessary cleaning and disinfection procedures.

- Face-to-Face Classes: Faculty will be expected to be on campus if they teach one of the courses listed for on campus delivery
- Virtual Classes: A small number of courses will continue to be delivered virtually throughout the Fall Term
- Lab Technicians: Lab techs supporting courses on campus will be required to return to campus. Others will be required as needed
- Staff: To appropriately support campus activities, students, and faculty, staff will be required on campus as their position or job dictates under the direction of their supervisors

Classrooms

Only those classrooms specified will be used for instruction (see classroom list). Classrooms have been appropriately modified to provide for social distancing. Examples of adaptations to the classrooms include but are not limited to:

- Spacing of classroom seats
- Plexiglas shields for teaching podium
- Designated entrance and exits

Classrooms will be disinfected twice daily, and if requested, more often. In the case of the need for disinfection of a space please contact: (810) 762-9750 during business hours and Campus Safety after hours at (810) 762-9501.

Guidelines for Academic Operations

To ensure safety in addition to providing the best learning and most flexible experiences for our students, the following general guidelines for Academic Operations have been established. Details regarding classroom and lab uses, and academic support functions can be found in the appropriate sections below.

Faculty, Staff, and Students Returning to Campus

Faculty, staff, and students are required to follow campus rules and procedures set forth by the University.

The following safety precautions must be strictly enforced:

- All faculty, staff, and students must wear face coverings in all Kettering
- internal spaces. These include, but are not limited to, classrooms, laboratories, study spaces such as d.Spaces, Library, and Student Study Lounge
- Social distancing requirements must be followed at all times
- Classroom and lab capacities must NOT be exceeded for all in person classes and labs

Attendance Policy: Students can choose the modality of instruction, however, students are required to follow the attendance policies set by the course instructor for the chosen modality.

Both in-person and virtual attendances will be taken for the Fall term. Enforcing attendance not only encourages the students' participation, but also is extremely important for **contact tracing** in case a possible exposure is discovered.

- While the students have the flexibility of choosing a course modality (in person or virtual), faculty have the authority to set the attendance policies for their classes (this is also required by the Department of Education: "the U.S. Department of Education requires the Financial Aid Office to differentiate students who fail a class because they quit attending from those who fail a class based on merit."). In addition to in-person attendance policies, faculty may institute attendance policies for virtual learners. These may include, but are not limited to, requiring students to keep the camera on during class sessions; to participate in discussions with chat messages; to answer questions using audio devices, etc. "Faculty may include explicit attendance requirements and any applicable grade penalties in their course syllabi." (From Kettering Catalog)
- Attendance may or may not be part of the grading policy

Academic Affairs – Instructional Operations

Lectures

Lectures will be delivered in two modalities during the Fall Term: Face-to-face (with live video streaming) and Virtual. The following explains each of the delivery modalities offered:

- **Face-to-Face Classes:** A majority of the classes are to be offered face-to-face. These classes include many of the major courses with a few exceptions (please see Virtual Classes). To provide the best in-person class experiences to the students and to ensure the safety of faculty and students, all face-to-face classes will not exceed the classroom size with social distancing guidelines in place.
- For the classes and labs that enrollment does not exceed room capacity, all students can attend, in person, all class and lab sessions. For large classes that enrollment exceeds the student capacity of a given classroom, faculty will contact students with information about attending face-to-face classes before the term starts and when the class roster is finalized.
- **Important Note:** If a student chooses to take a face-to-face course via “Live Video Stream” (defined below) for the term, the student must inform the instructor during the first week of classes. The instructor may assign the vacant seat to another student who wishes to take the class face-to-face. Once the choice is made, respective attendance policies apply.
- Student capacity for each classroom can be found in the “Classrooms for Face-to-Face Instruction” section below.
- **Live Video Streamed Classes:** All face-to-face classes will be live streamed. Live-streamed classes will enable those students who choose to participate virtually to be part of the face-to-face classes and engage with other in-class students. All classes will be recorded as supplemental learning materials.
- **Virtual Classes:** A small portion of the classes will be offered virtually via Bb Collaborate. Faculty are encouraged to record their virtual classes as supplemental materials. Classes (with a few exceptions) offered virtually do not have lab components associated with them. This enables the University to prioritize the available classrooms to accommodate those face-to-face courses without overwhelming students’ schedules. An exception is those classes (very few) that only use computer labs for modeling and simulations. Due to social distancing requirements, offering those classes face-to-face will significantly decrease the efficiency of equipment use. All computer labs are made virtual so that students can remotely access them from their own computing devices.

Laboratories

Laboratory experiences are critical to our curriculum at Kettering, and we are adapting lab sections to keep students and faculty safe and engaged in this venue for experiential learning. Courses that include labs vary with instructor, equipment, and content, so a one-size-fits-all plan won't work. Therefore, every department and program will adapt their laboratory curriculum so that students can achieve the course learning outcomes in a more flexible environment.

For some labs, this may mean that the class is split and students attend every other week in person, while performing analysis and interpreting data during the intervening weeks. In other instances, students will be able to observe the lab work and utilize the resulting data for analysis. In still other situations, data can be collected remotely or from simulations so that lab instructions can be followed without coming into the lab. The focus remains on the learning objectives that were in place before the pandemic struck.

Faculty will communicate to students before the start of the term with additional instructions for how labs will be conducted.

Instructional Support

The following measures will be taken to support lectures and laboratories:

- All face-to-face classrooms will be equipped with live video stream equipment
- Teaching Assistants will be assigned to each face-to-face classroom to assist the instructors with camera control, class streaming/recording, and help facilitate class participation
- All faculty office hours will be held virtually. In-person meetings will be held in designated areas by appointment only

Academic Support Functions

- All academic support offices will be open and be staffed during normal business hours
- Face-to-face services will be available by appointment only
- ADA accommodations will be provided to students with documented needs
- Online tutoring services will be available for all students
- The Library has study spaces available for students. Social distancing and capacity limitations apply
- The Faculty Senate Room will be reserved for small group face-to-face meetings

Recommended Physical Flow in Buildings

Academic Building

- The FIRST Robotics doors and the tunnel have been designated as the entry points for students and faculty/staff to enter the AB
- All other entrances have been designated as exit only
- FIRST Robotics participants to enter and exit the FIRST Center via the auxiliary entrance only

Mott Building

- The front door has been designated as the single entry point for all classes
- All other entrances have been designated as exits only
- Garage access for student competition teams, access to T-Space and 3D Printing lab may be granted with the approvals of Department Head, College of Engineering Dean, and Provost

Recommendations for Students Gathering Spaces

As a reminder: All faculty, staff, and students will be expected to adhere to wearing face coverings and social distancing requirements while gathering.

- All d.Spaces on campus (d.Spaces in AB will follow the Building hours, d.Space.0 to follow published hours) - temporarily closed
- The Students' Lounge located on the third floor of AB, outside the ASC Tutoring Lab and CETL (To follow the Academic Building hours) - temporarily closed
- The Library (To follow the Library published hours)
- The Great Court (To follow the published hours)
- The Sunset Room (To follow the published hours)
- The Abbey (To follow the published hours)

Guidelines for Use of Classrooms and Labs

Academic Affairs provides the following general guidelines for use of classrooms and labs:

- A majority of the lectures will be offered face-to-face. Face-to-face classes will be live streamed and recorded. For large classes, faculty will determine how to maximize face-to-face offerings to their students.
 - Faculty and student safety is our top priority. Face-to-face class size shall not exceed room capacity
 - Some classes will remain virtual to maximize classroom use efficiency by prioritizing courses in face-to-face delivery mode
- A majority of labs will be offered face-to-face
- Senior capstone projects will be offered face-to-face, and social distancing requirements will be strictly enforced
- Use of Research Labs (including faculty and graduate research assistants using these labs) will follow the "Research Laboratories Use Guidelines" (below)
- All general computer labs will be temporarily closed
- Specialty computer labs will be set up as virtual computer labs that can be accessed remotely
 - These computer rooms provide specialty software packages that are used for specialty courses
- All classrooms and labs will be cleaned and/or disinfected following the University's guidelines
- Students and faculty are required to wear face coverings in classrooms and labs at all times

Research Laboratories Use Guidelines

These procedures are subject to change based on updates to University procedures.

- All office and dry lab work should be conducted remotely

- Principal Investigator (PI) will limit the number of people entering or working in their research laboratory in order to maintain the six (6) feet social distancing recommendations
- As necessary, use tape on the floor to demarcate socially distanced workspaces and to create one-way traffic flow
- Minimum social distancing of six (6) feet must be maintained at all times
- Every researcher will be required to fill out a health questionnaire prior to working in a research laboratory each day
- Employees will be required to notify the PI if they contract or exhibit symptoms of COVID-19 as soon as possible
- PI must report any symptomatic individual(s) from their research group (or any individual) with a confirmed case of COVID-19 to the appropriate Department Head and Dean
- Send any potentially exposed co-workers home if there is a positive case in the laboratory
- Clean and disinfect the work site if/when a worker is sent home with symptoms or with a confirmed case of COVID-19
- All non-essential in-person visitors (including visiting scholars and undergraduate students) are suspended from research laboratories until further notice
- Personal Protection Equipment (PPE)
 - Everyone will be required to wear a face mask or shield at all times
 - Standard lab safety glasses should be worn while working in the laboratory
 - Latex/nitrile gloves will be available but not required to be worn
 - A hand sanitizing station is nearby
- PI should minimize the use of shared lab equipment/tools and create protocols for disinfecting lab equipment and lab tools
- Researchers are required to wipe down their workstations/areas with disinfectant wipes at least twice daily
- PI must implement an audit and compliance procedure to ensure cleaning criteria is followed
- Signage will be placed to remind researchers about hand washing and social distancing
- Common surfaces (door handles, bench tops, etc.) will be disinfected throughout the day

Classrooms for Face-to-Face Instruction

The following classrooms will be used for face-to-face instruction and live streaming:

Space Modification Requirements

- All classrooms listed are rearranged to meet the social distancing requirements
- Protective shields are installed on instructor stations

- Equipment has been installed for live streaming classes

Building	Classroom	Student Capacity COVID guidelines in place
AB	1210	20
AB	1815	15
AB	1817	26
AB	1819	22
AB	2225	32
AB	2601	20
AB	2617	12
AB	2716	22
AB	2759	18
AB	2761	20
AB	2907	25
AB	2911	24
AB	4101	20
AB	4102	19
AB	4103	20
AB	4305	12
AB	4309	18

AB	4310	18
AB	4312	18
AB	4501	24
MC	1221	20
MC	2116 (Hougan)	15
MC	2130 (Pace Lab)	18
MC	2146 (Loeffler)	32
MC	2240 (Pace)	18
MC	3222	14

Classroom Technologies & Course Delivery Modalities

All face-to-face classes will be recorded and live-streamed. To achieve this goal:

- Each live classroom is equipped with a webcam capable of capturing class details and a microphone providing sufficient clarity to capture audio signals
 - Live stream will use Bb Collaborate as an official platform
- A student worker (e.g., graduate assistants, work-study students, casual employees etc.) will be staffed in one of these live classrooms during class times
- Student workers' responsibilities include: control the camera, record (and repeat, if necessary) questions to the instructor, and record the lecture in Bb Collaborate
- All training of the student workers scheduled to be completed by September 30, 2020
 - Faculty training sessions will be offered before the start of the Fall Term

Kettering University Library

Info-to-Go

The Library is open in the Info-to-Go model, a virtual contactless service that shares library resources efficiently and safely. All Library services are available online. New for Fall Term, we are opening a study area inside the Library.

Virtual Library

Hours are Monday-Friday 8 a.m. to 7 p.m., Sunday 10 a.m. to 7 p.m. Services include:

- Questions & Research
- Virtual Research Consultation
- Book requests, holds and renewals
- Printing requests

Contact information:

- Email us at library@kettering.edu
- View our website 24/7 my.kettering.edu/page/library
- Text us at (810) 255-9009
- Call (810) 762-7814 (Collections Access) or (810) 762-9598 (Research & Discovery)
- Call or Text (313) 460-0036 (Archives & Humanities Art Center)
- Chat available during business hours from the library homepage

Kettering University Archives & Humanities Art Center are available for virtual research Monday-Friday from 9 a.m. to 4 p.m., archives@kettering.edu or (313) 460-0036

On Campus Services

- Library study area is open Monday-Friday from 10 a.m. to 3:30 p.m. There is a capacity limit and other safety measures, including social distancing and wearing a mask at all times, must be followed.
- Library spaces and materials are sanitized after each use.
- Physical Library materials and student print jobs are available touch-free via the secure locker system. Users are sent an access code within 24 hours to pick up materials.
- Return everything in the Book Drop outside the Library. Materials are quarantined, cleaned, and made available for use. The Library is unable to lend high contact items like phone chargers and headsets at this time.

Staff

- Research & Discovery and Collections Access staff are online from 8 a.m. to 7 p.m. Monday-Friday and Sunday from 10 a.m. to 7 p.m. at library@kettering.edu
- Kettering University Archives and the Humanities Art Center Staff are online from 8 a.m. to 4:30 p.m. Monday-Friday at archives@kettering.edu

Academic Success Center

Staff:

- ASC Director and staff will be on-site on a rotating basis
- An advisor will be on-site from 8 a.m. to 5 p.m. Monday-Friday
- Thesis support staff will remain remote unless necessary to come to campus
- Tutoring, supplemental instruction, and writing support will be available virtually through Google Hangouts during scheduled times

Testing

- Testing services will be available for all students with documented need from the Wellness Center
- ASC can accommodate up to two (2) students at a time in the main testing space. If additional space is required, testing will be temporarily moved to the ASC Lab space
- Furniture has been removed in the ASC lab space leaving five (5) testing stations with space available for the overflow of two (2) additional students
- Testing will be held on Monday, Wednesday, and Friday. If the need arises for additional testing times, they will be considered at that time
- Testing will begin at 8:30 a.m. and 12:30 p.m. to allow for proper sanitization between testing groups
- Students requiring a reader or scribe for their test will be provided a space to properly social distance and remain private. All parties will be required to wear a mask at all times
- All students and faculty using the ASC testing service must adhere to the existing policy of scheduling 72 hours in advance

ASC Lab Services

- All ASC Lab services (tutoring, supplemental instruction, math and writing support) will remain fully virtual at this time but will be evaluated throughout the term to determine if services need to be modified for face-to-face options
- Writing support will be virtual and will be facilitated using Google Meet

Advising

- An academic advisor will be on campus daily from 8 a.m. to 5 p.m., however all appointments must be held virtually
- In-person advising appointments will be carried out only if it is absolutely necessary and must be scheduled in advance
- Only one student may meet with an advisor at a time, and masks must be worn by all parties
- All advisors will be available virtually during normal business hours

Academic Support Functions – OIP, OIR, and Registrar

Office of International Programs

- Staff will be on-site on a rotating basis
- Office will be staffed from 8:30 a.m. to 3 p.m. Monday-Friday; however, all student appointments will be held virtually.
- In-person appointments will only be approved by exception, must be approved in advance, and only if absolutely necessary. (All social distancing and other safety measures must be followed)
- All staff will be available during normal business hours via email and through our virtual lobby
- Study Abroad: After much deliberation and careful review of the current situation globally, it has been determined that it is in the best interest of the students to cancel study abroad for the Fall Term 2020. The decision to run the Spring Term 2021 programs will be determined in late fall or winter. The decision to cancel or run study abroad programs are based on our risk management policy, which includes the assessment of a number of metrics, including the CDC and State Department travel warning levels, support and services available at host institutions, ease of travel, and other pertinent decision points.
- International Students and Scholars: The OIP communicates relevant and important information regarding regulations and immigration information via email. International students and scholars should regularly check their email to ensure they remain up to date on important and time sensitive information. Students and scholars are encouraged to contact the OIP with questions and concerns.

Office of Institutional Research

- IR Analyst and the Report Writer will be onsite on a staggered schedule

Office of the Registrar

- The office is staffed from 9 a.m. to 4 p.m., Monday-Thursday for walk-in services. Regular office hours providing virtual service are Monday-Friday from 8 a.m. to 5 p.m.

V. EMPLOYEES



EMPLOYEES

Procedures & Practices for Returning Employees Protocol

Commitment to safety guidelines

- Employees must read and acknowledge the University's Employee Safety Guidelines at KUEmployeeSafetyGuidelines.kettering.edu (login required)
- Follow guidelines in keeping with Kettering Values and showing respect for others
- Set a good example for students and other employees
- Safety guidelines are now a required responsibility of every employee's job description

Testing

- All employees that will be working on campus during Fall Term are required to be tested for COVID-19 even if you were tested during Summer term.
- Testing is available and optional for employees working remotely and not expected to come on campus during Fall Term
- The viral swab test is being provided to employees free of charge through Helix Diagnostics
- Additional testing dates, availability, and instructions will be communicated directly to employees

Personal Health Check Prior to Coming to Campus

- If you have any symptoms of sickness or fever, do not come to campus, please stay home
- Immediately report any situation involving symptoms of sickness including a positive test result or exposure to someone who has tested positive to HR at (810) 762-9933
- Check your temperature daily for a reading of less than 100.4 degrees Fahrenheit
- Answer Safe Return to Campus Daily Questions to indicate "no" if applicable regarding health concerns (Please see "Daily Health Check Protocol" below)

Arrival on Campus

- Wear your Kettering ID card while on campus in a readily visible manner at all times
- Use only the designated entrance for your respective work area. Other entrances will be inaccessible, and no access is to be given to others when exiting a building

- Any special needs should be brought to the attention of the Director of Campus Safety for consideration and advance approval

Use of Face Masks

- Face masks must be worn when moving through public areas and in all other spaces any time more than one person is present
- Face masks **must cover both nose and mouth**

Social Distancing

- Maintain at least six (6) feet of separation (specific areas may require further distancing)
- Adhere to signage instructions posted on campus
- Conduct all group meetings online, e.g. Google Meet and Zoom, unless there is a compelling reason to meet in-person
- If there is a need to meet in person, keep the group size to no more than ten (10) people and adhere to social distancing while meeting
- Conduct any one-on-one meetings via online tools or by phone as much as possible unless there is a compelling reason to meet in-person
- Show courtesy and step aside in stairwell landings to allow others to pass safely
- Adhere to the two (2) passengers limits for elevator use
- Stay to the right in hallways, the tunnel, and walkways
- Do not congregate at entrances or while waiting in lines

Personal Health Hygiene & Cleaning of Personal Space

- Wash hands frequently with soap and water for at least 20 seconds or use hand sanitizer
- Cough or sneeze into your arm or cover with tissue
- Clean personal equipment daily, e.g. doorknobs, keyboard, phone, and work surfaces including desks, tables, and chairs
- Avoid sharing equipment with others; when required to share, clean before and after each use
- Department Administrative Assistants can request cleaning supplies from Auxiliary Services by emailing cleanit@kettering.edu with "Covid Cleaning Supplies." Also provide a room/office number where they should be dropped off.

Sharing Your Concerns

- Address any concerns about adherence to these guidelines to HR at (810) 762-9933

Daily Health Check Protocol

If an employee plans to work on campus, the employee must take their temperature and answer

Five health questions **daily** (see below) indicating there are no health concerns. **These tasks must be completed prior to leaving the employee's residence using an online app called "Safe Return to Campus Daily Questions" which can be accessed at safereturn.kettering.edu/**

Based on the employee's answers to the questions, they will receive approval to come to campus (indicated by a "green" screen with approval message) or be directed to stay home and contact the Human Resources Office (indicated by a "red" screen with message to call HR).

Upon arrival on campus, the employee will be required to show their smartphone screen with approval to come to campus as received from the "Safe Return to Campus Daily Questions" app. If the employee does not have a smartphone a paper questionnaire will be available to use in these situations.

Health Questions

1. When you checked your temperature today, was it 100.4° F [38.0° C] or higher?
2. Have you had any of the following symptoms in the last two weeks?
 - Fever (100.4° F [38.0° C]), have signs of a fever, and any other symptoms for at least 24 hours; without the use of fever-reducing or other
 - symptom-altering medicines (e.g. cough suppressants).
 - Shortness of breath (not severe)
 - Cough
 - Chills or
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
3. Are you ill or caring for someone who is ill?
4. Have you had contact with someone diagnosed with COVID-19?
5. Since you were last on campus, have you traveled to another state with a COVID-19 positive testing rate of 10% or higher: (See: Johns Hopkins' ["Testing Trends Tool."](#))

Dining & Food Services

The University is committed to providing safe dining services and a safe dining environment in meeting the food service needs of students and employees. Daily menus and updates can be found using the [BITE](#) application.

Staff Safety

- All KDS staff will be screened for health questions and have temperature taken upon arrival to work
- All KDS staff will use appropriate social distancing procedures
- All KDS staff will wear face masks and use other appropriate personal protective equipment for the various service roles

Dining Service and Environment Arrangements

- All food will be served by KDS staff (i.e. no customer self-serve options)
- Lunch will have a carryout option
- Lunch period will be set in conjunction with academic course schedule to avoid congestion in the dining area
- Sunrise Room will have limited seating in order to adhere to social distancing guidelines

Schedule

- KDS will be closed for “zero section” as usual and reopen meal plan dining services with dinner on Saturday, October 3
- C-Store will reopen on Saturday, October 3
- BJ’s Lounge and Grill will reopen on Monday, October 5
- Einstein Bros. Bagels will remain open during zero section and the meal plan exchange begins Sunday, October 4

Hours of Operation

- Sunrise Café:
 - Breakfast – 7:15 a.m. to 9:30 a.m. (Monday-Friday)
 - Lunch – 11 a.m. to 1:30 p.m. (Monday-Friday)
 - Dinner – 5 p.m. to 6:30 p.m. (Monday-Friday)
 - Brunch – 11:30 a.m. to 1:30 p.m. (Saturday-Sunday)
- C-Store:
 - 8 a.m. to 7 p.m. (Monday-Friday) changed to 7 p.m.
 - 11:30 a.m. to 7 p.m. (Saturday-Sunday)
- BJ’s Lounge and Grill:
 - 6 p.m. to midnight (Monday-Friday)
 - 5 p.m. to midnight (Saturday-Sunday)
 - Meal Exchange – dinner until 9 p.m.
- Einstein Bros. Bagels:
 - 7 a.m. to 3 p.m. (Monday-Friday) changed to 3 p.m.
 - 10 a.m. to 2 p.m. (Saturday-Sunday)
 - Meal Exchange – breakfast until 11 a.m., lunch until 2 p.m.

Delivery of Food From Off-Campus Sources

- To help ensure everyone's safety, it is important to avoid situations in which one person might touch or breathe on another person's food
- Only individually wrapped or packaged food items and individually bottled drinks will be allowed to be brought on campus from outside food service providers or restaurant sources
- No outside delivery persons or catering staff will be allowed inside campus buildings
- Multi-person servings of food provided in self-serve containers (i.e. pan of pasta or chicken or box of pizza) and large containers of drinks (i.e. liter bottles of soda) will not be allowed

Restricted services and Limitations

- C-Store occupancy will be limited to five (5) customers at a time, and customers are required to wear face masks and observe social distancing
- BJ's capacity will be limited, and customers will be required to observe social distancing; face masks may be removed while eating
- Einstein Bros. Bagel will have limited seating capacity, and customers will be required to observe social distancing; face masks may be removed while eating

Employee Building Entry Access Protocol

Card Access

- Entry to campus buildings has been limited
- Card access for the groups listed, who may be required to move between buildings while performing their work, will maintain their current door access levels:
 - Cabinet Members
 - Campus Safety Officers
 - Maintenance supervisors & staff
 - Custodial supervisors & staff
 - IT staff
- Card access to campus buildings for all other faculty and staff will be limited to the following entrances:
 - Academic Building: Use northeast ground floor entrance (near FIRST Robotics Community Center)
 - Campus Center: Use southwest ground floor entrance ("pizza doors")
 - Mott Center: Use main entrance on north side of building
 - Recreation Center: Use main entrance doors. (Note: open for limited hours)
 - The tunnel between the Campus Center and AB will be available for use

- Card access will be allowed for the main front entrance doors to the Campus Center and Academic Building for all faculty and staff on weekdays from noon to 7p.m.

Any exceptions to the above must be arranged in advance by contacting Campus Safety at (810) 762-9501.

Arrival

- Faculty and staff are not to arrive on campus before 7 a.m. on weekdays
- Upon arrival, they will be screened by a Campus Safety officer or designee, who will be stationed at the noted building entrances
- Faculty and staff will be required to wear a face mask and Kettering ID upon entering any building
- Faculty and staff will be required to show their cell phone's "green" screen response from the "Safe Return to Campus Daily Questions" application (or complete a paper form equivalent available at the screening station or from the Campus Safety Office) before being admitted to campus
- In the event an employee is either unable to complete or has not completed their electronic questionnaire, they will be provided with a paper questionnaire which must be satisfactorily completed. The officer or designee will be equipped with a digital thermometer and will take the employee's temperature and review the questionnaire to ensure that their temperature is within acceptable range prior to the employee being allowed admittance to campus
- Staff members with schedules that require them to arrive on campus prior to 7 a.m. or on weekends, will be screened by their immediate supervisor, his/her designee, or when necessary, by Campus Safety

Additional Information

- Screening stations will be equipped with the following supplies:
 - Digital thermometer
 - Supply of disposable face masks
 - Supply of paper questionnaires
 - Supply of hand sanitizer
 - Supply of pens
 - N95 mask (for officer use)
 - Face shield (for officer use)
 - Disposable gloves (for officer use)
 - Disinfectant wipes (for officer use)

The screening stations will be staffed weekdays from 7 a.m. to 2 p.m. with other hours determined by the Director of Campus Safety.

Facilities Cleaning & Sanitation Protocol

The Custodial team will clean and disinfect campus facilities daily with priority given to high-use and common areas. Special needs will be addressed as they arise. The staff will follow training procedures for the use of personal protective equipment and various cleaning supplies.

Restrooms

Public restrooms will be cleaned and disinfected twice daily.

Surfaces

Frequently touched surfaces and objects will be cleaned and disinfected at least daily (depending upon use patterns) including:

- Doorknobs and handles
- Stair rails
- Classroom desks and chairs
- Lunchroom tables and chairs
- Countertops
- Handrails
- Light switches
- Handles on equipment (e.g. athletic equipment)
- Push buttons on vending machines and elevators

Restrooms

Floors will be swept and mopped weekly and more frequently as needed.

Trash Removal

Trash cans in offices and classrooms will be emptied on Monday, Wednesday and Friday. Large trash cans have also been placed in some hallways for self-trash removal.

Special Needs for Enhanced Cleaning

If a positive COVID-19 case is reported, the space will be closed off until it can be properly cleaned and disinfected. Depending upon the situation with respect to time of day, size of space needing to be cleaned, etc., an outside contractor may be brought to campus for the cleaning and disinfecting work. The focus will be on any areas where the individual is known to have been and on any items or furnishings, they may have touched.

Personal Protection Equipment (PPE) Supplies

The Director of Auxiliary Services and Environment Health & Safety and the Director of Physical Plant will be responsible for acquiring appropriate supplies and personal protective equipment to meet campus needs including:

- Entry to campus buildings has been limited
- Cleaning and disinfecting supplies (including micro-mist sprayers)
- Cloth face masks (including instructions for cleaning cloth masks)
- N95 face masks for first-line workers
- Hand sanitizer (including dispenser stations and refill supplies)
- Gloves
- Clear shield materials (including fabrication services)
- Rope barriers
- Handheld infrared thermometers

Workspace Modification Protocol

The University's goal is to provide a workplace environment that is safe for employees and for those whom it serves.

Objective

In accordance with CDC guidelines, modifications are being made to workspaces to allow for six (6) feet of separation between the employee and other employees or those being served.

Physical Solutions

Safety may be achieved by moving furniture, erecting physical barriers or shields, adjusting pathways, and/or limiting capacities of spaces.

- Entry to campus buildings has been limited
- In situations where physical changes are needed, department heads will be asked to submit requests online with requests being reviewed by the Director of Auxiliary Services & Environmental Health and Safety, the Director of HR, and the Director of Physical Plant
- The Physical Plant team will then be directed to order materials and make changes as required

Other Solutions

Creativity will be helpful in addressing situations for meeting institutional needs.

- Work activity may be moved to another area rather than make a physical modification, such as providing a separate room for in-person interviews.
- In some cases, a change in how work is accomplished may be most appropriate, e.g. having individuals submit photos online for ID's and distributing finished ID cards from a new location

Travel Restrictions

Effective July 28, 2020, and until further notice, students and employees who choose to travel to another state in the U.S. with a COVID-19 positive testing rate of 10% or higher on a seven-day rolling average must take one of two safety measures prior to returning to campus, either:

- (1) self-quarantine for 14 days without symptoms of COVID-19 arising, or
- (2) self-quarantine for a minimum of 7 days and then be tested for COVID-19 with a negative test result.
- To determine the positive testing rate for a given state, the University will utilize the data supplied daily by the John Hopkins University Coronavirus Resource Center through its website link "Testing Trends Tool."
- If the state traveled to is shown to have a positive testing percentage of 10% or higher on the day of return, students and/or employees will have to take one of the two safety measures outlined above before returning to campus.
- During any quarantine period, employees may not return to campus and would need to work remotely. If unable to work remotely, employees will need to use available paid sick time, personal time or vacation time hours in order to be compensated.
- Employees with questions should contact HR.

Outside Visitor/Guest/Contractor Access Protocol

The University's goal is to provide a workplace environment that is safe for employees and for those whom it serves.

Limitations

Only essential Visitors, Contractors and Vendors that support the university's operations will be permitted on Campus. Anyone other than a current student, faculty or staff member must have prior written approval from the HR Department prior to coming to the Campus.

Any non-essential meetings with visitors, community and business partners can be conducted effectively by phone or remotely via Zoom and Google Hangout.

Notification Process for On-Campus Visitors / Contractors / Vendors

Only essential Visitors, Contractors and Vendors that support the university's operations will be permitted on Campus. An email request must be submitted which will generate a work ticket, to dooraccess@kettering.edu with the following information (this includes day-of or emergency services):

- Kettering Project Contact
- Company Name (Contractor/Vendor)
- Visitor's Name (if known)
- Reason for the visit
- What Building and Door Access needed (indicate if no access is needed, ie someone will be escorting the individual)
- Beginning and End Date of visit

- Begin and End Daily Hours
- Advance notification is imperative

HR will review the necessity and appropriateness of the request and respond to the door access work ticket. If there are any objections or concerns HR or the Campus Safety Admin will contact the Visitor's, Contractor's or Vendor's Kettering project contact.

If the visit is approved, the Campus Safety Admin will provide an ID Card to the Campus Safety Officers for the Visitor, Contractor or Vendor. Access will only be permitted to the (5) public exterior doors unless the KU representative designates specific doors required for that contractor to access.

The Campus Safety Officer will contact you to meet your visitor, contractor or vendor once the check-in process is complete.

Arrival Procedure

Upon advance HR approval, the following procedures must be followed:

All outside Visitors, Contractors and Vendors:

- Must check into the Campus Safety Service Center (none of the other check-in stations) to complete and sign the yellow daily health question card to demonstrate that there are no health concerns and have their temperature taken each day during any multi-day project work

VI. ADDITIONAL AND UPDATED INFORMATION



ADDITIONAL AND UPDATED INFORMATION

How To Do The Daily Health Check

Everyone must wear a face mask and Kettering ID while on campus (Return to Campus kits that everyone receives will include a lanyard and ID holder). Additionally, everyone returning to campus will be required to take your temperature and answer health questions each day which can be accessed online via a smartphone/tablet app at safereturn.kettering.edu. Based on your answers to the questions, you will receive approval to come to campus (indicated by “green” color screen with approval message) or be directed to stay home or stay in your residence room and contact the Wellness Center (indicated by “red” screen with message to call Wellness Center).

You will then show your smartphone/tablet screen at the designated entrance to be allowed on campus (please see below for entrances as others will be deactivated).

To make it more accessible, you can bookmark the link or add the app to your mobile device's home screen. Students and employees can also find a direct link on the home page of my.kettering.edu (login required).

How to Create a Website Link on your iPhone Home Screen

- Launch Safari on your iPhone or iPad
- Navigate to the site where you want to create a Home screen shortcut (safereturn.kettering.edu/)
- Tap the Share icon (the square with an arrow pointing out of it) at the bottom of the screen
- Scroll down to the list of actions and tap Add to Home Screen. (If you don't see the action, scroll to the bottom and tap Edit Actions, then tap Add next to the Add to Home Screen action. After that, you'll be able to select it from the Share Sheet.)
- *How to add a link to your Android device*
- Open the Safe Return to Campus web page by clicking safereturn.kettering.edu/
- Tap the menu icon (3 dots in the upper right-hand corner) and tap Add to Home screen
- You'll be able to enter a name for the shortcut and then automatically add it to your home screen
- For employees who do not have a smartphone, contact the HR Office at (810) 762-9933 for instructions about how to complete the daily health screening process.

How to add a link to your Android device

- Open the Safe Return to Campus web page by clicking safereturn.kettering.edu/
- Tap the menu icon (3 dots in the upper right-hand corner) and tap Add to Home screen
- You'll be able to enter a name for the shortcut and then automatically add it to your home screen

For employees who do not have a smartphone, contact the HR Office at (810) 762-9933 for instructions about how to complete the daily health screening process.

Symptoms Check

Are you experiencing Covid-19 symptoms? They include:

» **Fever (over 100.4°F or 38°C)**
(Without having taken any fever-reducing medications, such as acetaminophen or ibuprofen.)

» **Loss of smell or taste**

- » Cough
- » Muscle aches
- » Sore throat
- » Shortness of breath
- » Chills

» **New or unusual headache**

» **New onset of any gastrointestinal symptoms**
Such as nausea, vomiting, diarrhea, or loss of appetite

YES, I HAVE SYMPTOMS

FOLLOW CDC GUIDELINES
[cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html)

1. Stay at home.
2. Separate yourself from others.
3. Call your doctor and notify the Wellness Center at wellness@kettering.edu

Students who do not have a physician should call the Wellness Center at 810.762.9650 for an appointment.

Watch for symptoms AND quarantine yourself for 14 days AND notify the Wellness Center at wellness@kettering.edu

NO SYMPTOMS

Have you been in contact with someone who has been diagnosed with or tested positive for Covid-19?

YES

NO

Yes, close contact
(within six feet for 15 or more minutes)

Yes, non-close contact
(outside six feet or within six feet for a brief period of time)

Practice social distancing and good hygiene.

Practice social distancing and good hygiene AND watch for symptoms.

Building Access

Designated building entrances will be accessible only with Kettering ID.

Academic Building

- 7 a.m. to 7 p.m. Monday through Friday - Use northeast ground floor entrance (near FIRST Robotics area) or use tunnel from the Campus Center.

Campus Center

- 7 a.m. to 7 p.m. Monday-Friday - Use southwest ground floor entrance ("pizza doors")
- 11 a.m. to 7 p.m. Monday-Friday - Main entrance available for use
- 7 p.m. to midnight Monday-Friday - Use main entrance*
- 2 p.m. to midnight Saturday & Sunday - Use main entrance*

* Access is granted by the Campus Safety Desk Officer (i.e. "buzzed into the building"), you must show Kettering ID and you must be wearing a mask. There will be no health questions processing during evening and weekend hours. This allows access for students to use the Sunset Room, Abbey and d.space s as well as to BJ's and the C-Store.

Mott Center

- 7 a.m. to 7 p.m. Monday-Friday - Use main entrance on north side of building

Pool-vilion

Designed as a multi-purpose facility with nearly 3,000 square feet of space to serve as a lounge/study/meeting area as well as Town Hall location.

- 7 a.m. to 10 p.m. Monday-Friday - 50' x 60' tent in the Pool (between the Campus Center and the AB)*

* Campus rules of social distancing and the wearing of masks will be enforced.