

SAFE RETURN TO CAMPUS
POLICY
REVISED JUNE 1, 2021

Policy Applicability and Scope

This policy applies to all employees, students, student spouses, and visitors who intend on entering the campus.

Purpose of Policy

Just as we left the campus in March of 2020 in order to keep the community safe, we now contemplate a safe return to campus as the country opens up again. We call on the staff to exercise the same commitment and creativity with which we left to establish a new normal for our return. Our goal is to serve the students who will be returning to in-person classes and facilitate in-person contact with a variety of external constituents off campus. We recognize and thank those who have been coming to campus throughout the crisis because their presence was essential to serving the students in the dorm, maintaining the physical campus and discharging business functions.

Wesley Theological Seminary plans to re-open its campus. We foresee this return to occur in phases. The first phase of this new policy commences August 15 and encompasses the fall semester. As for mask wearing and physical distance requirements, we will be guided by CDC guidelines, DC law and practices within the DMV higher educational community. We recognize this means requirements may change over the period. We will notify all members of the community of current requirements.

Vaccination Requirements

Effective August 15, unless there is an exception, all persons over 12 years of age, including all employees, students, and student spouses who will be living on campus, and/or attending or teaching in-person classes, and/or serving as on-campus staff, will be required to show proof of vaccination. Visitors to the campus will also have to comply with these requirements. International students arriving in the U.S. to live on campus are required to abide by United States quarantine rules applicable at the time of their arrival and will be sequestered for this period in Wesley housing. During or immediately after this quarantine period, these newly-arrived international students will be required to be vaccinated.

Exceptions/Accommodation Requests

If an Employee, Student, or Student spouse has a disability-related reason, or a religious objection that prevents them from receiving the vaccination, they must request a reasonable accommodation from the Office of Student Life for students and visitors, and the Office of Human Resources for employees, to obtain an exception to the vaccination requirement. To request an accommodation for a disability-related reason, the individual(s) should provide a signed statement from a physician that the vaccination would be injurious to the individual's health and well-being (without disclosing a diagnosis). To request an accommodation due to a sincere religious objection, the individual must provide written materials describing the religious belief or practice. Wesley will work with the individual to determine whether it can provide the requested accommodation by relying on federal and local guidelines.

Reservation of Rights

The Administrative Council reserves the right to continue to set regular business hours and holidays. And to identify those employees who are essential to in-person campus services and off-campus personal contact with constituents. The Council will work with supervisors in this first phase to establish staggered schedules when necessary and adjudicate any appeals.

Failure to comply with this policy could result in denial of access to the workplace and/or campus, including being precluded from using campus facilities.

Tier 1 as amended (for Fall semester only) - Class Options, Staggered Office Staffing

(Classes capped at 40)

Decision to remain in an operational format that is close to normal. Faculty are given the option to hold classes in online, virtual, hybrid, or face-to-face formats, and department supervisors will create a staggered on-campus/work-from-home schedule with staff.

Faculty: This means that individual faculty in collaboration with the Dean and Registrar can elect to hold their classes in the format of their choosing. As an extra precaution, faculty can elect to hold all, or a portion, of their class online. Faculty will determine when and for how long they choose to hold their class sessions in the online format. These formats may be synchronous (the class meets at the same time) and/or asynchronous (class does not meet at the same time). At this tier, if faculty wish to hold hybrid or face-to-face classes, faculty must still abide by and enforce specific COVID-19 safe classroom policies as outlined by the administration.

Staff: Department supervisors will work with their staff to create schedules for staggered staffing of offices on campus with consideration to childcare needs when applicable. There is no set “percentage” of the work week that staff must report to campus – that decision will be between the staff and their supervisor. At this tier, supervisors will need to share their staffing schedule with the administration in order to track who is on campus at a given time.

Students: All students should be in close conversation with their professors to determine the status of their classes. As stated above, potential class formats include online, virtual, hybrid, and face-to-face. At this tier, students should not assume that all classes are online. If a student has a question with respect to their class, they should contact the professor to determine the class format.

Wesley Theological Seminary Policies for Fully Vaccinated Persons

The following guidelines are pursuant to the Safe Return to Campus Policy and the Modified Tier 1 protocol approved by the Administrative Council.

They are aligned with recommendations from DC Health Guidelines, per Mayor Muriel Bowser's Order 2021-066

Note: When this order is amended or superseded, changes to the forgoing policy will be posted on the Wesley website and students and employees will be notified via the email on file.

6/10/21

Proof of Vaccination Submission Guidelines

- **Employees:** Appropriate documentation (includes physical presentation of vaccination card, or scanned electronic copy of vaccination card, or photocopy of vaccination card, or letter from physician stating confirmation of vaccination inclusive of date and time stamp) sent to Director of Human Resources. Kept under secure file with other employee records.
- **Students:** Appropriate documentation (see above) sent to the Office of Community Life (OCL). Kept under secure file with other student health records.
- **Campus Visitors:** Hosting office instructs visitors to check in with Office of Community Life. Visitors submit all appropriate documentation to OCL. Held securely for a minimum of two weeks after which expunged.

Masking Protocol – Per Mayor's Order 2021-066

- **Indoors:** Masks must be worn inside Wesley buildings at all times. This includes the Library, Refectory, Student Lounge, and Commuter Lounge. The Refectory will not be in use, as on-campus meal plans have been suspended. We are currently working on an alternative meal plan option.
- **Outdoors:** According to one's own comfort level, a person may choose whether to wear a mask. Community members who choose not to wear a mask should respect others' decisions and maintain appropriate physical distance from those wearing masks.
- **Residents:** Fully vaccinated persons may visit with a small group of fully vaccinated persons indoors in a private setting without wearing a mask under DC Health guidelines. Within these guidelines, campus dorms are considered a private space. The Library and Refectory, for example, are public spaces inside Wesley buildings, therefore, masks are required. To ensure the comfort of all, commuter students (those staying on campus 1-3 nights a week, and those traveling to campus for a day) will be housed in/use Straughn Hall, and permanent residents will be housed in NRH and Carroll Hall.

LiveSafe App

Wesley is requiring all persons to be fully vaccinated, therefore, the LiveSafe App is no longer necessary/required.

Cleaning Protocol

Per DC Health guidelines, it is possible to catch COVID-19 by touching surfaces or objects contaminated with the virus, and then touching your mouth, nose, or eyes. However, this is less common than person-to-person spread, and the risk is much lower. The Wesley facilities team will continue to be diligent in frequently cleaning surfaces, rather than continue previous deep cleaning protocols. Practicing good hand hygiene (frequently washing your hands with soap and water or using hand sanitizer) and avoiding touching your mouth, nose, or eyes with unwashed hands can decrease your risk of catching COVID-19 from surfaces. Wesley will continue to stock hand sanitizing stations throughout campus.

Events

- **Chapel and Internal Gatherings:** TBD, but will remain consistent with DC Health guidelines
- **External Meetings and Groups:** Meetings held on campus by external groups will be held to a minimum and must be approved in advance by the President's Office and will only be permitted if the intended event does not occur during regular business/class occupancy hours. After the event, the facilities team will clean the used space. Event participants will be notified of Seminary and DC Health guidelines prior to the event. Members of these groups will not be monitored as "guests and visitors" as described below.

Guests and Visitors

Inasmuch as Wesley is an open campus, we cannot realistically block casual and uninvited visitors. Signs will be placed on all entry doors and the entrance to the courtyard describing our requirements. Invited visitors (prospective students, donors, church persons, extended family members and friends of students, or others doing business, with the seminary) are required to adhere to DC Health guidelines and wear a mask indoors at all times. Visitors (other than those making deliveries) must submit all appropriate vaccination documentation to the Office of Community Life. Documentation will be held securely for a minimum of two weeks, after which documentation will be expunged (same rule applies for COVID-19 test results in the event that the visitor is not vaccinated and/or not intending to be vaccinated. If proof of vaccination is not provided, testing will be required prior to each visit to campus, and tests should be conducted within 48 hours of reporting to campus. Results should be presented in the appropriate format within 24 hours of coming to campus.) Offices may close when accommodating visitors to practice physical distancing measures and safe occupancy capacity.

Residential Policy

- **Quarantine Requirements:** If you test positive for COVID-19 or come in contact with a person who has tested positive for COVID-19, you are required to alert the Director of Housing and Campus Administration immediately. Per DC Health guidelines, a person who tests positive for COVID-19 must isolate for at least 10 days and show improvement of symptoms, including no fever for 24 hours. A person who is a close contact of someone with COVID-19 (within 6 feet for > 15 minutes) must quarantine for at least 10 days.
- **Unvaccinated minors:** DC Health guidelines and the WHO do not recommend vaccination of children below 12 years of age, even if they belong to a high-risk group. Children under the age of 12 who reside on campus with a parent/guardian who is enrolled at Wesley may continue to reside on campus at this time.
- **Per “masking protocol” above:** Fully vaccinated persons may visit with a small group of fully vaccinated persons indoors in a private setting without wearing a mask under DC Health guidelines. Within these guidelines, all areas inside campus dorms are considered a private space.

Modified Tier 1 (currently for Fall semester only) - Class Options, Staggered Office Staffing

Decision to remain in an operational format that is close to normal. Faculty are given the option to hold classes in online, virtual, hybrid, or face-to-face formats, and department supervisors will create a staggered on-campus/work-from-home schedule with staff.

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Staff: Department supervisors will work with their staff to create schedules for staggered staffing of offices on campus with consideration to childcare needs when applicable. At this tier, supervisors must share their department staffing schedule with the Human Resources Office in order to track who is on campus at a given time.

Students: All students should be in close conversation with their professors to determine the status of their classes. As stated above, potential class formats include online, virtual, hybrid, and face-to-face. At this tier, students should not assume that all classes are online. If a student has a question with respect to their class, they should contact the professor to determine the class format.