

**Safe Return to Campus Policy**  
**Phase II**  
**As of October 27, 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 established Phase I of the Safe Return to Campus Policy on August 15<sup>th</sup>, 2021, we now prepare to roll out Phase II, to commence January 3<sup>rd</sup> in the J-term and Spring Semester of 2022 unless otherwise noted. Phase II will involve further bringing employees back to campus in a more structured and intentional schedule than was exercised with our “staggered staffing schedule.” We call on staff to continue to embrace commitment and creativity 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. Therefore, part of Phase II will involve investigating flexible staffing hours within certain departments to ensure we maximize student’s ability to access on-campus resources, while simultaneously considering that departments with more staff may not want or need a full, all-staff presence on campus. Flexible staffing hours will be particularly helpful to our students taking hybrid classes which only meet a few times in-person on campus. These students may need to access campus resources outside of normal business hours; therefore, department supervisors may explore alternative in-person office hours with certain staff such as 10:00am-6:00pm or 11:00am-7:00pm, or including the traditional lunch hour as part of the workday, etc. We recognize and thank those who have been coming to campus throughout the COVID-19 crisis because their presence was essential to serving the students in the dorm, maintaining the physical campus, and discharging business functions.

**Phase II**

Under Phase II, we have made the decision to remain in an operational format that moves toward a pre-pandemic robust campus presence. Faculty will teach classes in online, virtual, hybrid, or face-to-face formats with encouragement to increase on campus experience. Faculty must still abide by and enforce specific COVID-19 safe classroom policies as outlined by the administration. Instead of a “staggered staffing schedule,” we now call upon department supervisors to schedule each staff member under their purview to report to work on-campus in a more consistent, scheduled manner, with the intent to service the times when student traffic on campus is high. And, to give consideration for staffing student-facing offices during lunch and other times when students are present—such as days when hybrid students are on campus. Calendars containing the hybrid dates and additional information will be disseminated separately via email. We will continue to make exceptions for employees with legitimate medical diagnoses preventing them from returning to campus. Additionally, we will continue to consider and approve, on a case-by-case basis, employee requests to extend the allowance to work remotely in the short term if said employee has found themselves in an extenuating circumstance and meets the fundamental requirement to serve the needs of the student body and external constituents. Additionally, supervisors may request certain staff continue to work remotely or adhere to a specific and approved remote/on-campus schedule based on the needs of the department. We will revisit all approved exemptions prior to the next upcoming semester and determine if the exemption in question should be extended or revoked.

**No later than December 13<sup>th</sup>, 2021, supervisors must confirm with the Director of Human Resources that they have created a schedule for their staff according to the goal set forth in this phase.**

Under Phase II, 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, with the encouragement to increase the options for on campus student experience. These formats may be synchronous (the class meets at the same time) and/or asynchronous (class does not meet at the same time). 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.

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 format, they should contact the professor to clarify modality.

For future reference, we plan to implement our final Phase, Phase III at the start of the Fall 2022 Semester. Phase III will become Wesley's "new normal" and require all employees to return to in-person work for much of the work week, barring an approved medical exemption. More information will be distributed by August 2022.

Under Phase II, and in collaboration with the Office of Community Life and the Office of Residence Life we have decided to keep commuter students in Straughn through the Spring semester of 2022. Under the future Phase III, commuter students will be shifted out of Straughn and we will re-establish the New Residence Hall as the primary dormitory for both single and commuter students. This shift will be rolled out Summer 2022.

As with Phase I, we will continue to be guided through COVID-19 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**

The current rule, effective August 15, 2021, unless an exception was granted, all persons over 12 years of age, including all employees, students, and student spouses living on campus, and/or attending or teaching in-person classes, and/or serving as on-campus staff, are required to show proof of vaccination. Visitors to the campus must also 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 medical reason 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 medical 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).

### **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.

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

The Administrative Council recognizes that the ongoing pandemic creates special challenges for families with children in school or day care as a child may have to stay at home because of a sign of any illness until the symptoms pass and a COVID test is negative. Supervisors and professors should consider these circumstances in the way we consider school closings for snow, sometimes referred to as "liberal leave."

## Wesley Theological Seminary Policies for Fully Vaccinated Persons and Unvaccinated Minors

*The following guidelines are pursuant to the Safe Return to Campus Policy and the Modified Tier 2 Protocol.*

Furthermore, the following guidelines are aligned with recommendations from DC Health Guidelines and Mayor Muriel Bowser's "Guidance on Face Coverings for General Public" announcement, Posted July 30, 2021, viewable here: [https://coronavirus.dc.gov/sites/default/files/dc/sites/coronavirus/page\\_content/attachments/Masks\\_Guidance\\_DCHealth\\_COVID-19\\_2021-7-30.pdf](https://coronavirus.dc.gov/sites/default/files/dc/sites/coronavirus/page_content/attachments/Masks_Guidance_DCHealth_COVID-19_2021-7-30.pdf)

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

### **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:** Signs with scannable QR codes will be posted on all entrance doors to campus buildings and dorms. Visitors must scan the QR code with their phone and fill out the COVID-19 questionnaire form that the QR code links to. Please note, employees and students are NOT required to complete the questionnaire. Submitted COVID-19 questionnaires are received and reviewed by Human Resources, and if necessary, the Director of Human Resources will reach out to visitors to collect more information. If you or your office is expecting a visitor, please let them know in advance that the questionnaire is required.

### **Masking Protocol – Per Mayor Bowser's "Guidance on Face Coverings for General Public"**

"Masks are a powerful tool for preventing the spread of the virus that causes COVID-19. Masks act as a simple barrier to help prevent respiratory droplets from traveling into the air and to other people when the person wearing the mask talks, coughs, sneezes, or raises their voice. This is called source control. Wearing masks is important to prevent asymptomatic spread of the virus that causes COVID-19." – Per ["Guidance on Face Coverings for General Public"](#).

**Indoors:** Masks must be worn inside Wesley buildings at all times. This includes the Library, Refectory, Student Lounge, and Commuter Lounge. A mask is not required during the following activities/situations indoors at Wesley when a person is:

- Actively eating or drinking, including when taking Communion during a Chapel service
- Alone in an enclosed office
- Giving a speech for broadcast or an audience, provided no one is within six feet of the speaker

**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 (10 or under) of fully vaccinated persons indoors in a private setting (e.g. a dorm bedroom) without wearing a mask under DC Health guidelines. Residents must wear a mask in all dorm common areas such as the lobbies, communal kitchens, laundry rooms, hallways, and lounges.

### **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:** 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, and all guests and visitors must immediately fill out the COVID-19 questionnaire form that can be accessed via any of the QR codes that will be printed on signs and affixed to all entrance doors on campus BEFORE entering any building. 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. 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. As with our proof of vaccination submission guidelines, submitted COVID-19 questionnaires are received and reviewed by Human Resources, and if necessary, the Director of Human Resources will reach out to visitors to collect more information. If you or your office is expecting a visitor, please let them know in advance that the questionnaire is required.

## **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 the Mayor's "Guidance on Face Coverings for General Public" announcement:

"People who are unvaccinated (including children 11 and under) are at higher risk for catching COVID19 and spreading it within their communities. There are some activities that unvaccinated people can participate in without masks at low risk to themselves. Unvaccinated people may do the following activities without masks:

- casual outdoor activities with members of your household (e.g., biking, running, walking)
- attending a small outdoor gathering with friends and/or family who are fully vaccinated
- visiting indoors with fully vaccinated people from one household
- People who are not fully vaccinated and immunocompromised people should continue to follow everyday prevention measures like social distancing, avoiding crowds, and avoiding poorly ventilated indoor spaces.