

## **Safe Return to Campus Policy and Best Practices**

### **Updated July 8, 2022**

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

As of July 8, 2022, Wesley Seminary has decided to remain in an operational format that moves toward a robust on-campus presence.

#### **Faculty Information**

Faculty may elect to hold their classes in their chosen format. These formats may be synchronous (the class meets at the same time) or asynchronous (the class does not meet at the same time). As an extra precaution, Faculty can select to hold all, or a portion, of their course online. Faculty will determine when and how long they choose to have their class sessions in the online format. Still, we encourage Faculty to consider increasing course options for the on-campus student experience. 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. Please consult the Academic Dean or the President with questions regarding classroom policies.

Currently, class formats include online, virtual, hybrid, and face-to-face options. Students should not assume that all classes are online. If students have a question concerning their class format, they should contact the professor to clarify the modality.

In partnership with the Office of the Dean, we will provide information and procedures regarding how Faculty should prepare for COVID-19 scenarios within their classes closer to the start of the Fall 2022 semester.

#### **Staff Information**

Instead of a "staggered staffing schedule," we now call upon department supervisors to require staff under their purview to report to work on-campus in a more consistent, organized manner, intending to service the times when student traffic on campus is high. For example, a staff person can be required to report to work on-campus three or four out of the five workdays, when previously they may have only worked on-campus twice a week. Additionally, department supervisors should consider 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 can be requested from the Registrar or found on Wesley's website. Additionally, supervisors may ask specific staff to continue to work remotely or adhere to a particular and approved remote/on-campus schedule based on the department's needs. We will continue to consider 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 the 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.

We will continue to be guided through COVID-19 by C.D.C. guidelines, D.C. law, and best practices within the D.M.V. higher educational community. We recognize this means requirements may change over the period. We will notify all members of the community of the current conditions.

#### **Vaccination Requirements**

Unless there is a qualifying medical exemption, all employees, students, children of students or student spouses, and student spouses who will be living on campus, attending or teaching in-person classes, or serving as on-campus staff must provide proof of vaccination and boosters if eligible. Please email student records to [covidvax@wesleyseminary.edu](mailto:covidvax@wesleyseminary.edu), and Faculty, Staff, and Administrator records to [mayres@wesleyseminary.edu](mailto:mayres@wesleyseminary.edu).

[For reference](#), all individuals ages six months and older are eligible for the COVID-19 primary series vaccine, and all individuals ages five years and older are eligible to receive COVID-19 boosters.

## Mask Policy – Updated on July 1, 2022

Wesley has transitioned from always requiring community members and visitors to mask indoors (except when eating or alone in an office) to a mask-*optional* campus **except in residence halls, which will continue to require masking indoors until August 1.**

Please note the emphasis on mask-*optional*. Community members and visitors may choose to continue wearing a mask in any setting based on personal comfort. To this point, consider others' comfort levels during this transition. If a community member or visitor asks you to mask when in close contact with them, please treat their request respectfully and consider their feelings and comfort level. Similarly, if a specific department requests that community members and visitors mask while inside their department, please treat their request respectfully. Extra masks are available in the Business and H.R. offices if a community member or visitor requests that you mask in their presence and you do not have a mask on hand.

Wesley will continue to require all visitors to complete the COVID-19 Visitor Questionnaire before entering any building on campus, including the residence halls.

### International Students

International students must adhere to the [vaccination requirement against COVID-19 before traveling to the U.S.](#) unless they meet limited exceptions. Please note that as of June 12, 2022, the C.D.C. no longer requires air passengers traveling from a foreign country to the U.S. to show a negative COVID-19 test before boarding. However, **Wesley Seminary will require international students traveling to the U.S. and any student traveling to Wesley by air to take a COVID-19 test one to two days before embarking. Upon arrival at Wesley's campus, any student who traveled by air must take a COVID-19 test four days after arriving. Wesley will provide the COVID-19 tests.**

### Physical Distancing

Per the Office of the State Superintendent of Education in partnership with D.C. Health, "If you are up to date on your COVID-19 vaccine, you do not need to practice routine physical distancing unless COVID-19 community levels are HIGH." Community levels in D.C. are currently MEDIUM.

## Additional information regarding vaccination against COVID-19

### Submitting Proof of Vaccination

**Employees:** Appropriate documentation includes physical presentation of vaccination card or scanned electronic copy of vaccination card, or photocopy of vaccination card, or letter from a physician stating confirmation of vaccination inclusive of date and time stamp sent to the Director of Human Resources.

**Students:** Send appropriate documentation (see above) to [covidvax@wesleyseminary.edu](mailto:covidvax@wesleyseminary.edu).

**Campus Visitors:** Must find one of the signs with scannable Q.R. codes available on all entrance doors to campus buildings and dorms. Visitors must scan the Q.R. code with their phone and fill out the COVID-19 questionnaire form to which the Q.R. code links. Please note that 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 are expecting a visitor, please inform them that the questionnaire is required.

### Events

**Chapel and Internal Gatherings:** Must remain consistent with D.C. Health guidelines and internal Seminary policies and best practices.

**External Meetings and Groups:** Must remain consistent with D.C. Health guidelines and internal Seminary policies and best practices.

### Guests and Visitors

Since 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. All guests and visitors must immediately fill out the COVID-19 questionnaire form that can be accessed via any of the Q.R. codes printed on signs and affixed to all entrance doors on campus BEFORE entering any building. Visitors must adhere to D.C. Health guidelines and internal Seminary policies and best practices. Documentation will be held securely for a minimum of two weeks, after which documentation will be erased (the same rule applies for COVID-19 test results if the visitor is not vaccinated or does not intend to be vaccinated. If you or your office are expecting a visitor, please inform them that the questionnaire is required. If proof of vaccination is not provided, testing will be required before each visit to campus, and tests should be conducted within 48 hours of reporting to campus. Results should be presented appropriately within 24 hours of coming to campus.) As with our proof of vaccination submission guidelines, submitted COVID-19 questionnaires are received and reviewed by Human Resources. If necessary, the Human Resources Director will contact visitors to collect more information. Offices may close when accommodating visitors to practice physical distancing measures and safe occupancy capacity.

## **Policy for Persons Exposed to COVID-19**

All students, employees, student spouses, and visitors who may have or are confirmed to have encountered a person who has tested positive for COVID-19 must follow the steps outlined below.

### **Students**

If you have encountered a person who has tested positive for COVID-19, you must immediately notify Rev. Dr. Sinkfield, Associate Dean for Community Life. If you are a resident (or a student spouse residing on campus or must report a child's exposure), you must also notify Monica Sharp, Director of Residence Life. They will advise you on your quarantine requirement.

### **Employees**

You are required to immediately notify your direct supervisor and Maggie Ayres, Director of Human Resources. They will advise you on your quarantine requirement.

### **Visitors**

Please immediately cancel your plans to come to campus, or, if you have already visited campus, you are required to notify Maggie Ayres, Director of Human Resources, and provide details regarding your purpose for visiting campus, the date of your visit, what part of campus you visited, and who you encountered.

## **COVID-19 Booster Policy**

Wesley requires proof of the COVID-19 booster shot from all employees, students, student spouses, children of students and student spouses, and visitors who enter campus.

The [C.D.C currently advises](#) that every person ages five years and older should receive one booster after completing their COVID-19 vaccine primary series, if eligible. It is recommended that adults ages 50 and older receive their second booster. Some persons ages 12 and older who are moderately or severely immunocompromised may also be eligible to receive a second booster. Boosters are not recommended for anyone six months – four years of age.

Please stay aware that not everyone is eligible at the same time. A person must wait at least six months since their final dose of the COVID-19 vaccine to receive the booster if they received either Pfizer or Moderna. If the Jonson & Johnson vaccine was taken, a person must wait at least two months from their dose to receive the booster.