RUST COLLEGE
COVID-19 CAMPUS SAFETY GUIDE

As of June 2020 (with continuous updates)

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Mr. Don Manning-Miller, Vice President of Fiscal Affairs
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Guide design and production by Lolita M. Poplar, First Year Experience Program

Striving to keep you safe and healthy!
# TABLE OF CONTENTS

**RUST COLLEGE COVID-19 CAMPUS SAFETY GUIDE**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflections / Scope / Purpose</td>
<td>3</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>3</td>
</tr>
<tr>
<td>Letter from the President</td>
<td>4</td>
</tr>
<tr>
<td>Resources</td>
<td>5</td>
</tr>
<tr>
<td>2020-2021 Academic Calendar</td>
<td>6</td>
</tr>
<tr>
<td>Section 1</td>
<td>7</td>
</tr>
<tr>
<td>Health Practices and Social Distancing Measures</td>
<td></td>
</tr>
<tr>
<td>Section 2</td>
<td>28</td>
</tr>
<tr>
<td>Food Safety</td>
<td></td>
</tr>
<tr>
<td>Section 3</td>
<td>31</td>
</tr>
<tr>
<td>Residential Life Plan</td>
<td></td>
</tr>
<tr>
<td>Section 4</td>
<td>38</td>
</tr>
<tr>
<td>Security, Student Activities, Sports, Band, and Choir</td>
<td></td>
</tr>
<tr>
<td>Section 5</td>
<td>47</td>
</tr>
<tr>
<td>Personnel Advisory</td>
<td></td>
</tr>
<tr>
<td>Reality Check and Encouragement</td>
<td>50</td>
</tr>
</tbody>
</table>

Striving to keep you safe and healthy!
ACKNOWLEDGEMENTS

Rust College extends appreciation to the following individuals and organizations for their kindness, generosity, and resourcefulness in the production of this guide:

- Ms. Tiffany German-Hall
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  Indiana University
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  University of Mississippi
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- Hastings + Chivetta
  Architectural Firm, St. Louis, MO
- Madeline Will
  Education Week
- The Rust College Family
  (For exemplary resilience of our students, faculty, and staff)

REFLECTION

There are many uncertainties that face our Rust College Family as we confront this challenging time. The COVID-19 pandemic continues to ravage the world, especially impacting African Americans and other communities of color. Also, society finally appears to be willing to begin the process of changing its position on the long-standing racial injustice that African Americans have endured for centuries. The heaviness of this global weight is real. Yet, to get through this, our Rust College Family must pull tightly together for strength and encouragement. This too shall pass!

SCOPE

This document applies to all Rust College employees and students. It is intended for use by collegiate area leaders to promote health and safety throughout Rust College. The contents of this guide are time sensitive and will continue to evolve as Rust College receives direction from government and health authorities.

PURPOSE

Rust College is taking actions in light of COVID-19 with the goal of providing a safe working and learning environment for our students, employees, and visitors. This document provides guidance specific to Rust College that will allow departments to manage operations in a safer and more effective way throughout the COVID-19 pandemic.

The objective is not to eliminate all potential risks, but to provide a systematic and feasible path for operation within the pandemic environment. Rust College will continue to adjust policy and guidance based upon the latest public health information, regulatory guidance, and peer best practices.

Note: This Rust College COVID-19 Campus Safety Guide is unprecedented. Nothing in this document is intended to supersede Rust College policies that may apply in certain situations or circumstances. Collegiate areas should consult with Rust College leadership and the website for more information (www.rustcollege.edu).
July 20, 2020

Dear Rust College Students, Faculty, and Staff:

Thank you for your patience and persistence as we work to continue providing a wonderful educational experience at Rust College in spite of COVID-19.

We have prepared this manual to help everyone to understand our policies and procedures designed to keep everyone safe and healthy. It has been developed in conjunction with a variety of experts and resources on the COVID-19 pandemic.

We need the commitment and cooperation of everyone on campus in executing these procedures so we can minimize the risk of COVID-19 at Rust College.

Please review thoroughly and remember that some aspects may change based on new information or recommendations from health professionals. Some of the key behaviors are, of course, wearing masks, social distancing and sanitation. We need everyone’s cooperation on this matter.

I look forward to working with everyone this year at Rust College.

Sincerely,

Ivy R. Taylor
President
RESOURCES

RUST COLLEGE WEBSITE

www.rustcollege.edu

Learn more about changes to the 2020–21 academic calendar, what life on campus will be like, and how Rust College is working to ensure the health and safety of students, faculty, and staff.

MISSISSIPPI STATE GOVERNMENT - www.coronavirus.ms.gov

MISSISSIPPI STATE DEPARTMENT OF HEALTH - www.msdh.ms.gov

The national Centers for Disease Control and Prevention (CDC) and the Mississippi State Department of Health continue to closely monitor the outbreak of respiratory illnesses caused by the novel (new) coronavirus COVID-19, and are working to limit the spread of cases nationally and in Mississippi. MSDH is actively working with doctors and hospitals to quickly identify cases and respond effectively to limit this outbreak.

CENTERS FOR DISEASE CONTROL AND PREVENTION


CDC is aggressively responding to the global outbreak of COVID-19 and community spread in the United States. HELPING COMMUNITIES PLAN AND RESPOND: CDC provides health considerations and tools for operating during COVID-19.

Striving to keep you safe and healthy!
## 2020-2021 Academic Calendar

### First Semester 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Halls Open for Freshmen</td>
<td>August 2</td>
</tr>
<tr>
<td>Parents' Day</td>
<td>August 2</td>
</tr>
<tr>
<td>Faculty Report to Work</td>
<td>August 3</td>
</tr>
<tr>
<td>Pre-Planning Conference (Faculty/Staff)</td>
<td>August 3</td>
</tr>
<tr>
<td>Freshmen Orientation</td>
<td>August 3</td>
</tr>
<tr>
<td>Registration for Freshmen</td>
<td>August 4</td>
</tr>
<tr>
<td>Freshmen meet Division Chairs</td>
<td>August 5</td>
</tr>
<tr>
<td>Residence Halls open for Upperclassmen</td>
<td>August 5</td>
</tr>
<tr>
<td>Upperclassmen Registration</td>
<td>August 6-7</td>
</tr>
<tr>
<td>Late Registration w/Fines for Upperclassmen</td>
<td>August 11</td>
</tr>
</tbody>
</table>

**FIRST MODULE** ........................................... August 10-October 2

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>August 10</td>
</tr>
<tr>
<td>Last day to add classes</td>
<td>August 12</td>
</tr>
<tr>
<td>Last day to drop course (1st Module)</td>
<td>August 18</td>
</tr>
<tr>
<td>Opening Convocation</td>
<td>August 19</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 7</td>
</tr>
<tr>
<td>Last day classes meet</td>
<td>September 29</td>
</tr>
<tr>
<td>Final Exams (1st Module)</td>
<td>September 30-October 1</td>
</tr>
<tr>
<td>Free Day</td>
<td>October 2</td>
</tr>
<tr>
<td>Grades Due</td>
<td>October 6</td>
</tr>
</tbody>
</table>

**SECOND MODULE** ............................................ October 5–November 25

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>October 5</td>
</tr>
<tr>
<td>Last day to add classes</td>
<td>October 7</td>
</tr>
<tr>
<td>Last day to drop course (2nd Module)</td>
<td>October 7</td>
</tr>
<tr>
<td>Last day to Remove &quot;I&quot; Grade of previous semester</td>
<td>November 9</td>
</tr>
<tr>
<td>Founders' Week</td>
<td>November 1-8</td>
</tr>
<tr>
<td>Board of Trustees Meeting</td>
<td>November 5</td>
</tr>
<tr>
<td>Academic Counseling and Second Semester</td>
<td>November 9-13</td>
</tr>
<tr>
<td>Registration</td>
<td>November 16</td>
</tr>
<tr>
<td>Last day to apply for Spring Graduation</td>
<td>November 20</td>
</tr>
<tr>
<td>Final Exams (2nd Module)</td>
<td>November 23-24</td>
</tr>
<tr>
<td>Residence Halls closing (5:00 p.m.)</td>
<td>November 25</td>
</tr>
<tr>
<td>Grades Due</td>
<td>November 30</td>
</tr>
</tbody>
</table>

### Second Semester 2021 (As Scheduled)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Residence Halls reopen at 12:00 noon</td>
<td>January 3</td>
</tr>
<tr>
<td>Faculty Report to Work</td>
<td>January 4</td>
</tr>
<tr>
<td>Registration</td>
<td>January 5</td>
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</table>

**THIRD MODULE** ......................................... January 5-February 26

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>January 6</td>
</tr>
<tr>
<td>Late Registration w/returning Students</td>
<td>January 7</td>
</tr>
<tr>
<td>Last day to add classes</td>
<td>January 11</td>
</tr>
<tr>
<td>Mid-Year Convocation</td>
<td>January 12</td>
</tr>
<tr>
<td>Martin Luther King Holiday</td>
<td>January 18</td>
</tr>
<tr>
<td>Last day to Drop Class (3rd Module)</td>
<td>January 22</td>
</tr>
<tr>
<td>Final Exams (3rd Module)</td>
<td>February 23-24</td>
</tr>
<tr>
<td>Module Break</td>
<td>February 25-26</td>
</tr>
<tr>
<td>Registration for 4th Module</td>
<td>March 1</td>
</tr>
<tr>
<td>Grades Due (3:00 p.m.)</td>
<td>March 2</td>
</tr>
<tr>
<td>Religious Emphasis Week</td>
<td>TBA</td>
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</table>

**FOURTH MODULE** ........................................... March 1-April 23

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>March 2</td>
</tr>
<tr>
<td>Last day to add Classes</td>
<td>March 8</td>
</tr>
<tr>
<td>Last day to Drop Course</td>
<td>March 18</td>
</tr>
<tr>
<td>Last day to Remove &quot;I&quot; Grade of Previous Semester</td>
<td>March 19</td>
</tr>
</tbody>
</table>

**Easter Holiday** ........................................ April 2

**Athletics Awards Day (7:00 p.m.)** ................. April 6

**Honors and Awards Assembly** .................. April 8

**Academic Honors & Awards Day** .................. April 13

- (Alpha Kappa Mu Induction Ceremony)
- President's Recognition Dinner ................ April 15
- Senior Exams ....................................... April 14-15
- Senior Grades Due ................................. April 16
- Final Exams (4th Module) ....................... April 21-23
- Board of Trustees Meeting .................... April 22-23
- Alumni Day ........................................ April 24
- Senior Service of Blessing & Consecration (6:00 pm) ........ April 24
- Residence Halls close at 6:00 p.m. .......... April 25
- Commencement ..................................... April 25
- Grades Due (3:00 p.m.) ......................... April 27

**FIFTH MODULE** ........................................... April 27-May 28

- Registration for Summer School ............... April 27
- Classes Begin ..................................... April 28
- Last day to add classes .......................... April 30
- Last day to drop course ....................... April 30
- Final Exams ....................................... May 27-28
- Residence Halls close at (12:00 noon) ....... May 30
- Grades Due (3:00 p.m.) ......................... June 2

**SIXTH MODULE** ........................................... May 31–July 23

- Registration ...................................... May 31
- Late Registration ................................ June 1
- Classes begin .................................... June 1
- Last day to add classes .......................... June 4
- Last day to drop classes ........................ June 23
- Final Exams ....................................... July 22-23
- Grades Due (3:00 p.m.) ......................... July 28

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Rev06192020

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Rust College COVID-19 Guide 2020 LMP
Section 1
Health Practices and Social Distancing
As of June 2020

Nurse Jannie Luellen, Director of Student Health Center
Mr. Robert Curry, Director of Physical Plant

Researched and compiled by Lolita M. Poplar
COVID-19 and Community Responsibility

Employees, students, and visitors must acknowledge the following:

- The serious nature of COVID-19
- The importance of each individual’s knowledge of the risks presented by the virus
- The need to monitor their own health
- The need to notify appropriate personnel if they are symptomatic and/or exposed and be tested if necessary.

Hygiene and Illness Prevention

Remind employees, students, and visitors that they can reduce the risk of spreading COVID-19 by taking the same steps to prevent infection from the flu and the common cold:

- Maintain physical distance of at least 6 feet from others.
- Wear face coverings as appropriate. (See our guidance on wearing face coverings.)
- Wash hands often with soap and water for at least 20 seconds. If water is not available, use hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home while sick and avoid close contact with others.
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.
- Utilize secondary handwashing or sanitizing stations that are set up with either hand sanitizer or wipes/towelettes.
- Avoid hand-shaking to reduce the spread of germs.
Key times to wash hands

**BEFORE**

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a wound
- Before and after removing gloves or other personal protective equipment
- Before exiting the laboratory

**AFTER**

- After using the toilet
- After contact with frequently touched surfaces (e.g., elevators, lobby areas, reception desks, etc.)
- After blowing your nose, coughing, or sneezing
- After touching an animal or animal waste
- After touching garbage

Striving to keep you safe and healthy!
Health and Safety
Ongoing actions of Student Health Service with active support of our Rust College Family

FACE COVERING

The use of cloth face coverings can help prevent the spread of the virus by decreasing the spread of respiratory droplets produced during talking, sneezing, and coughing. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may protect you from getting the virus from people carrying the virus.

Effective Monday, June 1, 2020, all members of the Rust College community, including employees, students, contractors, suppliers, vendors, and visitors, are required to wear cloth face coverings in all hallways, elevators, public spaces, common areas, and when entering and exiting buildings.

All Rust College employees and students will be given two washable face coverings before the fall 2020 semester begins. While face coverings will be provided, individuals may also choose to wear their own. Acceptable face coverings include a non-surgical cloth mask, bandana, gaiter, or scarf. More detailed guidance and requirements for face coverings can be found at www.cdc.gov/coronavirus.

(Note: More restrictive Rust College guidance regarding respiratory protection in specific settings supersedes this document.)

In locations where physical distancing is difficult to ensure or maintain, face coverings are required. This includes office spaces (including cubicles), outdoor spaces, and other locations where intermittent interactions with others might occur, such as seating near aisle ways and other passages. Face coverings are not required in enclosed single occupancy office spaces when one person is present with the door closed. Maintaining at least 6-foot physical distance from others remains the primary means of slowing the spread of SARS-CoV-2, the virus that causes COVID-19. As an additional precaution, the CDC recommends the use of cloth face coverings when physical distancing is difficult to maintain.

Striving to keep you safe and healthy!
In addition to wearing cloth face coverings, you must also take the following personal precautions while on campus:

- Practice physical distancing at all times (at least six feet of physical separation between yourself and others).
- Practice good personal hygiene, including washing hands frequently with soap and water or using hand sanitizer with at least 60% alcohol if soap is unavailable.
- Routinely clean and sanitize your work space and shared equipment.
- Routinely clean and sanitize your dorm room and shared items.
- Adhere to the guidelines and recommendations from the Centers for Disease Control and Prevention (CDC), as well as federal and state governmental authorities, in order to protect your own health and the health of the entire Rust College community.
How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY
- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE FACE COVERING TO HELP PROTECT OTHERS
- Wear a face covering to help protect others in case you’re infected but don’t have symptoms
- Keep the covering on your face the entire time you’re in public
- Don’t put the covering around your neck or up on your forehead
- Don’t touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS
- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU’RE HOME
- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: cdc.gov/coronavirus

Striving to keep you safe and healthy!
Please read before entering.

IF YOU HAVE

- 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
- Diarrhea

Please call our office before coming inside.
Clinic Phone # (662) 252-8000, Ext. 4900

The clinic staff may ask you to wear a mask or use tissues to cover your cough.
Thank you for helping us keep our patients and staff safe.

cdc.gov/coronavirus

Striving to keep you safe and healthy!
Procedures for Campus Sickness

**Advise Sick Individuals of Home Isolation Criteria**

Sick faculty, staff, or students should not return to in-person classes or campus clinic, or end isolation until they have met CDC’s criteria to discontinue home isolation.

**Isolate and Transport Those Who are Sick**

- Faculty, staff, and students should not come to the Rust College Campus if they are sick. All persons must notify campus nurse or designated COVID-19 point of contact if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

- Faculty, staff, and students with COVID-19 symptoms (such as fever, cough, or shortness of breath) will be immediately separated. Individuals who are sick must go home or to a healthcare facility, depending on how severe their symptoms are, and follow CDC Guidance for caring for oneself and others who are sick. Rust College will follow CDC’s Guidance for Shared or Congregate Housing for those that live in campus housing.

- Isolation rooms have been designated to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. The campus nurse will use Standard and Transmission-Based Precautions when caring for sick people.

See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.
**Health and Safety**

Ongoing actions of Student Health Service with added support of our Rust College Family

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**Procedures for Campus Sickness**

**Clean and Disinfect**

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.

**Notify Health Officials and Close Contacts**

- Rust College will coordinate the safe transport of anyone who is sick to their home or to a healthcare facility. When calling an ambulance or taking someone to the hospital, Rust College will inform the receiving agency that the person may have COVID-19.
- In accordance with applicable federal, state and local laws and regulations, Rust College will notify local health officials, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), FERPA or and other applicable laws and regulations.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

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**Striving to keep you safe and healthy!**
CLASS ROOM/AREA LAYOUT  part 1

Individual desks/workstations will be arranged to maintain at least 6 feet distance between employees.

Physical Plant is developing seating plans for all classrooms and auditoriums with fixed seating. Fixed seating in classrooms and auditoriums will be conspicuously marked to identify the optimum seating pattern for appropriate physical distancing. Marks will be removable without damage to the seats. Where appropriate, seats that are not available for use will be blocked or removed. For assistance with marking and/or blocking seats, contact Physical Plant.

In classrooms with node chairs or moveable chairs, floor markings will be installed that show where chairs should be located. Where appropriate, excess seating will be blocked or removed. For assistance in developing appropriate seating plans for classrooms with moveable furniture, departments should contact Physical Plant. For assistance in moving furniture or marking/blocking seats, contact Physical Plant.

The Physical Plant Department has evaluated spaces to determine the maximum occupancy that will still permit appropriate physical distancing. Six feet of physical distancing and/or 60 square feet per person is the goal. This allowance may need to be increased, depending on the configuration of the space (layout, fixed or loose seating, furniture, etc.) and/or how the space will be utilized. Departments should contact Physical Plant for assistance, as needed, to determine the exact occupancy limits of a given space.
Physical Distancing
Ongoing actions of Physical Plant staff with active support of our Rust College Family

WORKSPACE / AREA LAYOUT part 2

- As possible, barriers will be installed in workspaces where people must face each other or are unable to be 6 feet apart. (Note: Cubicle walls with a height of 5 feet or higher will be considered an appropriate physical barrier.) Contact Physical Plant for assistance as needed.

- When possible, plexiglass barriers are being installed at high-traffic areas, such as reception desks and check-in points. If used, plexiglass barriers will be freestanding and removable without damaging the furniture, countertop, etc., unless they are intended to be permanent installations. Departments should contact Physical Plant for assistance, as needed.

- Chairs and seating in classrooms, conference rooms, waiting rooms, break rooms, and common areas will be arranged (or removed) to promote appropriate physical distancing. Contact Physical Plant for assistance in moving furniture.

- Maximum occupancy of classrooms will be limited to no more than 15 students. Lecture halls and auditoriums can accommodate more with social distancing.

- Eating, studying, etc. outdoors will be encouraged when possible.

- Teaching outside is encouraged when the weather is good.

- Non-traditional teaching spaces, such as at campus auditoriums, are considered as an alternative to traditional classrooms to increase teaching capacity, if necessary.

- The maximum occupancy of a College-owned vehicle or cart will be limited to one-half of the total number of seats in the vehicle or cart. If more than one person is in the vehicle or cart, face masks/coverings must be worn.
The class schedule format for Fall 2020 is presented in the following instructional time period. A normal class enrollment may have up to 30 students in a given classroom. Social distancing could not be adhered to with these numbers. With the format presented below the class is divided into two sections, 15 students in each class. For each section there is face-to-face instructor contact for two class periods. The other two class meetings will be virtual. The same lectures are presented to in-class and out-of-class students.

Example below:

<table>
<thead>
<tr>
<th>Group A</th>
<th>Monday In Classroom</th>
<th>Tuesday Blackboard</th>
<th>Wednesday In Classroom</th>
<th>Thursday Blackboard</th>
<th>Friday Faculty Training and Classroom Cleaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group B</td>
<td>Monday Blackboard</td>
<td>Tuesday In Classroom</td>
<td>Wednesday Blackboard</td>
<td>Thursday In Classroom</td>
<td></td>
</tr>
</tbody>
</table>

Module 1 - August 10 to October 2; Module 2 - October 6 to November 25 Semester ends

By creating this type of classroom environment we help to resolve not only the problem of classroom size, but other concerns faced. Classroom size is reduced and social distancing is met.

A. We are better prepared to reach several types of students: a) Our normal on-campus degree seeking students; b) non-Rust College students who may want to take a course or courses; c) current students who may be forced not to return because of circumstances; d) “stop-outs” from past years who want to complete degree requirements and; e) incoming freshmen.

B. Students living within a reasonable distance from Rust College will only have to be on campus two days for each class taken.

C. Social distancing can be maintained for all class sizes without increasing faculty load.

Friday is to be a period allowing faculty the time they need to continue to update virtual methods. This mode of instruction may continue through the Spring semester. The four day meeting time remains.
Rust College COVID-19 Classroom
Sample (1) reconfiguration for social distancing compliance

Typical 32-seat Classroom

Reconfigured Classroom

HASTINGS + CHIVETTA
STRIVING TO KEEP YOU SAFE AND HEALTHY!
Arranging Instructional Spaces

9' Grid

6' PERIMETER for each student

3' of personal space

例：960平方英尺
(30' x 32' 房间，带家具)

正常容量 | 社交距离容量
---|---
31 | 12

来源：National Council on School Facilities and Cooperative Strategies

图标：iStock/ Getty

追求保持您安全和健康！
Minimizing Congestion

- Designate one-way directions for hallways, exterior paths
- Assign entry and exit doors, and stagger students’ arrival and departure times

SOURCE: National Council on School Facilities and Cooperative Strategies
Image: iStock/Getty
**SIGNAGE**

Appropriate signage will be posted throughout campus to educate and promote adherence to public health practices, including hand hygiene, physical distancing, proper cough/sneeze etiquette, frequent disinfection of common and high traffic areas, symptom assessment, temperature checks, and face masks/coverings in public.

Maximum occupancy signage will be posted in classrooms, conference rooms, waiting rooms, break rooms, study rooms, restrooms, and common areas to promote appropriate physical distancing. Signage will be standardized and will be removable without damage to walls or other surfaces.

Signage will be provided to discourage people from congregating in hallways, common spaces, and atria. Signage will be standardized and will be removable without damage to walls or other surfaces.

Visual cues such as floor decals, colored tape, or signage will be used in queuing areas, elevator lobbies, and other locations where people commonly wait to indicate where people should stand to maintain appropriate physical distancing. Marks will be removable without damage to the floor.
Sample COVID-19 Signage

USE YOUR HEAD AND STOP THE SPREAD
WEAR YOUR MASK AND STAY 6 FEET APART

Please read before entering.

IF YOU HAVE

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Headache
- Diarrhea
- Congestion or runny nose
- ASCII art

Please call our office before coming inside.
Clinic Phone #: [Number]

The clinic staff may ask you to wear a mask or use tissues to cover your cough.

Thank you for helping us keep our patients and staff safe.

cdc.gov/coronavirus

MAXIMUM OCCUPANCY NOT TO EXCEED _______ PERSONS

CORONAVIRUS DISEASE 2019 (COVID-19)

You can help prevent the spread of respiratory illnesses with these actions:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose & mouth.
- Wash hands often with soap & water for at least 20 seconds.

www.cdc.gov/COVID19

Striving to keep you safe and healthy!
Infection Control
Ongoing actions of Physical Plant staff with active support of our Rust College Family

Cleaning part 1

- Frequently touched surfaces and objects in common areas will be cleaned/disinfected throughout the day by custodial staff; these include entry/exit door handles, push plates and crash bars, interior doors, automatic door operators, stair hand rails, elevator buttons, common area tables and countertops, faucets and sinks, drinking fountains, flush valves, light switches, public telephones, public touchscreens, furniture armrests (non-porous material only), vending machines, etc.

- Throughout the day, departmental staff will clean/disinfect frequently touched surfaces and objects in departmental spaces and offices; these include telephones, keyboards, mice, countertops, desk/conference room chairs, conference room tables, door handles, light switches, etc. Departments should contact the Warehouse at Ext. 4700 for assistance in obtaining appropriate disinfectant products and cleaning supplies.

- Throughout the day, departmental staff will clean/disinfect frequently touched surfaces and objects in departmental vehicles as used by departmental staff; these include door handles, steering wheels, seatbelts, turn signals, wiper controls, door locks, window controls, mirrors, transmission levers, radio controls, lighting controls, air conditioning controls, etc. At minimum, drivers will wipe down these surfaces with a disinfectant wipe at least one time per day, or upon entering the vehicle for the first time after it was driven by someone else. Departments should contact the Warehouse at Ext. 4700 for assistance in obtaining appropriate disinfectant products and cleaning supplies.
Clean and disinfect thoroughly - especially with confirmed COVID-19 cases.

- Close off areas used by infected person. Open outside doors and windows to increase air circulation in the area and then begin cleaning and disinfection.

- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient focusing especially on frequently touched surfaces.

- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.

- For disinfection most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available by clicking here. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

- Additional information on cleaning and disinfection of community facilities such as schools can be found on CDC’s website.
Sanitizing

- Hand sanitizer dispensers will be provided at all building entrances, elevators, classrooms, restrooms, breakrooms, and other high-traffic areas within buildings. Hand sanitizer must be alcohol based and contain at least 60% ethanol. For assistance in determining where hand sanitizer dispensers should be placed, departments should contact Physical Plant.
- Individuals must wash hands and/or use hand sanitizer frequently, upon building entry, after using the elevator, restroom, public transportation, etc.
- Departments will provide disposable face masks to visitors who need them in buildings. Departments should contact Physical Plant for assistance in obtaining masks.
- Magazines, common pens, and other high-touch items will be removed from reception areas and waiting rooms or wiped down with a disinfectant between users.
- Hand sanitizer pumps/bottles will be provided in reception areas and waiting rooms. Departments should contact the Warehouse for assistance in obtaining hand sanitizer bottles.
- Facial tissue will be provided in reception areas and waiting rooms. Departments should contact the Warehouse for assistance in obtaining facial tissue.
Supplies

- A sufficient supply of disinfectant products and cleaning supplies will be made available so departments and employees can clean their own workspaces and vehicles as needed throughout the day. Departments should contact the Warehouse for assistance in obtaining appropriate disinfectant products and cleaning supplies.

- A sufficient supply of disinfectant wipes will be made available in conference rooms, break rooms, etc. so departments and employees can wipe down tables, chairs, appliances, office equipment, and other frequently touched surfaces and objects as needed throughout the day. Departments should contact the Warehouse for assistance in obtaining appropriate disinfectant products and cleaning supplies.

- A sufficient supply of disinfectant wipes will be made available in classrooms, study rooms, breakout rooms, computer labs, and other frequently used areas so individuals can wipe down the various surfaces and objects that they need to touch within these spaces (e.g., tables, chairs, markers, lecterns, keyboards, a/v controls, equipment, etc.).

It is expected that students, faculty, and staff will take individual responsibility for wiping down the objects that they need to use or touch.
Section 2
Food Safety

As of July 2020

Ms. Jurlean Walker, Director of Food Service
Food Safety
Ongoing actions of Food Service staff with active support of our Rust College Family

The Rust College Food Service Department (Shaw Hall Cafeteria) will comply with all current CDC, FDA, and U.S. DA food safety guidelines. Per the CDC, there is currently no evidence to support transmission of COVID-19 associated with food. Get answers to other questions about COVID-19 and food from CDC, the Food and Drug Administration, and the U.S. Department of Agriculture.

4 STEPS TO FOOD SAFETY

CLEAN    SEPARATE    COOK    CHILL

To ensure best safety practices, Rust College Food Service Department plans to do the following:

- Provide grab-and-go options for meals. Students may eat in their rooms or on picnic tables throughout the campus.
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- In the case of special events, either pre-packaged meals or individually plated meals will be provided.
Food Safety
Ongoing actions of Food Service staff with active support of our Rust College Family

Shaw Hall Cafeteria (inside Brown Mass Communications Building)

Meal times are as follows:

- Breakfast  7:00 AM—8:00 AM
- Lunch     11:30 AM—1:00 PM
- Dinner    4:00 PM—6:00 PM

⇒ Everyone entering the Brown Mass Communications Building must wear a face mask or approved face covering.

⇒ All faculty and students must ENTER and EXIT through the SIDE ENTRANCE DOORS ONLY.

⇒ All meals will be served in takeout containers with individually wrapped condiments and utensils.

⇒ Eating in the cafeteria is not permitted.
   To promote social distancing, meals are to be eaten elsewhere.
Section 3
Residential Life Plan

As of 08 JUNE 2020

Ms. Tanya Kelly-Kirk, Associate Dean of Housing & Judicial Affairs
Ms. Ricca Wright, Emma Elzy Hall Director/
Resident Assistant Coordinator

Plan written by: Tanya Kelly Kirk and Ricca Wright
Residence Life Housing Plan
Ongoing actions of Residence Life staff with active support of our Rust College Family

Introduction
This section provides an overview of practices that will be implemented for student housing for the 2020-2021 academic year. The health and safety of our residents and staff is priority. Outlined plans have been developed under the guidance of international, national, and local guidelines. Please note that this is a working document, and we are continually incorporating feedback from colleagues and stakeholders. Plans and models are subject to change due to the fast-changing nature of the COVID-19 crisis.

Reducing Density in Residence Halls
The following elements support the possibility of low incidence of COVID-19 due to the lower capacity of individuals living in the residence halls. They allow for social distancing and shortened time of individual exposure. One or two students will be allowed per room which will reduce floor density depending on the residential hall.

During the 2020-2021 school year, residence hall capacity will be adjusted to only house one resident per room in E. L. Rust, Gross and Wiff Halls and two residents per room in Davage-Smith and Emma Elzy Halls. All of these buildings have community bathrooms with the exception of Davage Smith Hall where there are 12 rooms with bathrooms that share bathrooms (suites). The graphics below showcase the typical capacity and the intended 2020-2021 reduced capacity.

Model A:

<table>
<thead>
<tr>
<th>Hall</th>
<th>Total Bed Count</th>
<th>1 or 2 Space Count</th>
<th>RA Needed</th>
<th>Quarantine Space Count</th>
<th>Special Rooms SGA/Mr. Rust/ Miss Rust/ Asst. RA</th>
<th>Spaces COVID-19 Fall 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davage Smith Hall</td>
<td>263</td>
<td>122</td>
<td>6</td>
<td>2</td>
<td>1</td>
<td>131</td>
</tr>
<tr>
<td>E.L. Rust Hall</td>
<td>194</td>
<td>93</td>
<td>5</td>
<td>2</td>
<td></td>
<td>97</td>
</tr>
<tr>
<td>Emma Elzy Hall</td>
<td>204</td>
<td>92</td>
<td>6</td>
<td>4</td>
<td></td>
<td>102</td>
</tr>
<tr>
<td>Gross Hall</td>
<td>84</td>
<td>37</td>
<td>4</td>
<td>1</td>
<td></td>
<td>42</td>
</tr>
<tr>
<td>Wiff Hall</td>
<td>82</td>
<td>35</td>
<td>4</td>
<td>2</td>
<td></td>
<td>41</td>
</tr>
<tr>
<td>Total</td>
<td>827</td>
<td>306</td>
<td>25</td>
<td>8</td>
<td>4</td>
<td>413</td>
</tr>
</tbody>
</table>

Floor Plans are attached for all residential halls exhibit A-E
Residence Life Housing Plan
Ongoing actions of Residence Life staff with active support of our Rust College Family

Priority of Placement
The priority of on-campus housing will be for incoming 1st year students, followed by the transfer students, athletes and returning sophomores.

Room Cost
Room assignments should be charged based on the double-room type, although the students will be receiving a single occupancy space.

Space Usage
To support social distancing and reduce density, building lounges, lobbies, laundry rooms and other common area spaces will have their furniture adjusted and occupancy counts reduced and publicized. Reduced capacity for social distancing will cause a shift in the usage of common areas. As a result, spaces will only be utilized by individuals who reside in the building, to allow for small organic community gatherings that still meet social distancing requirements.

Bathroom Usage
Guidance will be provided to students to reduce the number of individuals utilizing community bathrooms to limit cross contamination:

- Minimize use time in community bathrooms.
- Refrain from using cellphones while in community bathrooms.
- Not storing personal items in community bathrooms.
- Close toilet lids, if present, before flushing.
- Remove or cover water fountains

Building Access
Access to the residence halls will be limited to the residents of that building, and staff who work in that specific building. Guests will not be allowed into the residence halls, including building lobbies. Staff offices that are in the residence halls will conduct meetings virtually. Automatic Door and Keypad systems will only allow a student access to their building in which that student resides.

Maintenance
Residential Facilities team will continue to perform furniture adjustments and replacements, as well as window treatment and appliance maintenance. The physical plant janitorial staff will also continue to perform their work. Work orders that need to be performed in student rooms will be prescheduled to ensure the resident is not present. Tracking of the requests will continue to be managed by each hall director and physical plant supervisors.
Residence Life Housing Plan
Ongoing actions of Residence Life staff with active support of our Rust College Family

Move-In (multiple days, no guests entering buildings)

The move-in process will be held over multiple days and will be focused on reducing agglomeration and the steps needed for a student to check-in. Students will be assigned a specific day and time to arrive on campus. Our traditional format of large numbers of volunteers and staff will not be available. We will allow two (2) family members to enter the residence halls during the move-in process. The following steps will be taken:

- Temperature taken
- Must wear mask
- Hand sanitizer and disinfecting spray will be available to use upon entering the building
- Water fountains removed or covered – provide bottled water
- Testing for COVID19 or students provide medical records/updates

Residence Hall Front Desk

Protective equipment will be installed to ensure health and safety standards are in place in each residential community desk. Installation should be completed in advance of fall opening.

Move In Schedule:

- Friday, July 31st - Gross Hall & Wiff Hall from 9:00 a.m. - 6:00 p.m.
- Saturday, August 1st – Davage Smith Hall & E.L. Rust Hall- 9:00 a.m. - 6:00 p.m.
- Sunday, August 2nd – Emma Elzy Hall – 9:00 a.m. – 6:00 p.m.
- Wednesday, August 5th – Friday, August 7th – 9:00 a.m. – 6:00 p.m. (Upperclassmen)

Move Out Schedule:

- Monday, November 21st – Wednesday, November 25th
  Students are encouraged to begin moving most of their belongings the weekend prior to final exam.

To support a welcoming experience, student staff will be available. Social media campaigns will help connect and chronicle the experience of students living home and arriving to campus, prior to the student’s arrival during the summer months.
Residence Life Housing Plan
Ongoing actions of Residence Life staff with active support of our Rust College Family

Residence Life Staffing Support Structure

Model B:

<table>
<thead>
<tr>
<th>Residence Halls</th>
<th>Residents</th>
<th>Hall Director</th>
<th>Additional Support</th>
<th>Resident Assistants</th>
<th>RA to Resident Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davage-Smith Hall</td>
<td>131</td>
<td>Rodney Williams</td>
<td>Senior Student</td>
<td>6</td>
<td>21:1</td>
</tr>
<tr>
<td>E.L. Rust Hall</td>
<td>100</td>
<td>Aminta Spight</td>
<td>Marquitta Cunningham</td>
<td>5</td>
<td>20:1</td>
</tr>
<tr>
<td>Emma Elzy Hall</td>
<td>102</td>
<td>Ricca Wright</td>
<td>Senior Student</td>
<td>6</td>
<td>20:1</td>
</tr>
<tr>
<td>Gross Hall</td>
<td>40</td>
<td>open</td>
<td>Cameron Wilson</td>
<td>4</td>
<td>10:1</td>
</tr>
<tr>
<td>Wiff Hall</td>
<td>40</td>
<td>Tanya Kelly Kirk</td>
<td>Army Williams</td>
<td>4</td>
<td>10:1</td>
</tr>
<tr>
<td>Total:</td>
<td>413</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Resident Assistants (RA)

- To ensure the RA staff can provide the appropriate balance of support for residents, work responsibilities and personal wellness, the RA to resident ratio will not exceed 1:25. RA assignments will reflect this standard.
- The RA job descriptions will be evaluated to ensure alignment with recommended health and safety guidelines. Any changes will be updated during the Leadership Training.
- RAs will report to campus on July 26th. Training schedule will be July 27th - July 29th. Training will be done with some face to face and virtual training (prior to campus arrival).
- RAs will be properly trained on all health and safety guidelines to ensure adherence and leadership within each Residence hall. (i.e. health and safety trainings, monitor and/or schedule space usage in halls.

Hall Directors (HD)

- Hall Director assignments will be modified to ensure balanced support across all residential buildings.
- Work with campus partners to determine how Hall Director’s administrative functions will need to be adapted to health and safety guidelines (i.e. Care, Conduct, Program and Community Engagement)
- Implementation of Isolation Plan
Residence Life Housing Plan
Ongoing actions of Residence Life staff with active support of our Rust College Family

Isolation Plan

Student will visit or contact Student Health Center (SHC) - Jannie Luellen, Campus Nurse in person (located in the rear of Shaw Hall) or via phone 662-252-8000 ext. 4900, or SHC receives information from a faculty, staff or student that a specific student might be experiencing symptoms. If a student is critically ill, a call should be made to Emergency Services 911.

- SHC interviews the student in question (in-person or over the phone) and contacts Marshall County Health Department (MCHD). Based upon MCHD’s recommendations, the student may be considered “Under investigation”. If considered “under investigation”, the student is then informed that they need to be moved to self-isolation.

- Residential Life is informed that an on-campus student is “under investigation” and needs to be isolated. An e-mail comes from Dr. Rosetta J. Howard, VP for Student Engagement and/or Tanya Kelly Kirk, Assoc. Dean for Housing and Judicial Affairs to inform hall directors.

- Residential Life will inform Physical Plant (Janitorial Services) to immediately prepare to disinfect the student’s room, bathroom, laundry room, social space and common areas on the floor and possibly the entire residential hall.

- Student receives a mask (if in SHC) and waits to be escorted and moved to their temporary (self-isolated) room - Please note that this room may be off-campus.

- The need for Rust Campus Security (RCS) and SHC (Jannie Luellen) to transport the student may be necessary.

- If student is not in SHC, student is requested to go to their student room, pack their personal items and wait for further instructions.

- RCS and Assoc. Dean will meet the student (wearing a mask) and provide an extra mask for the student. Student is transported to their temporary room.

- Director of Food Services, Jurlene Walker, is to provide meals for the student in self-isolation.

- Food is prepared at the designated meal times and delivered to the room and left outside of the student’s self-isolated room.
Isolation Plan cont’d.

- Specialized company or trained Physical Plant (Janitorial Staff) is requested to collect any remaining student’s items and take them to the temporary room and provide proper sanitizing to the vacated room.
- A $10 wash card will be provided to the roommates of the student so they can wash their personal items and be relocated.
- A sign will be placed on the temporary room door to identify restricted access so that Residential Life, Physical Plant (Janitorial Staff) and other staff are informed that they may not enter the space.
- Trash collection of the room done via a hazardous waste collection company or trained Physical Plant (Janitorial Staff)
- Laundry service provided to the student. Laundry will be picked up and sent off campus for specialized cleaning service and delivered to the student’s door.
- Temporary rooms stocked with linens and personal items (shampoo, conditioner, body wash, shower curtain, and other items) for student’s use.
- Other essential personal items may be purchased for the student via an online method and delivered to the student’s temporary room.

For detailed cleaning procedures, click Physical Plant section on confirmed COVID-19 cases.

Students living off-campus are expected to self-isolate in their off-campus location. This may require some logistical coordination in the event they have roommates who would be impacted by such self-isolation. The guidance provided by the CDC of when living with family members may be useful: https://www.cdc.gov/coronavirus/2019-ncov/community/home/index.html

Questions or comments regarding this Residence Life Housing Plan can be referred to:

Tanya Kelly Kirk, Associate Dean for Housing & Judicial Affairs (tkelly-kirk@rustcollege.edu)
Ricca Wright, Emma Elzy Hall Director/ Resident Assistant Coordinator (rwright@rustcollege.edu)
Dr. Rosetta J. Howard, Vice President for Student Engagement (rhoward@rustcollege.edu)
Section 4

Security, Student Activities, Sports, Band, and Choir

As of June 2020

Mr. Eric Scott, Chief of Security
Ms. Marianne Ogutu, Director of Student Activities
Dr. Ishmell H. Edwards, Athletic Director
Mr. Byron Chatman, Band Director
Dr. Arlandra Harvey, Choir Director
Security
Ongoing actions of Campus Security Staff with active support of our Rust College Family

For Everyone’s Safety

- Rust College Security (RCS) is dedicated to protect and to serve all students, faculty, staff, and visitors of Rust College.
- **Health and safety is the number one priority!**
- The Guard House Officer serves as the “gate keeper” and will firmly enforce COVID-19 requirements upon all students, faculty, staff, and visitors who enter the campus and any affiliated buildings.
- The Security Team will continue with daily security checks and campus patrols.
- For COVID-19 cases/isolation procedures, it may be necessary for Rust College Security (RCS) and Student Health Center (SHC) to transport a student.

⇒ RCS and Assoc. Dean of Housing will meet the student (wearing a mask) and provide an extra mask for the student. Student will be transported to his/her temporary room.

⇒ If student is not in the SHC, student is requested to go to their student room, pack their personal items and wait for further instructions.

**Health and safety is the number one priority!**

For further details, contact Rust College Security at (662) 252-8000, Ext. 4355.
Rust College
150 Rust Avenue Holly Springs, MS 38635 · (662) 252-8000 · www.rustcollege.edu

July 6, 2020

COVID-19 SAFETY UPDATE

Bearcat Family,

In accordance with policies established by Rust College security, Rust will strongly encourage the use of masks across the campus. Every visitor is required to wear a mask, if they do not have one security will provide mask.

Students are required to sanitize hands and wear mask before entering all buildings.

In addition, we are identifying spaces on campus, including elevators and some classrooms, where we cannot guarantee social distancing even with our efforts to reduce density. In such spaces, we will require masks in accordance with public health guidance. More information will be forthcoming.

Eric Scott,
Chief of Security
150 Rust Avenue
Holly Springs, MS 38635
McMillan Multi-Purpose
Office: (662) 252-8000 ext. 4355
Email: escott2@rustcollege.edu

Striving to keep you safe and healthy!
Student Activities
Ongoing actions of Student Activities Staff with active support of our Rust College Family

Student “REC” Center Protocol part 1

Only 50 students will be allowed in the student center after receiving a temperature check, wearing a mask/approved face covering, and properly sanitizing hands. Arrangements are as follows:

⇒ 10 students in front (pool tables and lounge area)
⇒ 8 students in the movie room
⇒ 6 students in dance studio
⇒ 3 students in weight room
⇒ 10 students on the gaming wall
⇒ 13 in general gaming area of the Rec

All equipment will be immediately sanitized after usage, students playing board games and card games are asked to wear gloves

Help us help you by:

- Staying in your residence hall if you feel sick or do not feel well and contact the campus health center immediately.
- Using social distancing and maintaining at least six feet between individuals in all areas of the student center.
- Covering coughs and sneezes with a tissue then throwing the tissue in the trash.
- Washing hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Using hand sanitizer that contains at least 60% alcohol if soap and water are not available.
  (sanitizer station will be posted throughout the student center)
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Only 3 students will be allowed to use the dressing rooms at a time

Make sure students are social distancing in popular areas of the Student Center

- We will monitor areas where students are likely to gather, in large crowds. These areas include the track and field, basketball courts, tennis courts, and Gym. In the event of facility closures, park administrators might want to place physical barriers in these areas and post signs communicating that the area is closed.
- Signs will be posted discouraging groups from gathering in larger numbers than are currently recommended or allowed.

Striving to keep you safe and healthy!
Student Activities
Ongoing actions of Student Activities Staff with active support of our Rust College Family

Student “REC” Center Protocol part 2

The below functions/programs/events can happen as long as adequate space is provided to allow for social distancing - *What functions/programs/events can we still have-virtually?*

- SGA meetings with advisor
- Royal Court meetings with advisor
- Student Organization executive board meetings
- NPHC Executive Board meetings
- NPHC advisor meetings
- Greek Letter Organization meetings

Student Activities Staff is having ongoing conversations with students on planning programs to work from multiple scenarios (what they can do if we are not in person, not able to have large gatherings, not be able to spend money, etc.).
COVID-19 Guidelines for travel/competition hosting

Please review these policies which are designed to ensure and standardize the health and safety around COVID-19 for Rust College student athletes (SA), coaches, staff, administrators, and those who will help facilitate competitions. These guidelines are fluid and subject to change as new information becomes available, to be based on best practices and current evidence. These guidelines do not supersede state, local, or NAIA Guidelines, but should be utilized in conjunction with them.

Please note: No fans or spectators will be allowed to attend Fall Sporting Events which are CROSS COUNTRY and VOLLEYBALL.

Hygiene and Sanitation
1. Handwashing with soap and water or the use of hand sanitizer (70% Alcohol or greater), prior to any activity and especially after touching frequently used items or surfaces.
2. Avoid touching your face.
3. Sneeze or cough into a tissue, or the inside of your elbow and sanitize immediately after.
4. Gyms and playing areas have cleaning protocols to precede and follow any activity.
5. Frequently used items and surfaces (i.e. benches, net tape, stanchions and scorers’ table) will be disinfected utilizing an approved CDC cleaning solution, or diluted bleach (1/3 cup bleach to 1gallon of water). Gloves are recommended while cleaning.
   A. Balls and equipment shall be cleaned pre and post competition.
   B. Balls will be cleaned if they leave the field of play (i.e. in the stands).
   C. Proper time will be given to clean equipment/benches in between each competition.
6. If a playing surface needs to be cleaned during competition, a designated towel/dust mop shall be used.
   A. Teams should have designated individuals to facilitate surface cleaning.
   B. If a player/game official cleans the surface, they must hand sanitize before resuming play.
7. **Locker rooms must be sanitized prior to a visiting team’s arrival** and no one should enter the locker room after it is cleaned until the visiting team’s arrival.
   A. All benches, desks, lockers, tables, sinks, toilets, showers, etc. to be cleaned utilizing an approved CDC cleaning solution.
   B. No shared towels to be used in locker rooms. Teams should provide their own towels.
   C. If water provided in locker room, cooler should be sanitized, cups should be in a plastic sleeve and trash can with new liner should be provided.
   D. Locker rooms should be cleaned and sanitized in between the use of each team.
Sports
Ongoing actions of the Athletic Staff with active support of our Rust College Family

8. Buses, Vans, etc. when traveling to games will be sanitized and properly cleaned before and after use of teams traveling.

9. Water Coolers on sidelines must be cleaned, taped closed once filled with water and ice, with cups in a sealed plastic sleeve or closed container, and trash can with new liner. A team may have individual bottles for each athlete, **NO SHARING OF BOTTLES**.

10. CDC Approved cleaning supplies, gloves, towels, tissue and hand sanitizer should be readily available in all locker rooms, and on/at all scoring tables during all competitions.

**PPE and Social Distancing**

1. Masks will be used to help protect others in the event there is an symptomatic carrier, they should cover both the nose and mouth and may be homemade or purchased.

   **Schools should have/provide their own mask.**
   a. No one will be permitted entrance into competition without wearing a mask
   b. Coaches should always wear a mask
   c. Game operations should always wear a mask
   d. Athletic Trainers should always wear a mask
   e. Athletes should wear mask when entering, leaving, or moving about the facility (i.e. in athletic training room), however, do not need to wear mask during warmups and competition.
   f. Game Officials should wear mask when entering, leaving, or moving about the facility (i.e., in athletic training room), however, do not need to wear mask during warm-ups and competition.
   g. If fans are permitted, they should always wear masks.

2. Gloves should only be used when cleaning and sanitizing. Otherwise, gloves should not be worn due to the cross-contamination possibilities. Instead we encourage people to utilize hand washing and hand sanitizer frequently.

3. Social Distancing or “physical distancing” is keeping space between yourself and other people outside of your team.
   a. Staying at least 6 feet from other people.
   b. Utilizing flow of direction markers (directional arrows or signage) helps to maintain social distancing when traveling through facilities.
   c. Teams should have a 6-foot perimeter around their benches.
   d. If fans are permitted, they should social distance from each other.

**Striving to keep you safe and healthy!**
4. When traveling, interactions with others outside of your team should be kept to a minimum.
   a. Be mindful of where you are eating (no buffets, take-out vs dining in)
   b. Be mindful of congregating in hotels where others are staying (breakfast areas)
   c. Be mindful of restroom stops while traveling.
5. Teams shall coordinate taping/treatment times with the home athletic trainer before arrival to ensure social distancing in athletic training facilities.

Screening
1. Temperature screening will be done upon entering facilities for all SAs, coaches, athletics personnel, and fans (if allowed).
   a. Temperatures should be taken utilizing either oral or contactless thermometers.
   b. The home team should provide and designate a trained person to facilitate temperature screening.
   c. Temperatures of individuals of 100.4F should be turned away and should be told to follow-up with their PCP. If it is a visiting athlete, they should return to their bus, and should follow up with that team’s athletic trainer/team physician. This should also be documented by the designated screener; to include Name, Institution, Temperature, Contact Phone Number, Date/Time, and this information should be given to the host athletic trainer to keep on file.  **Failure to pass the temperature screening will disqualify a SA from competition**
2. Symptoms screening should be done upon entering facilities for all SAs, coaches, athletics personnel, and fans (if allowed) via verbal questions.
   A. Any new or worsening cough?
   B. Any shortness of breath?
   C. Any inability to smell or taste?
   D. Any diarrhea or stomach issues?
   E. If any answer is “yes” that individual will not be allowed entrance and should be told to follow-up with their PCP. If it is a visiting athlete, they should return to their bus and should follow up with that team’s athletic trainer/team physician. This should also be documented by the designated screener; to include Name, Institution, Symptoms, Contact Phone Number, Date/Time, and this information should be given to the host athletic trainer to keep on file.  **Failure to pass the symptoms screening will disqualify a SA from competition**
Please note the following procedures for the Rust College Band to minimize the risk of spreading COVID-19.

1. The band students will practice and perform in straight lines while facing the same direction.
2. All band students must wear masks while not playing.
3. Instruments, chairs, stands, and the band room will be cleaned daily.
4. Sheet music, music folders, and method books must stay with the band students. All personal items left in the band room will be discarded at the end of each rehearsal.
5. Any band student showing signs of sickness will not be allowed to practice and/or perform.
6. The students will only practice in sectionals while in the band room.
7. The full band will only practice together outside on the practice field.

**Rust College Choir Guidance**

The Rust College Choir will not perform in any concerts this Fall to prevent exposure and the risk of infection to COVID-19.

The Choir will meet for rehearsals in large spaces where social distancing will be practiced.
Section 5

Personnel Advisory

As of July 2020

Ms. Patricia Pegues, Coordinator
Human Resources and Title III Program
Rust College continues to follow CDC workplace guidance as advised for Institutions of Higher Education (IHE). For further assistance, contact the Personnel Office at Ext. 4010 or 4018.

**Employees, students, and visitors must acknowledge the following:**

- The serious nature of COVID-19.
- The importance of each individual’s knowledge of the risks presented by the virus.
- The need to monitor their own health.
- The need to notify appropriate personnel if they are symptomatic and/or exposed and be tested if necessary.

**Employee guidance during COVID-19**

The U.S. Department of Labor (DOL) has created an online tool to help workers determine whether they qualify for paid sick leave or expanded family and medical leave under the Families First Coronavirus Response Act (FFCRA).

**Telework and Virtual Meetings**

Rust College encourages telework for as many faculty and staff as possible, especially employees at higher risk for severe illness from COVID-19.

- Replace in-person meetings with video- or tele-conference calls whenever possible.
- Provide student support services virtually, or outside as feasible.
- When possible, personnel are to use flexible work or learning sites (e.g., telework, virtual learning) and flexible work or learning hours (e.g., staggered shifts or classes) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between people, especially if social distancing is required by state and local health authorities.
DOL Launches Employee Tool for Assessing FFCRA Leave Eligibility

The U.S. Department of Labor (DOL) has created an online tool to help workers determine whether they qualify for paid sick leave or expanded family and medical leave under the Families First Coronavirus Response Act (FFCRA).

The tool works by posing a series of questions that help employees assess whether the paid leave provisions of the FFCRA apply to their employer. Once employees learn the provisions do apply, the tool then assists them in determining whether they qualify for FFCRA paid sick leave or expanded family and medical leave.

The DOL is also developing a similar tool for employers.

Employee Leave Under the FFCRA

The FFCRA, enacted on March 18, 2020, created two types of employee leave for coronavirus-related purposes: paid sick leave and expanded Family and Medical Leave Act leave. Paid sick leave provides eligible employees with 80 hours of compensated leave for specified COVID-19 reasons, including:

- A quarantine or isolation order for the employee or someone the employee is caring for, or medical advice to self-quarantine;
- When the employee has symptoms of COVID-19; or
- When the employee’s child’s school or child care facility is closed.

Compensation rates for paid sick leave under the FFCRA depend on the reason for the leave.

The expanded family and medical leave provisions of the law allow 12 weeks of partially compensated leave to care for a child whose school or child care facility has been closed due to COVID-19.

Important Dates

March 18, 2020
Congress passed the FFCRA.

April 1, 2020 – Dec. 31, 2020
Effective dates of the FFCRA leave provisions.

June 23, 2020
DOL released employee tool for determining eligibility for leave under the FFCRA.

The new DOL tool guides employees through questions to determine whether the FFCRA leave provisions apply to their employers.

Provided to you by Educational & Institutional Insurance Administrators, Inc.

This Legal Update is not intended to be exhaustive nor should any discussion or opinions be construed as legal advice. Readers should contact legal counsel for legal advice. ©2020 Zynware, Inc. All rights reserved.
REALITY CHECK

Even our most vigilant efforts may not be enough to gain 100% cooperation from students, faculty, and staff. However, Rust College would be irresponsible to take no action against COVID-19. The health and safety of our “Bearcat Nation” is paramount!

WE’RE IN THIS TOGETHER

Our Rust College Family is strong! Our legacy is secure! From 1866 through today, we continue the fight against societal tragedies that are deemed unsurmountable. But Rust College can only overcome adversity when we trust in God and support each other.

THIS TOO SHALL PASS!

R—U—S—T ! THERE’S NO PLACE I’D RATHER BE!

Striving to keep you safe and healthy!