MESSAGE FROM PRESIDENT JO ALLEN

In times of crises, we look to our values to help guide us through uncertainty. Two of our core values, integrity and responsible citizenship, call on each of us to uphold the highest standards of truth, personal honor, and ethics and have never been more important as we commit to following requirements regarding face coverings, cleaning, and hygiene outlined in Meredith’s Community Standards and in this guide.

Adhering to these standards will be imperative to helping keep ourselves and each other safe during this ongoing global health crisis.

Thank you for your assistance as we transition to the new academic year.

President Jo Allen, ’80
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KEY STRATEGIES

Meredith College follows required safety and health protocols, such as physical distancing, face coverings, testing and tracing. In conjunction with the staff of the Carroll Student Health Center, the College will monitor Wake County Health Department, state, federal, and higher-education guidance for appropriate safety and health practices and protocols.

As far as possible, Human Resources will work directly with employees and their supervisors to provide accommodations for all employees who are members of CDC-defined COVID-19 high-risk populations and request assistance if needed.

Education on COVID-19 will be required of all students, faculty, and staff. The educational materials will highlight the risks of personal infection, the consequences of spreading the virus to others, proper use of personal protective equipment (PPE), physical distancing guidance, and proper use, removal, and washing of cloth face coverings. All students and employees will be required to follow the College’s safety and health guidelines at all times including completing daily self-administered health checks via the College’s COVID-19 screening app, CampusClear. This free app can be uploaded now for iPhone in the Apple store or in Google Play for Android. For those without iPhones or Android phones, paper affirmations are still part of the accepted forms of self-monitoring and verification.

An overarching focus on cleaning, disinfecting, training, and communicating will continue throughout the fall semester and beyond. The College will provide educational and instructional signage within the main corridors of all buildings. The College will monitor the current COVID-19 situation and implement changes when necessary and will communicate this information to the campus community promptly.

The recommendations outlined in this document were developed using the most current information available at the time; however, the existing COVID-19 situation will require flexibility and ongoing adjustments.
**ACADEMICS**

Faculty continue preparing to safely teach face-to-face, online, and hybrid courses. The College has invested time and attention in training and supporting faculty to teach in a new environment. Read more about course modalities.

**ACADEMIC CALENDAR**

Meredith College has adjusted the academic calendar to minimize travel to and from campus once the semester begins, while maintaining the required number of instructional days. The revised calendar is in line with what many universities across the country are doing.

**Fall 2020**

- Students will return to campus for classes starting August 17, 2020.
- The Labor Day holiday on Monday, September 7, 2020 will be changed to a midweek day off on Tuesday, October 6, 2020.
- Any in-person instruction will end on Tuesday, November 24, 2020.
- Exams will be done virtually from Tuesday, December 1 through Tuesday, December 8. Some faculty members may choose to hold in-person final exams during the last week of classes during the regular class period with a project due during final exam week.
- The complete Fall 2020 schedule can be found on the Registrar’s webpage.

**Spring 2021**

At the time of completing this document, the Spring 2021 academic calendar had not yet been finalized. Once finalized, it will be published on the Registrar’s webpage.
PERSONAL SAFETY PRACTICES

- Face coverings are required on the Meredith campus.
- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitizer stations will be available throughout Meredith buildings.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover coughs and sneezes.
- Avoid close contact with people who are sick, and put distance between yourself and others. Stay at least six feet (about two arms’ length) from other people. Remember that some people without symptoms may be able to spread the virus.
- Do not enter other employees’ workspaces or other students’ spaces without face coverings and explicit permission to enter.
- Reduce high-touch exposures by propping open interior doors where feasible.
- Do not gather in groups unless you can be sure of safe physical distancing.
- Stay home if you are sick.
- Face Coverings:
  - Always wear a face covering in any situation where you cannot adequately physically distance yourself from others. Continue to keep at least six feet between yourself and others. The face covering is not a substitute for physical distancing. See the Appendix for guidance from the Centers for Disease Control and Prevention regarding making, wearing, and cleaning cloth face coverings.
- Wear a face covering when you go out of your personal workspace. The face covering is meant to protect other people in case you are infected. You could spread COVID-19 even if you do not feel sick.
- Do NOT use a face mask meant for a healthcare worker. N95 masks and respirators should be reserved for medical workers and employees in areas with task-specific hazards.
- If you are in a private setting and do not have on your face covering, you should still cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol. And remember to change your face covering and wash it when you return home.
- If you are unable to wear a paper or fabric mask-style face covering, a plastic face shield is an acceptable alternative. Students who are unable to wear a face covering because of medical reasons should consult with Disability Services for alternative mitigation strategies to help keep themselves and those around them safe.

SAFETY LEVELS

The Staying Strong Safety Levels at Meredith College include three levels of safety to serve as general guidelines for what the campus community can expect and how we can help keep each other safe during COVID-19. These guidelines clarify what’s allowable for academic, student life, and other activities. Thresholds will be based on a variety of factors, including public health information, executive orders by the governor, and other relevant guidance. Other factors might include the number of instructors unable to teach, the number of students unable to attend classes, infection rates in residence halls and the number of employees not available to perform their work.

The guidelines are fluid and subject to change based on new information from the CDC and State of North Carolina. Exceptions may apply.
TESTING

Meredith College plans to offer onsite testing for students who meet the current local guidance for testing. At this time, the CDC does not recommend universal or mass testing of all returning faculty, staff, or students.

**NC DHHS Testing Priority (as of 7/6/20)**

Clinicians should conduct or arrange for diagnostic COVID-19 testing for:

- Anyone with symptoms suggestive of COVID-19
- Close contacts of known positive cases, regardless of symptoms
- Populations with higher risk of exposure or a higher risk of severe disease if they become infected if they believe they may have been exposed to COVID-19, regardless of symptoms.
  - People who live in or have regular contact with high-risk settings (e.g., long-term care facility, homeless shelter, correctional facility, migrant farmworker camp)
  - **Historically marginalized populations** who may be at higher risk for exposure
  - Frontline and essential workers (grocery store clerks, gas station attendants, child care workers, construction workers, processing plant workers, etc.) in settings where social distancing is difficult to maintain
  - Health care workers or first responders (e.g., EMS, law enforcement, fire department, military)
  - People who are at high risk of severe illness (e.g., people over 65 years of age, people of any age with underlying health conditions)
- People who have attended protests, rallies, or other mass gatherings who could have been exposed to someone with COVID-19 or could have exposed others. Testing should be considered for people who attended such events, particularly if they were in crowds or other situations where they couldn’t practice effective social distancing.

**Testing Locations**

Students should call Carroll Student Health Center’s COVID Hotline at (919) 760-8359 to be screened and, if indicated, be tested for COVID-19. During the pandemic, the Student Health Center is not accepting walk-in appointments and will conduct the majority of its services through telehealth visits. The Student Health Center hours are Monday-Friday 8:30 a.m.-4:30 p.m. For information regarding after hours care, please visit [meredith.edu/health](meredith.edu/health).

Employees are encouraged to contact their primary care provider for guidance or use one of the [state identified testing sites](meredith.edu/staying-strong) to obtain testing.

Additionally, the Wake County Health Department is conducting periodic [free drive-thru COVID-19 testing](meredith.edu/staying-strong) at specified locations throughout the county.
CASE MANAGEMENT AND CONTACT TRACING

Meredith College has collaborated with the Wake County Health Department to develop appropriate protocols for case management and contact tracing for cases that may occur on campus. All contacts received by the College that indicate an exposure to COVID-19 will be immediately traced by trained contact tracers from our campus; separate contact tracing teams have been established for students and employees. The teams will work together on certain cases and will hand off any external community contacts to the Wake County Health Department. Swift actions will be taken to quarantine impacted individuals. Meredith College has designated an on-campus isolation area for students residing in residence halls and Oaks apartments.

Formal case management plans, operating procedures, and decision trees are under development. These plans will detail the case management process, roles and responsibilities, contact tracing, medical support and quarantine for on-campus residents, communication protocols, and case-specific cleaning and disinfection. Once released the plans will be posted on the Meredith Staying Strong website, meredith.edu/staying-strong.

STUDENT EXPECTATIONS

Students are expected to be attentive to their own health as well as caring about others in the campus community. Daily self-administered health checks will be required of students and a questionnaire will be used for students to protect the health and safety of our campus community via the College’s coronavirus symptom monitoring app, CampusClear.

Students will be required to wear face coverings while attending class, for any interactions with other students or faculty and staff, and while in common travel areas of all College buildings (e.g., hallways, conference rooms, bathrooms, entries and exits.) Students who are unable to wear a face covering because of medical reasons should consult with Disability Services for alternative mitigation strategies to help keep themselves and those around them safe.

As an extension of the Honor Code and a commitment to the health, safety and well-being of the campus community, students are asked to pledge to and comply with the Meredith College Community Standards.

Campus protocols will follow established state and federal guidelines to maintain the safety and health of those involved. The College has developed detailed plans for events, small group events, meetings of student groups, community service, and social gatherings. These plans will be available by contacting the Student Leadership and Services office at leadershipandservice@meredith.edu.
EMPLOYEE EXPECTATIONS

Before and upon returning to work, employees must adhere to all College, state and national guidelines regarding personal health responsibility. Therefore, employees will be required to self-monitor their health daily via the College's symptom screening app, CampusClear. This free app can be uploaded now for iPhone in the Apple store or in Google Play for Android. For those without iPhones or Android phones, paper affirmations are still part of the accepted forms of self-monitoring and verification.

If diagnosed with COVID-19, employees must contact Human Resources so that contact tracing can begin, and must not return to campus until cleared by Human Resources.

All employees must wear cloth face coverings, as far as possible, including for any interactions between co-workers or while in common spaces within offices (e.g., hallways, conference rooms, bathrooms, entries and exits). These cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. (Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment). Employees needing personal protective equipment should contact Human Resources.

Employees are not required to wear face coverings while alone in personal offices. Accommodation requests will be reviewed by Human Resources for employees in the CDC-defined COVID-19 high-risk population category if requested by the employee.

Employees are required to attest to reading the Staying Strong: Returning to Campus document and pledge to uphold all community standards. Employees are required to follow all of the guidelines outlined in the campus pledge and in the Staying Strong: Returning to Campus document. These will be enforced in the same manner as outlined in the Discipline and Separation section of the Employee Handbook.

All employee meetings will continue to be held remotely as much as possible, with slow integration of small in-person meetings, where all current official safety and health guidance will be followed. The transition to that integration will be shared with employees when guidance changes.

At this time, we are not recommending the use of common areas such as kitchens because of the likelihood of high touch surfaces (refrigerator door handles, cabinet handles, utensils, light switches, and more) spreading the virus. If the kitchen is used, employees must wear cloth face coverings, and only one individual will be permitted to use the space at a time.

ACKNOWLEDGEMENT AND COMMITMENT TO MEREDITH COLLEGE’S COMMUNITY STANDARDS

Before returning to campus, students and employees will be asked to read and commit to the Meredith College Staying Strong Pledge, which explains risks, personal responsibilities, and information on what the College is doing to help mitigate risks related to COVID-19.
TRAVEL

College-sponsored travel during fall 2020 will continue to be on hold for students, faculty, and staff, unless deemed necessary by the president or vice presidents of the College, or amended based on state and national safety and health guidance.

Decisions about college-sponsored study abroad programs for spring 2021 will be announced by mid-October. Decisions about College-sponsored study abroad programs for summer 2021 will be announced by mid-March.

Student Travel
Students are strongly encouraged to limit travel outside the Raleigh area during the semester. All students who are traveling domestically to an area of concern/COVID-19 “hotspot” are required to register their travel in advance, using the online Student Travel Registration Form. The U.S. State Department currently has a level 4 Global Health Advisory in place advising all U.S. citizens to avoid all international travel because of the global impact of COVID-19. Depending on where the student travels and activities while there, the student may be required to complete 14 days of self-isolation and remote learning before returning to in-person instruction or on-campus activities.

Employee Travel
Campus-sponsored travel during the pandemic is strongly discouraged. Employees traveling for business must register their travel in advance with their vice president. Employees traveling for personal reasons to areas of concern may need to complete 14 days of self-isolation and/or telecommuting before returning to work on site.

VISITORS AND VENDORS

Visitors to campus are limited. Authorized visitors for departments, such as admissions visits, or visitors who have been authorized by Campus Events are allowed under special circumstances and must follow all campus guidelines and requirements.

Contractors/vendors are allowed only with explicit invitation and are expected to abide by all campus and building-specific protocols. The employee coordinating a contractor/vendor campus visit must determine if the visit is absolutely necessary. If it is deemed necessary, the employee will be responsible for coordinating notices of campus requirements, share the required campus daily screening app, and give notice of how to immediately contact HR should the outside contractor have an employee diagnosed with any infectious disease within 14 days of performing work on campus. All outside contractors performing services on campus that will bring them within six feet of students, faculty, staff, or other campus visitors shall wear appropriate PPE. Contractors shall hold their employees to the same standards applied to Meredith employees. Any contract worker who is sick is not permitted to perform work on campus.

All other campus visitors, unless authorized by Campus Events, are limited to meeting only in outdoor spaces and must follow all campus policies including wearing face coverings, adhering to all posted signage, and participating in the campus screening.
• Physical distance from others with at least six feet when possible.
• Face coverings must be worn when leaving a private office space, when entering a building from the outside, and in any situation where you cannot adequately maintain a safe distance from others.
• In the classroom setting, instructors will wear a face covering or face shield.
• Regularly wash hands and/or use hand sanitizer.
• Cover coughs and sneezes with a tissue or the inside of your elbow.

CAMPUS CLEANING PROTOCOLS

The College’s housekeeping staff will operate in accordance with cleaning and disinfection protocols recommended by the Centers for Disease Control, using Environmental Protection Agency-approved products that are effective against the COVID-19 virus. Personnel will disinfect high-touch surfaces. These high-touch surfaces include, but are not limited to, entryway touchpoints, doorknobs, elevator panels/call buttons, stairwell handrails, and restroom fixtures (sinks, faucets, toilets, towel dispensers, etc.)

Special cleaning and disinfection/decontamination processes will be implemented for spaces, areas, or buildings where someone who has had a positive COVID-19 diagnosis has been within a specified amount of time. These processes may require that a space, area, or building be taken offline or out of service for the time needed to clean and disinfect. Notification to those responsible for implementing the cleaning/disinfection/decontamination process and impacted areas would be handled as part of the contact tracing protocols being implemented by the campus and should not be made by individuals to request special cleaning.

Students and employees will have access to disposable sanitizing wipes located outside of classrooms for use to disinfect chairs and work spaces. Hand sanitizing stations are located at key areas at campus building entrances.

Employees may access office cleaning supplies for cleaning and sanitizing their offices and work spaces between routine housekeeping schedules through requisitioning supplies that are being issued from the campus post office. The link for requesting supplies is located on the employee information page on the Staying Strong website.
CLASSROOMS

Class sizes have been modified and rooms have been arranged to create at least six feet distance between students and between students and professors. Seating capacity will be based on the current federal and state occupancy guidance.

The following procedures are required for all faculty while on campus:
• Do not rearrange seating layouts in classrooms.
• Use assigned seating for classes whenever possible. Should there be an outbreak on campus this fall, this procedure will assist contact tracers in tracking who has been exposed to the virus.

Other considerations:
• Do not share materials with anyone.
• Disinfect your workspace in the classroom before and after class.
• Use doors marked as entrances and exits appropriately. Follow any building flow arrows in the proper direction, even if this means having to exit the building and re-enter.
• Adhere to all COVID-19 signage instructions.
• Sanitizing wipes are being placed outside of classrooms for students to use to wipe desks, chairs, and other surfaces between each use. Safety and use instructions are posted near the racks holding the sanitizing wipes.
• Please dispose of all wipes in the trash can, only; never in a commode/toilet.

OFFICE SPACES

The following procedures are required by all staff while on campus:
• Face coverings must be worn when leaving a private office space, when entering a building from the outside, and in any situation where you cannot adequately maintain a safe distance of six feet or more from others.
• Consider arranging office space to ensure proper distancing from visitors and co-workers. If this not possible, consider installing protective barriers and marking floor space.
• Schedule visitors to ensure adequate safe distances can be maintained in waiting areas. Maintain a physical distance of at least 6 feet when possible and wear face coverings when distancing is not possible.
• At all times stay behind the plexiglass structure, if provided, in a workspace when meeting students and visitors.

Cleaning supplies for departments are available to employees through the procurement process located on the employee information page on the Staying Strong website.
MEETINGS

Virtual meetings should be held whenever possible. If an in-person meeting is required, indoor events will be limited following current state guidance. As of July 2020, North Carolina is in Phase Two, which states no more than 10 people in a single indoor space while still maintaining six foot distancing. All attendees should wear face coverings during all meetings. The process for student organization meetings and events can be found on the Student Leadership and Service MyMeredith page.

CATE STUDENT CENTER AND PARK CENTER

Common Areas
- First- and second-floor lobby furnishings will be modified with signage for appropriate physical distancing guidelines.
- All campus community members will be required to follow the posted guidance regarding occupancy of spaces within the Cate Student Center.
- All attendees should wear a face covering while sharing space in a common room.
- All drinking fountains are being taken offline/out of service with signage information.

STUDENT HEALTH CENTER

Personal protective equipment (PPE) will be made available to all Student Health Center staff along with appropriate training. All student appointments will be scheduled through phone triage. After being triaged, students who are scheduled for in person, non-telemedicine visits will be expected to wear their face coverings while in the Student Health Center. Visit the Student Health Center page on MyMeredith for more information.

FOOD SERVICES

The Belk Dining Hall staff has adopted rigorous food handling and safety guidelines to support all campus initiatives regarding the return-to-campus. These guidelines include enhanced cleaning measures, new training, increased cleaning frequency, and use of appropriate PPE. There will also be modifications made in the payment process, guest flow, and seating restrictions. All furnishings will be modified for appropriate physical distancing and adherence to all safety and health guidelines. Hand-sanitizing stations will be provided at the entrance to all dining spaces.

CAMPUS STORE

Meredith’s Campus Store is modifying its services to ensure safety and support the needs of the College. These modifications include adjusting traffic flow and store customer capacity, enforcing requirements for physical distancing, making hand sanitizer available, and keeping exit/entry doors open during business hours. Both employees and customers will be required to wear face coverings.
COMPUTER LABS

Washable keyboards have been purchased for use in applicable spaces. Technology Services has also placed technology safe wipes at shared copiers/printers and in computer labs.

Additional technology safe wipes are available to employees through the procurement process located on the employee information page on the Staying Strong website.

CARLYLE CAMPBELL LIBRARY

The library will reopen on August 10 with some changes.

Entrance to the library
The library has reconfigured the entrance and admission to the library will require a Camcard and a face covering.

Moving around the library
• Please maintain social distancing while moving through the library.
• Library stairwells are one way. Use the back stairwell to leave the main floor and the front stairwell to return to the main floor.
• Please honor spaced floor markers to wait for your turn for services, including printing, scanning, food purchases, circulation, media, and information services.
• Library furniture has been optimized for social distancing; please do not move tables or chairs.

Studying at the library
• Because of social distancing, the library will have approximately half the number of seats normally available for studying.
• Group study rooms will have limited occupancy (1-4 people, depending on the room) and will not be available for reservation. Pick up a room key at the circulation desk.
• Cleaning wipes are available to clean your selected study area.

Library services for remote learners
Students who don’t come to classes on campus will still have access to all library services.
• Use this form to request delivery of print materials
• Use the chat services on the library home page to request assistance with library services
• Make a Zoom appointment with a librarian for in-depth research assistance. Use this list of liaison librarians to select a consultant.
• For more information, visit the library’s Staying Strong website.
The Learning Center continues to offer primarily appointment-based, one-on-one tutoring services for all Meredith students. The appointment process has not changed, and students should visit the Learning Center page on MyMeredith to chat with the Learning Center staff or make an appointment. Students may “drop-in” online or face-to-face on the bottom floor of the Carlyle Campbell Library by using the computer outside the Learning Center to access the chat feature. The Learning Center will have live help available from Monday through Thursday between 8 a.m. and 8 p.m. and Friday from 8 a.m. to 2 p.m. All first appointments will be online; recurring appointments may be set up face-to-face after a discussion between the tutor and the student and will require a face covering and physical barrier such as a plexiglass partition. These face-to-face sessions may occur at multiple locations around the library to ensure appropriate social distancing.

The Testing Center will continue to provide face-to-face services to students with documented accommodations through the Office of Disability Services. These services are meant to support students in face-to-face classes or students who request an in-person testing experience to accommodate a learning difference. Testing will be staggered to allow for maximum social distancing in the Learning Center space.
Guidelines and training will be developed for Residence Advisers (RAs), Community Assistants (CAs), and other Residence Life staff to reinforce physical distancing/capacity limits and to ensure that a healthy environment is maintained within the residence halls and Oaks Apartments.

RAs will complete mandatory training on all signs/symptoms of COVID-19 and will develop wellness check plans for students, while following all state and federal health guidelines.

Room occupancy guidelines for student health and safety have been established.

Student move-in and move-out schedules will be staggered, with an appointment process implemented for upper class residents and a move-in schedule for first-year students. Students will be limited to two additional people to enter the residence hall with them for move in.

Specific information will be provided to all students living in the residence halls regarding proper cleaning of bathrooms and acceptable physical distancing protocol while in the residence hall.

Housing will follow the College pandemic plan for isolation of primary exposures and quarantine of COVID-19-positive students in a separate residence hall designated for this purpose.

Students will be required to:

- Follow all campus and community standards and requirements including completing daily self-screening.
- If a student is experiencing any symptoms related to COVID-19, she is to report symptoms immediately to the Student Health Center or, after hours, to the Residence Director (RD) on Duty.
- Get a flu shot unless an exemption is already on file with the College. (On-campus flu clinic available during fall semester.) Failure to do so prior to Friday, October 9, 2020, will result in removal from the residence hall or apartment until the requirement is met.
- Observe limited occupancies in common spaces in the residence halls.
- Limit of one guest per resident per visit in a resident's room; note that the visitor can only be another Meredith resident. Overnight stays are not permitted until further notice; off-campus guests are not permitted in the residence halls or Oaks apartments. Outdoor spaces can be used for meeting spaces with visitors.
- Limit your interactions off campus unless for work or essential business. Then follow CDC and other guidance for wearing face coverings and physical distancing, along with frequent hand washing.
- Limit travel outside the greater Raleigh area. All students who are traveling domestically to an area of concern/COVID-19 “hotspot” are required to register their travel in advance, using the online Student Travel Registration Form. The U.S. State Department currently has a level 4 Global Health Advisory in place advising all U.S. citizens to avoid all international travel due to the global impact of COVID-19. Depending on where the student travels and activities while there, the student may be required to complete 14 days of self-isolation and remote learning before returning to in person instruction or on campus activities.
- Be aware that if you are symptomatic or knowingly come into contact with an individual who is COVID positive, you will be relocated temporarily to an isolation space.
- Understand that you could be relocated in order to clean, disinfect, or otherwise treat an area in which you live.
- A residence hall has been set aside for isolation/quarantine. These rooms will be furnished as a hospital room would be with linens, soap, tissues, and towels.
- Room changes may be restricted for safety precautions.
- Contact tracers will notify students if they need to be tested.

Additional information can be found in the June 30, 2020 Housing Update on the College’s Staying Strong webpage.
CAMPUS SPACES

RESTROOMS

Restroom occupancy will be limited based on size to ensure at least six feet of distance between individuals (generally the use of every other stall or sink but will vary based on the space). Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

ELEVATORS

Because of physical distancing requirements, the number of elevator occupants is limited to one (1) in most cases. Elevators that can accommodate more than one (1) person will be marked with signage. Please use the stairs whenever possible. If you are using the elevator, wear a face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizer upon exiting the elevator.

LOWERY FITNESS CENTER

Following current state restriction and because of the nature of the activity in the fitness center, we will remain closed for general use and determine when it is safe and feasible for reopening. State guidelines will be followed at that time. More information is available from the North Carolina Department of Health and Human Services and from NIRSA: Leaders in Collegiate Recreation.

ATHLETICS

The Athletics Department also follows all current national, state, and local healthcare guidelines and medical practices, as well as the guidance offered by the USA South Conference to which Meredith belongs. In late July, the Conference made the difficult decision to postpone Fall 2020 sports to Spring 2021, noting opportunities still for practice, drills, and conditioning. To that end, the Athletics Department has assembled an Athletic Task Force, appointed by Athletic Director Jackie Myers. This group is developing plans to minimize the risk of COVID-19 exposure for our student-athletes and staff as they return to campus and begin to resume sports-related activity. The task force has studied federal, state, and local guidelines, as well as NCAA Core Principles of Resocialization of Collegiate Sport. Plans and contingencies will be created to help provide flexibility as guidelines from these supervising entities develop.
EVENTS AND GATHERINGS

All campus events are to be held following college, **state guidance** and health department guidance for gatherings, including instructions for potential physical distancing, capacities, and use of face coverings. Hours of occupancy for facilities and spaces may be modified or staggered to limit group sizes and ensure proper distancing.

- Each event will be registered and held on a case-by-case basis.
- Large events (since this definition and guidance are regularly changing, large events will be defined as Fall 2020 begins) significantly increase the risk of transmission of COVID-19. Therefore large gatherings must be approved in advance and will be carefully evaluated.
- An emphasis on outdoor events will occur with appropriate physical distancing and adherence to all safety and health guidelines across the College’s campuses and facilities, as outdoor activities reduce the risks of viral transmission.
- The College will continue to determine which events and meetings can be changed to virtual events.
- Events that occur on campus, or are officially approved events, will meet all safety and health guidelines, including but not limited to group and individual visits to campus. These guidelines are also strongly recommended for any off-campus student social event.
- Guidelines will be established for the rescheduling of any campus event. All rescheduled events will be consistent with the current campus policy and approved by the College.
- New dates will be determined for all rescheduled events, with the caveat that these dates would change if our region experiences a surge in COVID-19 cases, and with the advice and consent of safety and health authorities.
- Capacity and physical distancing measures will be determined using all state and federal health guidelines for future on-campus events.
- The guidance mentioned above includes college-recognized student organization events, as well as vendors or visitors to campus.
- Additional information including the process for student meetings and events can be found on the [Student Leadership and Service MyMeredith page](#).
The College will monitor our campus climate, in conjunction with the Student Health Center, Human Resources, appropriate local and state health officials, and safety and health protocols, such as daily self-administered health checks and contact tracing via the College’s coronavirus app, CampusClear.

One of the core concepts in these guidelines is the need to maintain open, accurate, and regular communication with students, faculty, staff, and the broader Meredith community.

The College uses campus email to provide information and timely updates to employees. It is the responsibility of students and employees to monitor their Meredith email account and to regularly review official communication from the College, including requirements relating to preventing the spread of COVID-19.

Throughout the pandemic, Meredith College has used its website and email system to communicate with the campus community. In July, and following months of routine communications and updates, Meredith College’s Incident Response Team, supported by the Department of Marketing, launched a robust Staying Strong communications plan to transition into the 2020-21 academic year. Communication tools will be used to educate the College community about required health measures. The comprehensive campaign will use a variety of channels, including, but not limited to

- Campus signage including posters, signs, and floor stickers
- Staying Strong website, meredith.edu/staying-strong, which includes community standards, health guidance, FAQs, and more.
- Social media
- Video
- Organized student activities and residence hall programs
- Emails to students, faculty, and staff

The Staying Strong campaign will be a long-term, sustained effort intended to last through at least the spring 2021 semester.

Please note that the Staying Strong communication plan will change as needed and as the pandemic changes. Questions or feedback can be addressed to marketing@meredith.edu.
EDUCATION AND TRAINING

Additional resources can be found on the Meredith College Staying Strong Website.

For details about the College’s overall response to the COVID-19 pandemic, visit meredith.edu/staying-strong. This site features Meredith College testing data and results to-date per Clery requirements.

EMOTIONAL WELL-BEING

STUDENTS
If you are experiencing any personal problems or just need someone caring to talk to, Meredith College offers counseling services. You can contact the Counseling Center at (919) 760-8427 or via email at counselingcenter@meredith.edu. The Counseling Center will continue to use telehealth as an option for the 2020-21 academic year. All services are free to full-time Meredith students and are confidential. Additional resources can be found on the Meredith College Staying Strong Website.

Students may also reach out to the Meredith Chaplain Donna Battle at dcbattle@meredith.edu or (919) 760-8346 to set up a confidential one-to-one session.

EMPLOYEES
Please remember that the Office of Human Resources helps meet any needs employees may have when experiencing difficulties or concerns. Most, but not all, employees have the CIGNA coverage. Cigna has put together a wide-range of resources from experts, community partners, and other trusted sources. The Cigna Wellness, Mental Health, and Behavioral Resources site is cigna.com/coronavirus/mental-health-wellness. All employees also have free counseling and other assistance available through ECI Employee Assistance Program. Additional resources can be found on the Meredith College Staying Strong Website.

The Meredith Chaplain serves as a confidential source for staff and faculty. Schedule an appointment by emailing Meredith Chaplain Donna Battle at dcbattle@meredith.edu or calling (919) 760-8346 (direct line).

EDUCATION AND TRAINING

Education on COVID-19 will be required of all students, faculty, and staff, highlighting the risks of personal infection, the consequences of spreading the virus to others, proper use of personal protective equipment (PPE), physical distancing guidance and other guidance.

For details about the College’s overall response to the COVID-19 pandemic, visit meredith.edu/staying-strong. This site features Meredith College testing data and results to-date per Clery requirements.

ADDITIONAL RESOURCES

Wake County Health Department’s COVID-19 Information
North Carolina Department of Health and Human Services COVID-19 Information
Center for Disease Control and Prevention’s COVID-19 Information
Advice for the public: When and how to use face coverings – World Health Organization
How to Wear Cloth Face Coverings – Center For Disease Control
MEREDITH COLLEGE STAYING STRONG PLEDGE

As a member of the Meredith community, each of us must take extraordinary steps to stay well and protect each other, both on campus and in the community. Employees and students are reminded that in their conduct, whether on campus or off, they are representatives of the Meredith community. It is the responsibility of each individual to adhere to this pledge to protect Meredith College community members and the community at large.

As a member of the Meredith College community:

I pledge to do my part to keep our community in good health.

I understand I have a role in the fight against COVID-19 and commit to responsible actions and to being an accountable member of both the campus and the Raleigh community.

I pledge to uphold the high standards of our campus every day by demonstrating personal integrity, respecting others, and supporting my college and the greater Raleigh community.

I pledge to comply with public health guidelines and Meredith College Community Standards found in the Staying Strong Document in place to help protect myself and others:

• Wearing a face covering at all times while on campus except when alone in a private space. This includes outdoor spaces where appropriate physical distancing cannot be guaranteed.
• Maintaining physical distance (at least 6 feet) from others.
• Keeping my hands clean and sanitized while on campus, around Raleigh and at home.
• Completing the daily screening through CampusClear or otherwise self-screening for COVID-19 symptoms.
• Staying home when ill, reporting potential exposures, and positive test results.
• Actively participating in contact tracing as requested.
• Complying with other campus policies included on the Staying Strong web page and communicated to me by the College.
• Adhering to capacity and occupancy limits in all situations to prevent high-spread scenarios.
• Limiting my travel outside the greater Raleigh area during the semester.
• Modifying my actions and encouraging others to do the same as guidelines and recommendations adapt over time.

I further understand that if I fail to do so, I may be subject to disciplinary actions. Employees are subject to disciplinary actions, up to and including, termination of employment. As with the Meredith College Honor Code, students who fail to adhere to the College’s Community Standards during the pandemic and recovery may be subject to disciplinary action.

Sign the Pledge.
USE OF CLOTH FACE COVERINGS TO HELP SLOW THE SPREAD OF COVID-19

How to Wear Cloth Face Coverings
Cloth face coverings should:
• fit snugly but comfortably against the side of the face
• be secured with ties or ear loops
• include multiple layers of fabric
• allow for breathing without restriction
• be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings
CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?
A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?
Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.
**Sewn Cloth Face Covering Materials**
- Two 10”x6” rectangles of cotton fabric
- Two 6” pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

**Tutorial**

1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.

2. Fold over the long sides ¼ inch and hem. Then fold the double layer of fabric over ½ inch along the short sides and stitch down.

3. Run a 6-inch length of 1/8-inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don’t have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.

4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.