

# Swarthmore College Health and Safety Plan for 2020-2021 Instruction and Other Operations

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## Introduction

This document outlines Swarthmore College guidelines and procedures for students, faculty, and staff returning to Swarthmore’s campus in person during the ongoing COVID-19 pandemic. It is informed by significant input from College faculty, staff, and students serving on various [planning groups](#) as well as from infectious disease and public health experts both within our alumni community and beyond.

In developing this plan, the College adhered to the principles President Valerie Smith established for the College’s approach to navigating the ongoing COVID-19 global pandemic:

- We will hold paramount the health and safety of our students, faculty, and staff members.
- We will continue to deliver to our students the highly engaged, intellectually enriching educational experience that is foundational to all that we as a College do.
- We will make decisions about College finances and operations with empathy, compassion, and humanity and work to maintain operational continuity and retain employees to the greatest extent possible.

## Our Planning Approach

It is imperative that all community members read and understand the protocols and requirements outlined in this plan, including the information on the College’s [COVID-19 website](#) and other referenced sources. This information is intended to help to reduce the risk of COVID-19 spreading on our campus and support the health and safety of our campus community. Adherence to these guidelines is required.

The College has relied on federal, state, and local guidance in developing its plans, policies, and procedures for a safe reopening this fall. College plans were directly informed by resources from public health organizations and Pennsylvania state government, including the following sources:

- Centers for Disease Control and Prevention guidance
  - [Social Distancing](#)
  - [Quarantine and Isolation](#)
  - [Considerations for Institutes of Higher Education](#)
- Pennsylvania Reopening guidance
  - [Process to Reopen](#) guidance from the Commonwealth of Pennsylvania

- [Order \[pdf\]](#) of the Secretary of the Pennsylvania Department of Health Directing Public Health Safety Measures for Businesses Permitted to Maintain In-person Operations
- Pennsylvania [Preliminary Guidance \[pdf\]](#) for Resuming In-Person Instruction at Postsecondary Education Institutions and Adult Education Programs
- American College Health Association (ACHA) guidance
  - [ACHA Guidelines Considerations for Reopening Institutions of Higher Education in the COVID-19 Era \[pdf\]](#)
- Occupational Safety and Health Administration (OSHA)
  - Guidance for Preparing Workplaces for COVID-19

In the sections that follow, this plan addresses the five required strategies set forth by the Pennsylvania Department of Education. The College's plans:

- were developed to safely resume in-person instruction.
- include monitoring the health of the Swarthmore College campus community.
- include coordinating with the Chester County Health Department (CCHD), which is responsible for Delaware County, on these health and safety measures.
- include mitigating and containing the spread of the virus on our campus, and informing the CCHD in the event that transmission occurs at the College.
- include communicating accurate and timely information to students, faculty, staff, and the communities that the College serves, while balancing individual privacy.

The College will continuously monitor federal and state guidance and adjust operations and planning to reflect updated guidance. The most up-to-date information on the College's response to the pandemic, including a record of messages shared with the Swarthmore College community, can be found on the College's [COVID-19 website](#).

## **Garnet Pledge**

Since our founding in 1864, Swarthmore College has always been committed to developing leaders for the common good. In that spirit, students, faculty, and staff are expected to do their part to support the well-being of our campus community by signing the Garnet Pledge.

The pledge is a set of policies and expectations designed to reduce the spread of COVID-19 at the College. These policies and practices reflect and prioritize the current scientific guidance, the health and well being of students, faculty, and staff, the needs of department and staff offices, and the informed opinions of members of our College community.

All Swarthmore College community members are required to read, sign, and adhere to the Garnet Pledge [for students](#) or for [faculty and staff](#) as well as to the procedures outlined by the [COVID-19 Policy](#) for students and the [Return to Work on Campus guidelines](#) for faculty and staff. Specific protocols may

change in response to new medical and scientific information; members of the community are asked to reaffirm their understanding of the updated protocols.

## **Phased Operations**

Protecting the health of our campus community is critical. It requires long-term effort as well as shared commitment, cooperation, teamwork, and understanding. Swarthmore College's phased approach to campus operations during the COVID-19 pandemic prioritizes the health and safety of students, faculty, and staff as well as of the surrounding communities.

The College has established a [series of Phases](#) that reflect varying stages of campus operations during the ongoing COVID-19 pandemic. The expectation is that the College will enter Phase 4 on August 31, 2020, and remain in that phase for the duration of the fall semester, with the recognition that we may need to move backward to earlier phases with little notice depending on factors such as shifting state or county mandates, data regarding prevalence, positivity rates in Delaware County and around the country, or new information that may emerge on transmission. Attention will also be paid to how well the College community adheres to masking policies and overall safety protocols, as well as to the potential evolution of the on-campus student experience if conditions worsen and to the impact of the virus on our workforce.

All decisions have been and will continue to be guided by public health and medical professionals as well as guidelines and regulations from local, regional and national agencies. A full description of the College's five phases of operations during the pandemic can be found on the [Return to Work on Campus Phases](#) website.

## **Considerations for Resuming In-Person Instruction and Other Operations**

This plan specifically addresses the following public health and safety measures related to:

- Hygiene, sanitation, face coverings, and PPE on campus
- Physical distancing interventions and necessary modifications made to facilities to create an environment conducive to healthy, safe, and inclusive learning
- Flexible/alternate scheduling and leave policies, and non-essential travel for community members
- Options for individuals at high risk of COVID-19
- Modified course modalities, schedules, and academic calendars, with the aim to limit community spread of the virus
- Mitigation and containment protocols to reduce the spread of the virus if transmission occurs on campus

## ***I. Hygiene and Sanitation Protocols, Face Coverings, and Personal Protective Equipment (PPE)***

### ***Hygiene and Sanitation Protocols***

In order to support regular hand sanitation, each building entry and exit point will be equipped with hand sanitizer stations. Community members will pledge to engage in good hygiene and assist in the frequent sanitizing of high-touch surfaces and common-use areas after personal use, such as bathroom fixtures, light switches, doorknobs, kitchen appliances, and lounge areas. Through signage amply placed throughout campus, community members will be reminded to engage in proper handwashing and to exercise good respiratory etiquette by covering coughs and sneezes.

In order to work on campus or attend class, members of our community must be free of any symptoms potentially related to COVID-19 that are above and beyond typical symptoms associated with known chronic medical conditions. Students, faculty, and staff are also asked to perform a daily self-monitoring check, as outlined in Part V. below, to assess whether they are experiencing any symptoms of COVID-19.

COVID-19 campus cleaning is more labor-intensive than the normal EVS schedule and requires precautionary safety measures. For these reasons, EVS staff resources will conduct more frequent sanitation of classrooms, restrooms and bathrooms, common areas and high-touch surfaces. The COVID-19 sanitation schedule will provide for these spaces to be cleaned and sanitized twice per 24-hour period, Monday through Friday. Common spaces and those spaces scheduled for weekend classes will be cleaned and sanitized on Saturday and Sunday.

In addition to more frequent cleaning and sanitation undertaken by EVS, all classrooms will be equipped with sanitizing kits, including either wipes or spray and towels, and every classroom user will be expected to use the sanitation materials provided to sanitize their own work area prior to and after use.

Individual faculty and staff offices will only be accessed by the individual who occupies that office. As such, individual faculty and staff offices will not be on the EVS regular cleaning schedule, but specific services may be requested by contacting Facilities directly.

### ***Face Coverings and Personal Protective Equipment (PPE)***

Students, faculty, and staff must wear a face mask or approved face covering that covers their mouth and nose while in classrooms, in shared spaces on campus, or in areas where physical distancing cannot be observed. Students will be required to observe physical distancing and wear face masks at all times, except when in their rooms alone. Faculty and staff members working alone in a single office may remove their mask, but must put it back on whenever they leave their personal office.

Cloth face coverings must only be worn for one day at a time and must be properly hand washed or laundered before subsequent use. They must at a minimum fit snugly but comfortably against the side of the face, be secured (e.g., with ties or ear loops), cover the nose and mouth, allow for breathing without restriction, and, if not disposable, be able to be laundered without damage or change to shape.

Individuals who are unable to wear a face mask due to a health condition or disability must request an accommodation. Accommodation requests will be addressed for students by the [Office of Student Engagement](#) and the [Office of Student Disability Services](#) and for employees by [Terri Maguire, Human Resources](#) and [Susan Smythe, ADA Coordinator](#) on a case-by-case basis. Those individuals are encouraged to take extra precautions to maintain proper physical distance and to observe all other hygiene protocols. They may be asked to wear an acceptable face covering in lieu of a mask.

Students, faculty, and staff working on-campus will receive wellness starter kits to further support their health and safety. The kits will have various personal wellness items, which may include gloves, individual hand sanitizer, lanyard, one cloth face covering, and a Kooty Key, which is a tool that allows the user to pull a handle without touching it. A clear face shield is available by request.

The College has established a central inventory of sanitation supplies and personal protective equipment (PPE) for use related to COVID-19 health and safety. In accordance with the College's [Central Purchasing Program for Basic PPE Needs](#), the Purchasing Office will procure and distribute all basic personal protective equipment and sanitizing needs such as masks, disinfecting wipes and sprays, and hand sanitizer for departmental/office use. Departments should request sanitation and PPE products through the [Return to Campus PPE Supplies Request Form](#), and the College Post Office will make contactless deliveries throughout campus every Thursday, beginning in August for requests completed before noon each Wednesday.

## ***II. Implementing Physical Distancing Interventions and Modifying Facilities to Create an Environment Conducive to Safe, Healthy, and Inclusive Learning***

### ***Physical Distancing***

All community members must maintain a safe physical distance of six feet apart (about 2 arms' length) from others whenever possible in campus spaces, including offices, classrooms, laboratories, hallways, restrooms, common areas, and outdoor spaces.

In order to promote physical distancing and to direct movement through campus spaces, markers, such as colored tape, decals, stanchions, or physical barriers, have been placed in campus spaces. Signs will be posted at entrances and exits, and in strategic locations to provide safety directions as well as reminders to all community members of safe practices and procedures. Occupancy limits will be posted prominently in all meeting rooms and classrooms.

Effective Aug. 31, Swarthmore College will close the campus to visitors until further notice. This restriction includes College grounds, the Crum Woods, playing fields, and tennis courts. For more information, see the [Campus Visitor policy](#).

## ***Classrooms and Common Spaces***

Classes in excess of 25 students will be conducted remotely and some in-person classes will be held outdoors in tents.

In-person class meetings will be limited to classroom spaces which can accommodate appropriate physical distancing. If an in-person class meeting is required, all attendees must wear face masks and remain at least six feet apart. Community members are encouraged to avoid:

- All campus spaces that are easily congested
- Mass gatherings on campus
- Any campus spaces where the minimum six feet of spacing that cannot be accommodated.

All College classrooms, labs, studios, and common spaces have been surveyed to determine new occupancy limits that provide for six feet of physical distance between occupants. Excess furniture has been removed from spaces. Multi-person seating such as sofas and loveseats has been removed from common areas and lounges except in residence halls where lounge seats are specifically marked where people can sit. Decals have been affixed to the floor to show intended seating locations so seating may be returned to intended spacing if it is moved. Occupancy limit signs will be affixed at the doorway to each space. Movable clear shields will be supplied in each teaching space for instructors who would like to use them.

While on campus, faculty and staff members must adhere to signage within departments. Within shared spaces, such as small office reception areas, employees must remain separated by physical barriers, such as installed plexiglass shields. Individual faculty and staff offices should be limited to access by the individual who occupies that office.

Faculty and staff members should avoid gathering in groups. All meetings should be scheduled virtually using the extensive range of available online collaboration tools (e.g. Zoom, Google chat, telephone, etc.). College Information Technology Services has expanded their support and resources for use of these tools, and more information can be found at [swarthmore.edu/remote](http://swarthmore.edu/remote).

All student group gatherings are restricted to no more than 10 participants in approved physical spaces, including outdoor locations. All in-person social gatherings and activities must comply with College policies and public health directives. The Office of Student Engagement and other College offices will organize social events in compliance with College policies and public health directives and provide both synchronous and asynchronous programming. Student clubs/organizations are encouraged to convert most of their programming efforts to a virtual experience for all, providing both synchronous and asynchronous programming. All students, student clubs, and student organizations will commit to using Swat Central for scheduling and organizing events and all in person meetings.

## ***College Libraries***

The College libraries will have special hours of operation and access will be limited to students, faculty, and staff. During the first two weeks of classes, McCabe and Underhill Libraries will have limited hours

for public printing and picking up requested materials at the front service desk. McCabe, Cornell, and Underhill Libraries will open to the College community only for general use for studying and access to materials in mid- to late-September. Students will be required to make reservations for specific seats in any library in order to ensure the total number of occupants allows for sufficient social distancing. While students, faculty, and staff may go into the stacks to retrieve materials in all libraries, to minimize interactions with staff and student workers, McCabe and Underhill will have self-checkout stations. There will be no eating permitted in the libraries and personal water bottles will be required for drinking.

The Special Collections will be open to no more than two College community researchers simultaneously. External researchers may make limited requests for materials to be digitized.

Pursuant to guidance on the persistence of the virus on different library materials, returned books will be quarantined for 2 days before being reshelfed. Course reserves including required texts will be available in digital format only.

The [College Libraries website](#) includes specific information and hours of operation.

### ***Athletics and Physical Education Facilities and Programs***

Health and safety measures are also being put in place to keep our community members safe in Athletics and Physical Education facilities and programs. These measures include strict physical distancing, modified occupancy limits, masking policies. Due to the circumstances of COVID-19, overall limits on the number of students returning to campus and restricted college travel, our participation in intercollegiate athletic competition for fall sports is suspended. Our coaches are developing meaningful and creative ways to engage with team members during the course of the fall semester.

When the Matchbox fitness facility reopens for physical education classes and reservations for students, physical distancing, face covering, and proper hygiene are expected of all users of the facility. For enhanced safety, modified occupancy limits will be implemented and adjustments have been made to the entries and exits to the Matchbox. Machines and equipment may be relocated in order to maximize opportunity and access as well as provide appropriate physical distancing. A reservation system will be implemented, occupancy limits have been adjusted, and enhanced cleaning protocols will be conducted throughout the day and the facility. Guest passes will not be sold at this time and tours will not be permitted until further notice.

Additional information can be found on the [Swarthmore Athletics website](#).

### ***Residence Halls and Quarantine and Isolation Accommodations***

Residence halls will operate at a reduced occupancy during the Fall 2020 semester. Residence Hall move-in will be staggered over several days, and each individual student will be required to register for a move-in reservation.

All students residing on campus will be provided with single-bedrooms within larger communities, and there will be no shared dorm rooms. The ratio of residents to bathrooms has been adjusted to de-densify



the use of those facilities. Students are required to wear a face mask at all times, including in the residence halls, unless they are alone in their own residence hall room. Students in-residence will complete and comply with any, and all, COVID-19 required training required by the College, and will be required to participate in the College's self-monitoring program for symptoms of COVID-19, including daily temperature checks.

Students will only have OneCard keycard access to the residence hall in which they are assigned. Guests and visitors will not be allowed inside of the residence halls at any time.

Students are discouraged from congregating in hallways or entrances of residence halls at any time, and will be required to practice physical distancing in the residence hall lounges, common spaces, bathrooms, kitchens and laundry rooms. Each residence hall will have posted signage regarding hygiene and sanitation procedures, physical distancing, mask usage, and COVID-19 symptoms. Student laundry facilities will require an online reservation to help ensure proper physical distancing in those spaces.

The College has set aside housing that will serve as quarantine and isolation accommodations for residential students. Students who must enter quarantine or isolation housing will be provided detailed instructions from Student Health Services and the Office of Student Engagement.

A [Guide to Residential Living](#) will be provided to all students before they arrive on campus, which will include information about COVID-19, how to remain healthy and safe, and more detailed instructions about living in individual residence halls. [Information for students returning to campus](#) can be found on the College's COVID-19 website.

### ***Dining Services***

To minimize gathering at mealtime and maintain the safety of our community through physical distancing, for the first three weeks of the semester, Dining Services will provide take out meals to students on campus, and no seating will be available in any campus dining rooms. Thereafter, seating will be limited inside dining facilities for the duration of the semester.

All serving lines will provide three to four feet of spacing from the student, and staff members and students will also be separated by a plexiglass barrier there and at checker/cashier stations where plexiglass has also been installed. To foster physical distancing when accessing Sharples Dining Hall, a touchless entry has been installed at the north patio entrance. As part of the enhanced cleaning protocols, the dining halls will use electro-mist units for sanitizing surfaces.

### ***Student Health and Wellness***

Worth Health Center will be open daily Monday through Friday beginning August 31, 2020. To support physical distancing and occupancy limit guidelines, the health center will require that students make appointments, and walk-in appointments will not be permitted. Telehealth services will be available through Zoom for Healthcare and will be used in circumstances where physical assessment is not warranted.

All students will be required to wear face masks when in the health center and there will be mobile/online check in for in person appointments. Patient appointments will be staggered and limited to allow sufficient time to see patients, document the visits, and prepare for the next day's operations. There will be increased cleaning between patients and decreased exposure of patients to one another. Medication pick-ups will be conducted through the nurses' station window eliminating the need for students to enter the health center facility. The health center office space has been modified to include front desk barriers such as window or plexiglass and arrows on the floor for one way traffic, one entrance, one exit. Waiting room seating options will be limited and furniture and reading materials have been removed to reduce areas of contamination.

More information about Student Health Services can be found on the [Health and Wellness Expectations for Students Returning Campus](#) web page.

### ***Limitations on Non-Instructional Gatherings in Common Spaces***

The College's common areas and seating areas have been reconfigured to discourage large gatherings and provide physical distance by removing furniture, modifying occupancy limits, and posting signage in classroom buildings, the libraries, and dining facilities.

The [Events Management Office](#) will begin centralizing the scheduling of College spaces through Swat Central in order to consistently prioritize approval of space reservations for classes, study areas, and events that support the College's academic mission. Other considerations that have been implemented to address physical distancing in gathering spaces include creating time blocks between gatherings to allow for cleaning, identifying a host with specific responsibilities to ensure the safety of those gathered, supplying spaces with adequate sanitizing materials, modifying catered gatherings, the requirement of house management and ushers for gatherings of more than 50 attendees [if or when allowed], and adhering to physical distancing recommendations within ADA guidelines.

### ***Use of College Vehicles***

The use of College Vehicles will not be permitted for faculty, staff, or students during the fall semester without prior approval from [Fleet Management](#), unless the use of a College vehicle is required for your College employment to drive as a part of a service, to make deliveries, or to carry tools and materials. The rental of vehicles for College purposes is also suspended for the fall semester.

### ***Ventilation***

The College followed assessment and recommendations from [ASHRAE](#), the American Society of Heating, Refrigeration, and Air Conditioning Engineers, to respond to HVAC requirements during the COVID-19 pandemic. The College has a mix of buildings with varying types of HVAC systems with each having a varying ability to circulate and clean air for interior spaces. The College performed a risk assessment of campus buildings which considered several factors including the characteristics of a building's HVAC system components and whether the building has operable windows. Following the assessments, each building and space was assessed to determine what ASHRAE-recommended mitigation

measures could be put in place to reduce the risk. Facilities will complete the process of updating and modifying the College's HVAC system by the start of the semester.

Buildings with air handlers have the ability to filter air, mix fresh air with recirculated air and in some cases modulate humidity. All filters will be upgraded from (Minimum Efficiency Reporting Value) MERV 8 to MERV 13 filters which is the filtration rating recommended by ASHRAE to filter out the COVID virus. HVAC system run times will be extended to purge building air after the building closes and purge building air before the building opens.

Many of the older buildings or spaces on campus are without air handlers. These spaces will be limited in occupancy. Facilities will also install portable HEPA filtering air scrubbers in the common areas of these buildings to constantly clean the air. Bathroom exhaust will be set to run 24/7 to constantly pull air out of bathrooms and restrooms.

Based on individual preferences, community members may choose to open windows, weather permitting, and may request further information on HVAC modifications made to their building by contacting [Facilities](#).

### ***Restrooms and Water Fountains***

Restroom users are required to wear masks. All restrooms and bathrooms will have signage reminding users of recommended safety precautions, such as handwashing and proper hygiene, maintaining proper physical distancing, wearing a mask, and minimizing time spent.

During COVID-19, restrooms and bathrooms will be cleaned and sanitized twice per day. Buildings and residence halls that are being used on weekends will be cleaned and sanitized twice per day on weekends. Bathrooms and restrooms will also be equipped with sanitation materials that will allow individual users to sanitize spaces before and after use.

Most College restrooms have doors for privacy. These doors may require contact by pushing or pulling to open. Many of the doors, especially those opening into corridors, are fire-rated and cannot be removed per safety code. Some doors can be pushed open without use of hands. For doors that must be pulled open, door pulls will be replaced with ones that allow for the handle to be pulled open using a wrist or forearm instead of a hand. Students, faculty, and staff living and working on campus can also use the [Kooty Key](#) they receive as part of their welcome kit.

Where possible, partitions have been placed to create barriers between restroom users. Otherwise, restroom fixtures have been blocked off to prevent use and provide for adequate spacing. Faucets requiring a hand grip will be changed to either lever or motion sensor. Towel dispensers in all restrooms and bathrooms are touchless. High-velocity hand dryers can disburse restroom air in a way that is not recommended for COVID-19 safety and therefore all hand dryers will be turned off and paper towels will be provided for hand-drying. Because campus and building occupancies will be significantly lower due to the hybrid teaching model, we will still have adequate plumbing fixture counts to satisfy space occupant needs.

Many campus water fountains have bottle fillers. In these locations, the fountain will be shut off and bottle fillers will remain activated. At least one bottle filler will be installed in buildings that do not already have one, and in locations where there is only a fountain, the unit will be turned off.

### ***Entrances and Exits to Buildings***

Where necessary, building entry and exit points are marked by signs to convey the direction to access buildings to insure CDC spacing guidelines and to allow for as much separation between individuals as possible. Entrances and exits will be equipped with hand sanitizer dispensers and sanitization stations that will include regularly stocked cleaning supplies.

More information about physical distancing requirements and modifications in College facilities covered in this section as well as in office spaces, ITS and other key functions can be found in [plans](#) developed by the Facilities Planning Group. More information on physical distancing requirements for individuals can be found in the [Student Conduct COVID-19 Policy](#), the [Ongoing Expectations for Employees for On-Campus Work](#).

### ***III. Alternative Options, Supportive Resources, and Travel Restrictions for Faculty, Staff, and Students***

#### ***COVID-19 Pay Continuity Policy***

Swarthmore College is committed to continuing to pay faculty and staff members who have potentially been exposed to or tested positive for COVID-19, and has created options to support these individuals. Eligibility and other information can be found on College's [COVID-19 Pay Continuity Policy](#) web page.

#### ***Staffing Options***

Departments have plans to require physical distancing and reduce population density within buildings and work spaces for those staff members who have been instructed to return to work on campus. Approaches include:

- **Remote Work:** Those who can work remotely to fulfill their work responsibilities should continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the employee's immediate supervisor, can be made on a full or partial day/week schedule, as appropriate. Supervisors should download the [Guidelines for Managing and Communicating with Remotely](#).
- **Alternating Days:** In order to limit the number of individuals on campus as well as interactions between those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable physical distancing, especially in areas with large common workspaces.
- **Staggered Schedules:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet physical distancing requirements.

### ***Accommodations for Students and Employees***

Accommodation requests for students with chronic health conditions or disability, including those at high risk for COVID-19, will continue to be addressed by the [Office of Student Engagement](#) and the [Office of Student Disability Services](#) on a case-by-case basis. Accommodation requests by staff and faculty with chronic health conditions or disability, including those at high risk for COVID-19, will continue to be addressed by [Terri Maguire, Human Resources Manager](#) and [Susan Smythe, ADA Coordinator](#) on a case-by-case basis.

### ***Counseling and Psychological Services for Students***

With the safety of students in mind, CAPS will offer all CAPS sessions virtually this fall semester, both for students who are on campus and those who are off campus. Due to varying state regulations on how psychologists and social workers are licensed, CAPS will alter its delivery of services this fall for students outside Pennsylvania.

All students who reside in Pennsylvania, whether on- or off- campus, will be able to access individual tele-mental-health services at CAPS. For students who are located out of state, CAPS counselors will offer up to 3 tele-consultation sessions. As an additional resource, the College has partnered with Talkspace to provide video counseling sessions.

Appointment scheduling begins on August 31, 2020 and an appointment can be made by visiting the CAPS website. For assistance or to access care outside regular hours CAPS maintains its on-call service. Additional information about CAPS' modified operations during the COVID-19 pandemic is available [on their website](#).

### ***Wellness and Work Life Resources for Faculty and Staff***

Human Resources has compiled a list of articles and resources to help the College community stay well as faculty and staff navigate physical distancing, work remotely, and tend to their physical and mental health: [swarthmore.edu/human-resources/covid-19-wellness-and-work-life-resources](http://swarthmore.edu/human-resources/covid-19-wellness-and-work-life-resources)

Carebridge, the College's employee assistance program, is available to offer faculty and staff members a full range of assistance resources, including life management, financial, wellness and legal services support. Telephone or video counseling is accessible using most smartphones, tablets, and computers with a camera. All services provided by Carebridge are confidential; the College receives no information about an employee's personal use of this benefit. Carebridge is available 24/7. Additional information can be found on the [Employee Assistance Programs](#) web page.

Faculty and staff members are also encouraged to seek care for their physical and mental well-being from their health care providers. Any faculty or staff member who is feeling sick or who is experiencing [symptoms of COVID-19](#) that are above and beyond typical symptoms associated with known chronic medical conditions must not report to work on campus following the College's guidelines for [Sick and Symptomatic Employees](#).

### ***Countering Stigma***

Swarthmore College expressly prohibits any form of discrimination and harassment on the basis of any College-recognized protected classification, and will promptly and equitably respond to all reports of discrimination and harassment based on a protected classification in order to eliminate the discrimination, prevent its recurrence, and address its effects on any individual or the community, in keeping with its [Non-Discrimination and Equal Opportunity policy](#).

During this time of great uncertainty, all College community members are expected to treat one another with the respect every human being deserves, and not promote, participate in, or allow bias to impede the access and opportunity of anyone in our community. Managers have also been asked to remain alert to and discourage offensive or discriminatory comments regarding the coronavirus and vulnerable groups of individuals. If you experience or witness bias in our community please report it by visiting [How Should I Report?](#)

### ***Travel Restrictions to Reduce COVID-19 Spread***

The College has implemented a restriction on most College-sponsored travel through Dec. 31, 2020. While travel has important benefits for faculty research, staff development, and other functions of the College, this restriction is a prudent way to preserve College resources, and it likely reduces the potential for COVID-19 exposure. Some limited exceptions may be considered, but they must be approved by the appropriate member of the President's Staff.

Given the uncertainty of travel in the coming months, Swarthmore students will not be permitted to study abroad in the fall semester. By eliminating fall break and ending on-campus experiences for students before Thanksgiving, student travel to and from campus will be reduced, further mitigating the risk of individuals spreading COVID-19. Additional information can be found on the [2020-2021 Swarthmore College Academic Calendar](#).

## ***IV. General Considerations for a Phased Return to Campus, Course Modifications and Adjustments to the Academic Calendar***

### ***Student Cohort Return to Campus***

In close consultation with the Facilities Planning Group, the College has considered several factors in determining the number of students that could safely reside on campus this fall, as compared to the typical campus population of about 1,500 students. These factors included assessing the number of rooms available to house all students in single bedrooms, the ratio of students to bathrooms in the residence halls, necessary cleaning protocols, our capacity to observe physical distancing in our dining facilities, and our ability to reserve housing spaces in the event that students need to be quarantined and isolated. We anticipate fewer than 650 on-campus residential students for the fall 2020 semester.

In consultation with faculty, and considering numerous factors such as the impact on curricular progress and socioeconomic circumstances that may disadvantage certain students, the following groups of students were given the option to return to campus this fall:

- First-year students
- Sophomores
- Incoming transfer students
- Resident Assistants
- Students whose ability to learn remotely is severely challenged

### ***Course Modifications and Adaptations***

Whether students are on or off campus, they will be able to fully participate in the academic experience. Most classes in the fall, including all large lectures will be held remotely, even for those students who are on campus. Individuals participating in the limited number of in-person classes offered will be required to wear face masks and maintain proper physical distancing.

Classes will take place Monday through Friday. Hybrid courses have in-person components, which will depend on the discipline and subject. All courses, whether remote or hybrid, are available for remote students. Currently, there is an expected cap of 25 students on in-person experiences and other campus spaces. Total enrollment of classes that are hybrid may have more than 25 students, but the in-person aspects of a hybrid class will only have 25 students total.

Each hybrid course might be somewhat different. They may involve different synchronous sections depending on the students, and asynchronous activities and tasks. Most courses, either remote or hybrid, involve synchronous activities.

Some students who are invited back may wish to continue learning remotely. Others may wish to pause their education at Swarthmore. No student is required to return to campus and no student will be required to attend in-person classes, nor will any faculty member be required to teach on campus this fall. For students with time zone constraints, faculty are encouraged to provide a recorded version of class meetings. On-campus experiences and facilities are limited to students who reside in the residence halls.

### ***The Modified 2020-2021 Academic Calendar***

The academic calendar has been adjusted to accommodate the College's continued modified operations. The weekly class schedule is similar to the past schedule, but now has been spaced with 30-minute breaks between class periods and two lunch periods. Classes which previously began at 8:30 a.m. will now begin at 8 a.m.. Class schedules have a minimum of 30 minutes between classes in order to allow for students and faculty finishing classes to have the opportunity to exit spaces and buildings before students and faculty starting the next classes enter buildings and spaces

The College has also added the January term, which is a remote-only extension of the fall semester. Any student wishing to take a January course may do so, provided they are enrolled in either the fall or spring semester. First-year students and transfer students may not begin in January. They must either begin by

enrolling in the fall semester, or in February when the spring semester begins, regardless of whether they will be on campus. More [information about the academic year](#) can be found on the College's COVID-19 website, and on the [Academic Calendar](#).

## ***V. Testing, Protocols for Confirmed Cases of COVID-19, and Monitoring***

### ***Testing***

The College has partnered with Everlywell, Inc. to help facilitate this testing process. Everlywell will supply the College with test kits and will provide test results on completed tests.

In order to access campus facilities, students, faculty, and staff are required to participate in the testing programs required by the College. The testing registration will ask students, faculty, and staff about their symptoms and their level of exposure, including whether they have been in close proximity to someone who is sick or has been diagnosed or is presumed to have COVID-19. These tests will be self-administered and monitored by trained designees of the College. For students, self-administration of the test will be monitored by Worth Health Center staff. For faculty and staff members, self-administration of the test will be monitored by an internal COVID-19 Employee Test Team ([CETT@swarthmore.edu](mailto:CETT@swarthmore.edu)) of trained individuals who have been assembled to address any employee questions, monitor test taking, and ensure adherence to the protocols for testing and contact tracing. Members of the CETT team include staff from Environmental Health and Safety, Public Safety, the Department of Athletics, and nurse advisors from Student Health and Wellness.

### ***Protocols for a Confirmed Case on Campus***

In the event of a COVID-19 positive test result, Everlywell will notify the individual as well as the appropriate College designee for response and contact tracing (for faculty and staff it is the Environmental Health and Safety Office and for students it is the Director of the Worth Health Center). Everlywell will also provide information regarding positive tests to the Chester County Health Department.

A faculty or staff member who tests positive for COVID-19 must not return to work at that time and will be encouraged to consult with their healthcare provider immediately. Human Resources will follow-up with the staff or faculty member to provide further instructions, including benefits and leave information.

The faculty or staff member will be required to follow College protocol for [returning to work on campus after testing positive for COVID-19](#). They will then need to contact Human Resources to receive clearance to return to work on campus. The College's [COVID-19 Pay Continuity Policy](#) details information on pay policies during quarantine and isolation.

For any student who tests positive for COVID-19, spaces for both isolation and quarantine housing have been reserved on- and off- campus for positive cases, close contacts, and people awaiting test results. Quarantine housing is used when a person has possibly been exposed to an illness and needs to separate from other people in order to see if they develop symptoms and become sick. Isolation housing is used



when someone has symptoms or is confirmed to have an illness. Students exhibiting symptoms are not permitted to leave their own room and must:

- Notify Student Health and Wellness at 610-328-8058 for guidance
- Remain in their own room until contact is made with Student Health and Wellness staff
- Not report to in-person work, class, clinical assignments or internships
- Not participate in any in-person, institution-sponsored events or activities

Students who have tested positive, have been in close contact with those who have tested positive, or are symptomatic will be contacted by various members of the Swarthmore College support staff including the Student Health and Wellness, Counseling and Psychological Services, Dining Services, and the Office of Student Engagement on a regular basis. The College has assembled a COVID-19 Service and Emergency Response Team (CSERT) to provide food delivery and basic cleaning support to students and respond to emergencies in isolation and quarantine housing. The CSERT team members are fit-tested for N95 respirators. They are also trained in safe work practices and proper use of required personal protective equipment.

After being informed of a confirmed or presumed case of COVID-19 on-campus, the College will temporarily close off impacted areas for a period of at least 72 hours, unless circumstances require a shorter time, in which case the CSERT team will respond. Thereafter, these areas will be cleaned and disinfected based on established cleaning protocols in accordance with CDC and state guidance.

### ***Contact Tracing***

The College designees listed above will follow guidelines from public health officials to conduct contact tracing of students, faculty, or staff who may have been exposed to COVID-19 on campus. To ensure community health, all possible campus contacts are expected to be disclosed to the College designee by students, faculty, and staff members. Individuals in the College community who may have been exposed will be contacted directly and provided instructions regarding testing and appropriate next steps. Additionally, individuals who test positive may be subject to notification and contact tracing by the Chester County Health Department, which is responsible for Delaware County. The identity of individuals who test positive will remain anonymous during the College contact-tracing, and faculty and staff member results will be kept separate from personnel files.

If levels of community exposure increase, temperature checks may be implemented in campus areas where prior COVID-19 exposure has occurred. If levels of exposure increase, the College will also consult with the Chester County Health Department to determine if suspension or modification is warranted for in-person instruction experiences and other operations.

Additional information on the [student testing, contact tracing, and monitoring process](#) and the [faculty and staff testing, contact tracing, and monitoring process](#) can be found on the College's COVID-19 website.

### ***Communicating Test Results***

Swarthmore College will maintain and regularly update this [publicly available website](#) that details the number of tests performed and the number of positive cases on campus. The information on this site will be reported in the aggregate; individual student, faculty, and staff identities will not be included.

### ***Daily Self-Monitoring***

The College has created processes for monitoring, testing, managing confirmed cases of COVID-19, and contact tracing, for students, faculty, and staff. In order to work on campus, attend class, enter campus buildings or attend events or activities, members of our community must be free of any symptoms potentially related to COVID-19, that are above and beyond typical symptoms associated with known chronic medical conditions, including one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever greater than or equal to 100.4F
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New gastrointestinal symptoms
- Loss of taste or smell

Community members are required to perform daily self-monitoring for symptoms of COVID-19. Students who are returning to campus are required to complete symptom monitoring 14 days prior to arriving on the Swarthmore College campus and daily while on campus. This symptom monitoring will be facilitated by Mediat automated text and email alerts which will be sent on a daily basis to all residential students. Students are expected to monitor their symptoms prior to visiting the dining hall, classroom, laboratories or any other shared common spaces. To be eligible for and remain in campus housing and have access to campus facilities, students must complete the above symptom monitoring guidelines.

Faculty and staff members are asked to monitor their health before coming to work on campus each day. If the staff member's temperature is 100.4 degrees Fahrenheit or higher, or if they have any Coronavirus [symptoms](#), as described by the CDC, they are not permitted to access College facilities and should contact their medical professional and must receive clearance from Human Resources before returning to work in-person.