

Campus Life Guidelines

Fall 2020

Index

Message from the Dean of Students.....	2
Student Health and Safety	4
Quarantining	5
Symptoms of Covid-10.....	7
Services Offered to Students.....	8
Housing & Residence Life	11
Dining Services.....	12
James A. Rhodes Athletic Center	13
Student Success Center	14
Clark Memorial Library	15
Morris University Center	16
Make Your Own Mask	17

Welcome Back!

Message from the Dean of Students

Dear Students,

Fall 2020 looks a little different as we make necessary adjustments to help prevent the spread of coronavirus. Over the past several months, we have been planning and researching all aspects of campus life and developing necessary changes as a result of the COVID-19 pandemic. As always, we believe the college experience inside and outside of the classroom is critical for student success. Shawnee State University's primary focus is the well-being of our students. The university has many resources to assist students during these unusual times. This guide is designed to inform you of the changes and support that we have implemented for you and our entire campus community.



Marcie Simms
Dean of Students
Shawnee State University

Student Health and Safety

www.shawnee.edu/return-campus

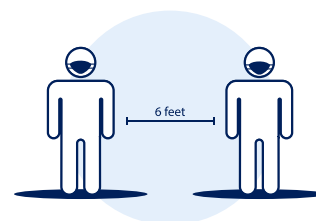
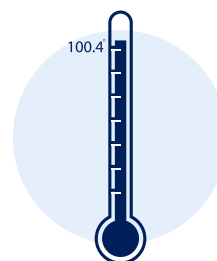
As part of our Safe Return to Campus Plan, faculty, staff and students are required to:

- Wear a face mask at all times inside campus buildings and outside when in the presence of others.
- Maintain at least six feet of distance from others at all times.
- Monitor your temperature and health daily and stay home if you are ill or if you have potentially been exposed to COVID-19.
- Wash your hands frequently and keep your work/study areas clean and sanitized.
- Observe all posted signage for new procedures throughout campus, including new designated entrances and exits, key card access and restricted elevator capacities.

All members of the Shawnee State University community should report any suspected symptoms of COVID-19 to the SSU Health Team. We have four different ways you can submit a report, depending on your access to each:

1. Aviso (For Faculty and Staff Only)

- [Login to Aviso](#) using your Shawnee email address and email password
- Create an alert by clicking one of the following:
- Send Alert button on My Dashboard
- Student tab, looking up an individual student, and then clicking the alert link on the student's profile
- Courses tab, clicking on the course that the student is registered for, click the checkbox by the 'student's name, and then click Alert at the top of the page.
- Click the drop down under Alert Reason once you've opened the Send Alert page and choose COVID Screening/Testing Needed for Potential Infection.
- Type any pertinent information in the Message box and click Send.



2. COVID-19 Reporting Form (Students, Faculty and Staff)

- Complete the [COVID-19 Incident Form](#) to report possible COVID-19 cases or noncompliance.

3. Email

- Address your email to COVID19@shawnee.edu. Each referral should include the 'person's name, SSU ID, phone, and the circumstances if you know them.

4. Health Line

- Contact a member of the SSU Health Team via the Health Line 24/7 at 740.351.3276



Quarantining

Travel Advisory and Quarantine Requirements

Per the Governor of Ohio and the CDC, a [travel advisory is in place for students traveling from other countries and from states with significant rates of transmission for COVID-19](#). Students who fall into this category will be required to observe a 14-day quarantine. Before the start of the semester, students will be given the option of quarantining at home or arriving early on campus and quarantining for the 14-days. If the student chooses to quarantine at home, a COVID-19 test may be required upon arrival.

Before Arrival:

University Housing Residents must supply a face mask and thermometer to be used throughout the semester. University Housing Residents will be required to schedule a move-in time with the Residence Life staff through MySSU.

During 14 Day Traveler Quarantine (University Housing):

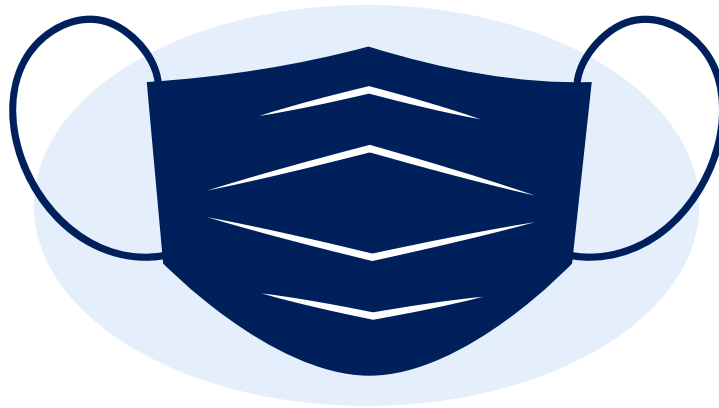
If necessary, housing residents will be placed in a temporary quarantine space.

- Residents in quarantine will need to remain in their apartment upon their arrival at the residence hall for 14 days. The resident must not be in public or otherwise leave their assigned room.
- Residents in quarantine cannot participate in any in-person programs, activities, or [Weekend of Welcome](#) events during the 14-day quarantine. There will be virtual events for students to participate in during Weekend of Welcome.
- Residents should follow hygiene and cleaning best practices and frequently disinfect commonly touched surfaces like bathrooms, faucets, doorknobs, and light switches.
- If necessary, quarantined residents on the meal plan will have food delivered by Aladdin Dining Services. Residents can prepare food in their apartments or order delivery.
- Residents must perform daily health screening. This includes checking their temperature and recording health status.
- Should a resident develop a fever or other COVID-19 symptoms, they must immediately self-isolate and contact the SSU Health Team by calling the Health Line at 740.351.3276

If Feeling Ill or in Close Contact with Covid-19

During the semester students should contact the SSU Health Team immediately if one or more of the following concerns apply. If you experience any of these symptoms keep your faculty informed through email if you will not be in class.

- Have symptoms of COVID-19 (see list of symptoms on page 7)
- Have been in close contact (within 6 feet for 15 minutes or more) with someone who has tested positive for COVID-19
- Have been in close contact with someone who is symptomatic (patient under investigation) who has been tested for COVID-19 and is awaiting test results
- Are symptomatic and been tested for COVID-19 at a location other than Student Health Services and are awaiting results or have been told the test was positive
- Have traveled internationally or to a high-risk area domestically
- Have any other COVID-19 medical questions



Symptoms of COVID-19

Symptoms of COVID-19

- Fever 100.04 degrees F or higher and/or chills or feeling hot (if no thermometer available)
- Sore throat
- New cough not related to a chronic condition
- Runny/stuffy nose/nasal congestion (not associated with allergies or relieved by antihistamines)
- Difficulty breathing, shortness of breath
- Diarrhea with or without respiratory symptoms
- Nausea and/or vomiting
- Headache unrelated to a chronic condition
- Fatigue
- Muscle aches
- Loss of sense of taste or smell
- New foot sores (COVID-19 toes)
- New rash

While in quarantine, students will be issued a university-excused absence paperwork, expected to make up all coursework and receive food delivery from Aladdin Food Service.

Services Offered to Students

Student Health Clinic

The SSU Health Clinic is located in Hatcher Hall at 1101 4th Street, Portsmouth, Ohio. The SSU Health Team may be reached by email at COVID19@shawnee.edu or by phone at 740-351-3276. The SSU Health Clinic provides a range of basic health services both in-person and by telemedicine that are free to students. These services include COVID-19 screening and testing with results generally available within 24 hours. During a testing surge this time frame may be longer. Costs of testing may be fully covered by insurance or financial programs through King's Daughters Medical Center. For specific information on cost, contact your health insurance carrier or call the Health Clinic to discuss your situation. Services such as labs, shots, etc. will incur a charge.

Campus Counseling Services

Campus Counseling Services will provide virtual appointments for individual counseling and psychiatry for those physically located in Ohio or Kentucky. Crisis intervention and case management are available virtually to students in any geographic location. New or existing clients should email ssucounseling@shawnee.edu or call 740-351-3608 for an appointment. Anyone in a life-threatening situation should call 911.

Accessibility Services

Accessibility Services will provide virtual appointments. Schedule an appointment by visiting <https://calendly.com/mpatrick13>. Leave a voice message for the Accessibility Services Coordinator at 740-351-3106. Or, Monday through Friday between 8:00 am and 5:00 pm you may speak to the reception desk at 740-351-3608.

Student Life

We have offices on the second floor of the Morris University Center and are here for you, no matter what your needs may be. We can help connect you with services. Call the Dean of Students Office at 740-351-3392.

Virtual Meetings

For the health and safety of students and staff and promote physical distancing, the use of virtual tools (e.g., Zoom, Microsoft Teams, telephone) should be used to conduct as many appointments and meetings as possible.

In-Person Appointments & Meetings

In-person appointments or meetings are discouraged and will only be held in spaces that allow for six feet of distance between attendees. Face masks are required for in-person attendees. Students are expected to maintain a minimum of six feet from others while waiting to check-in or receive services.

Services Offered to Students *(continued)*

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Student Life events and programs may be delivered in-person, virtual, or hybrid (mix of in-person and virtual). Student events and meetings are highly encouraged to be offered using virtual platforms and tools if at all possible. If physical distancing is not possible for an event or meeting, virtual offerings must be provided. All student organizations on-campus, virtual, and off-campus events require approval by Student Life by submitted a request through the Presence software system {insert link} no later than ten days before the event date for consideration.

For an in-person event or meeting, attendance will be taken using [Presence](#).

Decisions on types and formats of event or meeting delivery should consider:

- Ability to maintain health and safety guidelines
 - Physical distancing
 - Appropriate use of space (entrances/exits, moderated entry process)
 - Use of face masks
 - Cleaning, disinfection and hand hygiene
 - Appropriate staffing to monitor and address:
 - Capacity (i.e., regulating entry and accounting for attendees who have exited to ensure capacity limits are not exceeded)
 - Event navigation (e.g., one-way traffic flow using separate entrances and exits where possible)
- Ability to achieve expected outcomes
- Ability to provide accessible offerings, including live captioning for online events

In-person Student Organization Meetings and Events Guidance

Student organizations are required to follow all University and Student Life space use guidelines. Student organizations are encouraged to follow federal, state and, local guidelines as well as adhere to university guidelines to determine which activities have lower or higher risks associated with them when planning meetings or events (e.g., singing in enclosed spaces has been found to increase the spread of COVID-19).

Catering/Food:

Although the provision of food/refreshments is a traditional method for attracting and engaging students in activities and programs, unless approved as essential and safe by Aladdin, food will not be permitted at on-campus events or off-campus events. Contact Nancy Gopelrud, Food Service Director at 740-351-3180, nancy.gopelrud@aladdinfood.com

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Off-site Programs:

Volunteer service programs, retreats, city engagement initiatives, socials, and all other events held in non-university venues must abide by federal, state, and local guidelines as well as adhere to university guidance and must have Student Life approval.

All residents arriving on campus must complete the following pre-arrival tasks:

1. Review and electronically sign “Our Pledge” on your MySSU.
2. After signing “Our Pledge,” please complete the Medical card in MySSU.
3. After completing both tasks above, please allow one full business day before logging into the Housing Portal beginning July 24 to schedule an appointment.

Housing and Residence Life

Housing Move-In Schedule & Procedures

A complete move-in schedule and new procedures for move-in are provided online at www.shawnee.edu/housing

- Masks are required for students and visitors.
- Students must sign up for a date/time to check-in. Consider signing up early as there will be limited time slots per hour and, when they are filled, you will need to select a different time. You should plan to arrive during your requested date/time.
- Failing to schedule a time or arriving on a different day/time than requested will result in not being allowed to check-in. You must arrive and check into your room assignment on your assigned day and during your assigned time.
- Students may bring up to two individuals to assist you during your drop-and-go appointment. These limitations are intended to reduce the number of individuals congregating in the residence halls. These individuals must adhere to masking requirements and other safety precautions as applicable.

If you have any questions regarding Move-In 2020, please contact Housing and Residence Life at housing2@shawnee.edu

Housing Changes for Fall

- Housing visitation will be limited to current SSU students
- RA programming will be moved to a virtual format

Dining Services

Bear's Den

A central part of student life is dining services provided in the Bears Den. We will offer full services for Fall Semester, with the following safety adjustments:

- Masks are required except when seated at a table eating and drinking.
- Students will be able to self-swipe their ID cards upon entering the dining hall.
- Students and guests will self-swipe for credit cards. Cash will be accepted, but card payments are preferred.
- Upon entering, guests will be handed a disposable cup and wrapped cutlery utensils.
- No one will be allowed to bring in their own cups.
- Students must use a new cup for drink refills.
- SSU dining employees will serve all food. Self-serve stations have been eliminated.
- Students will be able to dine in the dining room – physically distanced per health department guidelines.
- Students will be able to take out food as well.
- All plates and to-go boxes will be behind service lines.
- Students must follow posted directional signs.



James A. Rhodes Athletic Center (JARAC)

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The JARAC will remain open as long as we can continue to maintain a safe environment according to state and local guidelines. Students can expect the following adjustments:

- Limit number to a maximum of ten per location (Warsaw Aquatic Center, Student Rec., Waller Gymnasium, PAW, and Group Fitness Room).
- Must use the entrance by the WAC into the Front Desk Lobby Area
- SSU and Ohio Mask guidelines apply
- Temperature check upon entry
- Limited hours open throughout the day, M-F: 8-11, 1-4, 5-7 pm Until further notice
- Water fountains will be closed except for the automatic water filler.
- Come ready to the work-out locker room, and shower availability will be limited

Intramurals

Intramural programming begins after Labor Day.

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Student Success Center

The Student Success Center is the hub of academic advising, learning support, and student information on campus. Beginning with the fall 2020 term, we will offer the same services that our students rely upon. Some of these services, however, will be provided with increased social distancing, or remotely. Masks are required by all students who are in the Student Success Center. Students are asked to follow the identified traffic pattern to enter and exit the area to help us decrease congestion. The main entrance of the Student Success Center will serve as the entrance, and the exit will be through the Tutoring Lab.

Advising:

The academic advisors are available to support you on your educational journey. The majority of advisors will be available remotely by phone, videoconference, or email. Some face-to-face advising appointments may be offered, depending on each advisor’s work arrangements.

Tutoring and Supplemental Instruction:

Tutoring services will be offered remotely during the semester.

Computer Access:

Computer labs will be open for student use with some modifications. The number of computers will be limited. To offer more computer access, the testing lab will be available for general student use when not in use for testing. All computer stations will be sanitized after each use.

Study Tables:

The Student Success Center remains your go-to place for studying. For safety purposes, tables will be limited to one student. The tutoring lab will be made available for additional seating for studying.

Make-up Testing:

Make-up testing will be by appointment only to ensure that social distancing can be maintained.



Clark Memorial Library

Clark Memorial Library will limit seating to ensure social distancing. Other safety measures are in place, such as providing cleaning supplies for students to clean work areas and other social distancing guidance. We encourage students to use our text, chat, phone, and email services for socially distanced research assistance and other questions. You also can request a Zoom research appointment with a librarian using the “Schedule a Research Appointment” link on the library homepage.

Please see the library homepage for contact information and other information about the library:

<https://library.shawnee.edu>



Morris University Center

The Morris University Center will remain open with guidelines to maintain a safe environment according to state and local guidelines.

- Limit number to a maximum of 12 per lobby area location.
 - Limit number to a maximum of eight in the Game Room.
 - Must maintain six feet of distance in the building.
 - Must use the Bear card to swipe into the building.
 - SSU and Ohio Mask guidelines apply.
 - Temperature check upon entry for outside visitors.
 - Limited hours open throughout day, M, W, F: 7:30 a.m. - 8 p.m., T, Th: 8:00 a.m. - 8:00 p.m, until further notice
 - Water fountains will be closed except for the automatic water filler.
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Make Your Own Mask

