



HOLY CROSS COLLEGE
at Notre Dame, Indiana

COVID-19 Protocols & Regulations





Welcome back Holy Cross College community!

The Officers of Holy Cross College have met regularly and consulted with public health officials, research scientists, contagious disease specialists and our tri-campus partners the University of Notre Dame and Saint Mary's College in light of the continuing specter of the COVID-19 virus. Though we are learning much more about the virus, its mutations, etc., we must still be ever vigilant in order to ensure the safety of all members of the College community. The wellbeing of all members of our community is our highest priority.

We are forging ahead with a plan of action in the following pages that will keep our family safe, secure, and together once again. With a commitment from our students, faculty and staff to follow specific guidelines and protocols this fall, I believe we will have a successful 2020-2021 school year and overcome this difficult moment in time with true grit and dedication to the Holy Cross tradition.

In accordance with widely agreed upon research in the medical community, the College will implement robust testing, contact tracing, isolation, and quarantine protocols to minimize risk.

Our Holy Cross College community is close knit and we pride ourselves on our dedication to hard work, diligence, and perseverance. We have a strong sense of the common good and live that with a profound hope rooted in a vibrant faith in a loving God.

Let us all join together with our tri-campus partners the University of Notre Dame and Saint Mary's College to overcome all challenges and create a community that facilitates the life of the mind, the heart, and the spirit.

In Holy Cross,

Rev. David T. Tyson, C.S.C.

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Daily Protocols



Daily health check

All members of the Holy Cross College community (students, faculty and staff) should conduct a daily health check by taking their temperature and assessing symptoms.

You will be sent a daily text message (or email if you do not have a cellphone) with a link for filling out your daily health survey. Information collected will be shared with the health clinic to identify those individuals that need assistance. The health survey will give you immediate feedback on if you should stay home or continue to campus.

If you have a temperature or any of the Center for Disease Control and Prevention (CDC) symptoms associated with COVID-19 (that can be found at the CDC website www.cdc.gov/coronavirus), faculty and staff are to contact your healthcare provider and students should contact the student health services office at 574-239-1067. More information about the Health Center can be found at <https://www.hcc-nd.edu/student-health/>.

Contact tracing and support

A special contact tracing and support team of eight individuals will receive Johns Hopkins contact tracing training. Led by Tom DeHorn, Director of Counseling and Health, they will act as “case managers” for students who require quarantine or are in supportive isolation. Team members will perform daily calls with these students to ensure needs are met, such as meals and any prescriptions.

Testing

Pre-testing will happen through Saint Joseph Health Systems. Testing is available on campus if a student becomes symptomatic or has been in very close contact with someone who has tested positive.

Isolation areas

Rooms have been set aside for isolation when needed. Those areas will receive electrostatic spraying and all sheets and linens will be changed regularly.



General Interaction Guidelines

Practice physical distancing

- Stay at least six feet (about two arms' length) from other people
- Do not gather in groups
- Stay out of crowded spaces and avoid mass gatherings

Wear a mask

Cloth masks have been found to be an effective tool to protect against the spread of the COVID-19 virus, especially by asymptomatic individuals. All students, faculty, and staff are required to wear face coverings at all times when they are, or may be, in the presence of other individuals, except when alone in a private room (office, residence hall room) or in a private vehicle.

Please wash or sanitize your hands prior to handling your mask and wash your cloth mask after each daily use.

Reception spaces

Masks are required in all reception areas along with physical distancing of six feet between people.

Sanitizing

Wash hands often with soap and water for 20 seconds. Use alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. Wash/sanitize hands frequently, including when entering common areas, and while using shared workspaces.

All classrooms, residence hall entrances, main entrances, and common areas (Ave Brew, student union, Driscoll,) have touch-free sanitizing stands available. Bottles of hand sanitizer are available in conference rooms and offices. Public restrooms, common spaces including the Pfeil lobby, student union, Ave Brew and Driscoll Auditorium are cleaned twice a day.

The College has invested in an electrostatic sprayer to disinfect large spaces and will use higher rated filters for the centrally heated/cooled buildings. Special attention will be given to high touch points. Please apply hand sanitizer before using IT equipment that is provided at both print stations and computer areas. Remember to sanitize hands after using the equipment as well.

General Interaction Guidelines



Clean work areas

Wipe down commonly used surfaces in personal and shared spaces such as keypads, coffee makers, printers, anything with a handle, and phones multiple times throughout the workday.

The College is providing sanitizing wipes and spray for high-traffic areas such as counseling office, advisor office, financial aid offices, communion areas, and IT offices, and is encouraging everyone to wipe down their workstations daily.

Hallways, entry/exits, and restrooms

When moving through the hallways and stairwells, walk on the right, wearing masks, and refrain from congregating.

When possible, enter on the right and exit on the left where there are two sets of double doors. At single doors, we encourage entering on the right and exiting on the left.

For multi-use bathrooms, no more than two people in a restroom at a time.

When using the elevators, masks are required with a maximum of two occupants.



Residence Halls

Residence halls and dorm rooms

As we begin the semester, caution must continue to direct our behaviors and interactions. Although Holy Cross is hopeful to relax some guidelines over the course of the semester, it has been determined that one important measure will be the understanding that each residential dorm room is its own household.

At this time, households will not be able to host any guests in their rooms, even guests from the same hall.

Although in the past it has been an important aspect of our residence hall communities to share our rooms with others, safe interaction is just not possible in the dorm rooms and apartments. Visiting and fellowship will need to take place in common spaces, lounges, outdoors, and other spaces designated for gathering. While in their own rooms, students do not need to wear masks and will not need to practice physical distancing with roommates. However, in all other spaces it will be necessary to include these important safety measures. Limiting residential rooms to only those that are assigned to that room also applies to those living at University Edge.

Welcome Weekend and hall meetings during the first week of classes will provide opportunities for further explanation of these expectations

Bathrooms

Students are asked to only use restroom of the hall/floor/section they live in and are should limit occupancy to two persons at a time.

Common spaces

Dorm specific common spaces will remain open to all with sanitizing materials available. Physical distancing and masks are required. These spaces are sanitized frequently by housekeeping staff.

Laundry rooms

Limited occupancy is encouraged in designated laundry rooms along with wearing masks and staying physically distanced.



Siegfried Dining Hall

Dining regulations and protocols

The dining hall staff will undergo daily health screenings, masks are required, hand sanitizer will be used by all servers, and all food areas will receive daily extensive sanitizing.

Stanchions will be placed in the serving area to direct diners along with markings placed on the floor for physical distancing.

Self-serving stations are removed with all food being served by staff. To-go options are available during lunch only and serving hours are extended from 11:45 a.m. till 1:00 p.m. Masks are required in the dining hall except when eating, physical distance markers are posted on the floors and need to be followed, and plexiglass dividers are on each table.

Hand sanitizer stations are available in the dining hall and a tent will be available for outdoor eating.

Classrooms and Academics



Classrooms

Masks are required in the classroom by students and faculty. The average class size is 19 students. Student seating will be arranged to maximize physical distancing – please do not move furniture from its specially placed location. Floors will be marked with physical distancing signage.

Sanitizing protocols

The College is providing wipes or spray bottles with paper towels in classrooms to wipe down spaces.

Office hours

Adjunct faculty members will hold office hours via Microsoft Teams – there should never be two adjunct faculty members sharing a cubical at a time. Disinfecting wipes are available to wipe down all surfaces upon completion of meetings.

Faculty with offices will hold office hours in their office maintaining physical distance or be available via Microsoft Teams.

Labs

Lab sessions will be split over two weeks – group A does a full lab and group B does online work then the groups will switch positions.

Chemistry and physics labs have a maximum capacity of 18 and biology labs have a maximum capacity of 12.

All chemistry and biology students are required to wear disposable masks and students will wear a mask plus face shield when working with partners. Lab coats, glasses, and face shields will be assigned to students.

Campus Ministry



St. Joseph Chapel

Campus Ministry will follow Chapel guidelines in line with the protocols set forth by the Diocese of Fort Wayne-South Bend found at <https://fwsbhealth.weebly.com/>. We are sitting one person per pew placed on the opposite side of every pew with sticker indications marked on the pew.

All Masses are closed to the general public. Masses for the Village are 10:00 a.m. Sunday and 5:00 p.m. weekdays and are not open to the public or students.

Mass is available for the Holy Cross community Monday through Friday, at 12:25 p.m. and on Sunday at 7:30 p.m.

The side chapel is open for private prayer and devotion with physical distancing enforced. Doors to James Hall and other side doors will be propped open.

Gatherings

Small events will continue with physical distancing.



Pfeil Center

Masks are required in the Pfeil Center at all times, even during workouts. Open to the tri-campus community only. Since the Pfeil Center has multiple uses, the entrance doors on the left are for individuals using the building for recreational purposes and will receive a brief health check upon entrance. Entrance doors on the right are for athletics staff and students and faculty attending classes.

Student workers

The student-worker check in station is moved to the center lobby positioned directly in front of the main entrance. Workers will record all those entering and exiting the Pfeil Center on a ledger. An additional Pfeil Center worker will be employed to regularly sanitize workout areas regularly and assist those in need.

Sanitation

Sanitization wipes and spray bottles are placed at equipment areas and guests are instructed to wipe down equipment after each use. Pfeil Center workers will sanitize high traffic equipment areas every half hour. The College will electrostatic spray the facility twice a week and clean the bathrooms twice a day.

Activity guidelines

McKenna arena is open to only student-athletes. The water fountains are turned off and guests will be instructed to bring their own hydration.

Teams will schedule the weight room and it will be reserved for their use only at that time. Scheduled use times will be posted to allow students, faculty, and staff information on when the weight room is available.

The track area is closed to walkers and runners and will be utilized to provide additional spacing to equipment areas.

The cardio exercise room machines are spaced 12 feet apart with the east side of the track providing any extra space needed. The machine weights area machines are spaced 12 feet apart with the west side of the track providing any extra space needed.



Campus Activities

Masks are required at all gatherings.

Student activities

Standard meetings such as executive, programming, and senate meetings will happen in rooms that allow for physical distancing.

Small activities

The College is dedicated to continuing community building with small gatherings on campus in areas such as Ave Brew that allow for physical distancing with masks worn at all times. Sanitizing is required after each event.

We will work with community partners where appropriate to hold events on campus and use outdoor options as much as possible.

Tents

Tents will be available throughout the Fall semester to allow classes, dining, and other activities to happen outdoors throughout the semester when weather permits.

Public student workstations and study areas

Keyboard covers are on all public student computers and faculty cubicle computers. Dividers are placed in computer areas in the McKenna Library, Driscoll Lounge, and computer classrooms. Sanitizing wipes are available to clean print stations and copiers. Using hand sanitizer is recommended after use of machinery.

Administrative offices and business office

Anyone needing to schedule appointments with members of the president's office, administrative wing and business office should make an appointment using the bookings link located in the senders email signature.

Visitors to Campus



Guests

All guests are asked to complete screening questions, wear masks on campus and follow physical distancing requirements.

Tours

Admission tours are with one household unit per tour. Conversations with families will happen in larger conference areas. All guests will be met outside with a member from the admission staff and required to do a health check. Only prospective students are invited into residence hall rooms.

Meetings

Outside meetings are recommended to happen virtually whenever possible and any visitors will be required to sign in and complete a health check.

McKenna Library



Masks are required in the McKenna Library at all times.

Circulation

The checkout area has plexiglass around the front desk. All surfaces are regularly wiped down and all visitors must wear a mask. Only staff and student workers are allowed in the circulation workroom and access to the workroom is from one door only. The supervisor's desk has a plexiglass barrier.

A plastic tub inside the book drop with snap on lid is available for returns. The tub will remain quarantined for 72 hours before items are checked in and returned to the shelves.

It will not be possible at this time to place books or other printed material on reserve for classes.

Physical space of library

We are practicing contactless entry and exit by leaving push plate accessible doors open at all times. All areas are wiped down regularly.

Faculty are asked to not have assignments designed to make their students browse one area of the collection to eliminate many hands on few books, or give the staff advance notice allowing them to provide gloves for quick browsing and copying.

Computers have pull-out plexiglass dividers and upstairs carrels are arranged to maximize physical distancing.

Plexiglass dividers are available for study tables.

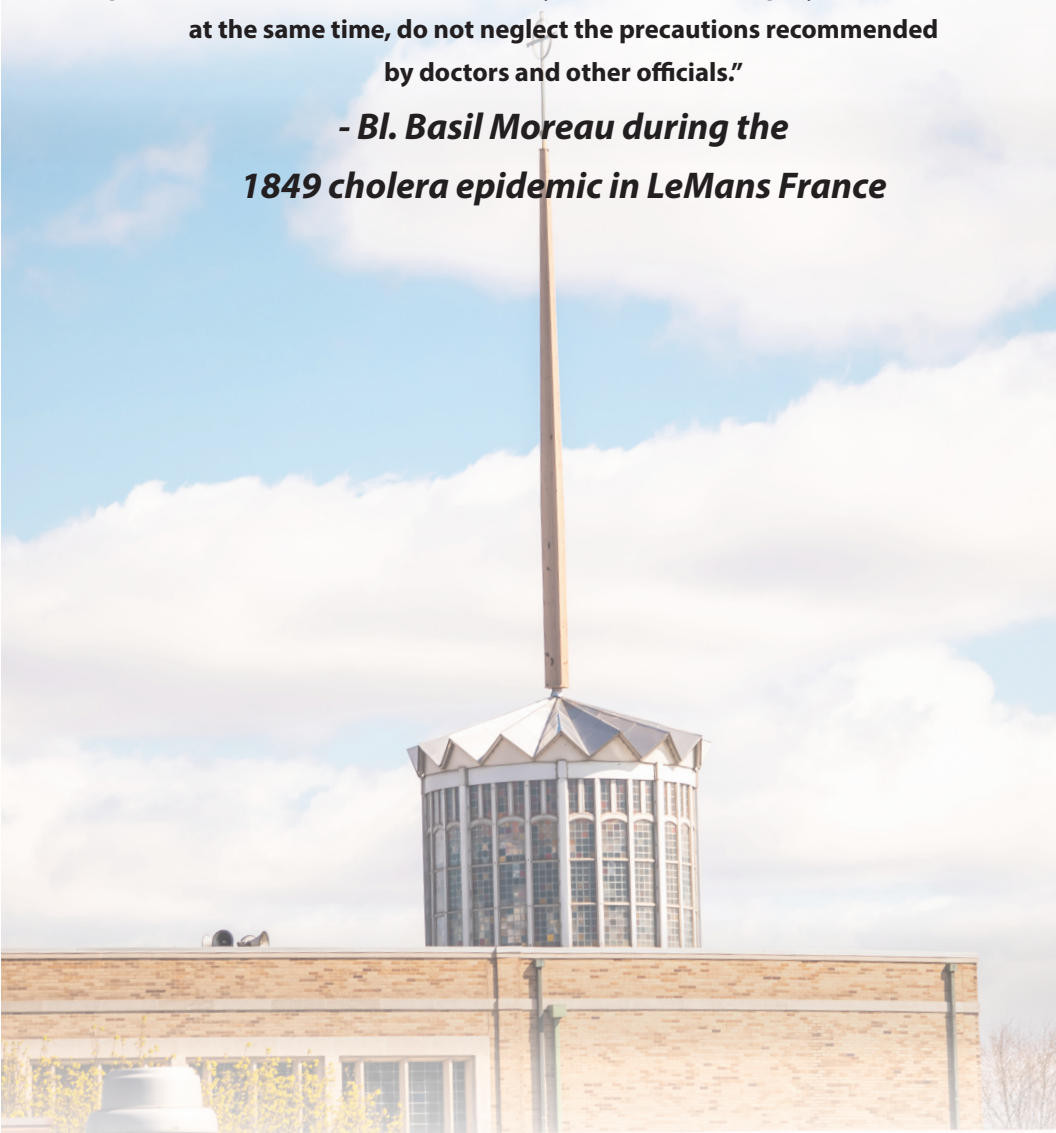
Regular wipe down procedures/times at all workstations, carrels, study tables and the circulation desk are scheduled. Sanitation stations are available on each level allowing students to wipe down an area before they use it.

Gloves are available when touching quarantined materials and for student use when browsing a small subset of the collection.

High risk students are allowed to request material be pulled for them and placed on reserve. All staff are required to wear personal protective equipment during this process. Library staff will coordinate with the care team for students ill or in quarantine to make sure they have materials they need.

“Prayer is like a health zone which we must set up around our homes and schools. Moreover, it can heal souls. It is this spirit of prayer which gives me confidence that the plague will spare Holy Cross, which is so visibly under the protection of Divine Providence. Put your confidence in prayer, therefore, but at the same time, do not neglect the precautions recommended by doctors and other officials.”

**- Bl. Basil Moreau during the
1849 cholera epidemic in LeMans France**



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