

MARS  HILL
UNIVERSITY ¹⁸⁵⁶



**RETURN TO CAMPUS GUIDE
FOR STUDENTS**

2020



RETURN TO CAMPUS GUIDE FOR STUDENTS

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RETURNING TO CAMPUS

The following guidance is provided for all Mars Hill University residential and commuter students as we plan for everyone's return to campus. Students are expected to become familiar with this guidance and adhere to its policies. MHU continues to assess campus needs in an effort to maintain the health and safety of our community. We will continue to communicate updates as they occur.

Please carefully review the following guidelines for your safety.

MHU has adopted the following policy in response to Centers for Disease Control (CDC) and local health agency recommendations:

- ▶ You will be required to use a face masks (worn properly), when in public spaces or in close proximity with another individual.
- ▶ In addition to the use of a face mask, you will be required to remain socially distant (at least six feet) from any other person whenever possible.
- ▶ At the beginning of your day, prior to leaving your residence hall room or coming onto campus, you are responsible for self-reporting temperature and symptom screening results through the ***symptom assessment app***. (Information about the ***symptom assessment app***, temperature screening process, and locations will be provided.)
- ▶ If you are sick, stay home and contact the Student Health Center via phone (828-689-1243) for further instruction.
- ▶ Cough or sneeze into a tissue or elbow, not your hands.
- ▶ Wash your hands with soap and water frequently, for at least 20 seconds. If soap and water are not available, use hand sanitizer.
- ▶ Clean and disinfect surfaces regularly.

NOTE TO HIGH-RISK STUDENTS

As you plan for your return to campus, please know that Mars Hill University cares for all of its students. If you have concerns about how you can complete your courses this academic year or how you may help mitigate risk, we encourage you to reach out to Judith Harris, Disability Services Coordinator (judith_harris@mhu.edu), to plan for accommodations that will help you have a successful semester.

THE SYMPTOMS OF COVID-19

The CDC is the most reliable and up-to date source for information regarding symptoms. A link to the CDC site is provided here <https://www.cdc.gov/>.

Symptoms of COVID-19 include a combination of at least two of these ailments:

- ▶ Fever of 100.4 or higher
- ▶ Cough
- ▶ Shortness of breath
- ▶ New loss of taste or smell
- ▶ Muscle pain
- ▶ Headache
- ▶ Sore throat
- ▶ Chills
- ▶ Repeated shaking with chills
- ▶ Fatigue
- ▶ New gastro-intestinal (GI) symptoms



CORONAVIRUS DISEASE 2019
(COVID-19)

Patients with COVID-19 have reportedly had mild to severe respiratory illness. Symptoms can include

- Fever
- Cough
- Shortness of breath

*Symptoms may appear 2-14 days after exposure.

Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

cdc.gov/COVID19-symptoms

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ASSESSMENT

1) Daily Self-Assessment

- ▶ Conduct a daily self-assessment of temperature and symptoms before leaving your home, room, or apartment. Log the information into the ***symptom assessment app.***
- ▶ Contact the Student Health Center at 828-689-1243 if you experience any of the symptoms above or feel ill. Please call first and someone there will perform an initial assessment over the phone.
- ▶ Call 911 if you feel extremely ill.

2) Development of Symptoms

If you begin experiencing any of the symptoms above at any point, self-isolate and contact medical help immediately.

- ▷ 8 a.m. until 7 p.m.: MHU Student Health Center, Nash Hall, 689-1243 (contact initially by phone)
- ▷ 7 to 9 p.m.: Mercy Urgent Care, 1201 Patton Avenue, Asheville, 828-210-2121
- ▷ After 9 p.m.: Mission Health Emergency Room, 509 Biltmore Ave, Asheville, 828-213-1111
- ▷ Any time, if symptoms are severe: **911**

3) Notification

- ▶ If you begin experiencing any of the symptoms listed above, notify Stephanie Shelton and the Student Health Center at 828-689-1243, and they will determine what steps to take next.
- ▶ If at any point, you exhibit COVID-19 symptoms, have a positive test, or know you have been directly exposed to a person with active COVID-19, you will be required to self-isolate until cleared by a medical professional.
- ▶ The university also reserves the right to require you to:
 - ▷ leave campus and go to your permanent residence, or
 - ▷ remain in isolation in Carter-Humphrey Guest House rather than your residence hall, or
 - ▷ isolate with your entire residence hall floor (depending on the type of housing in your residence hall).
- ▶ In the event of isolation, the university staff have a plan to deliver food and regularly check on you until you are cleared by a medical professional, and faculty will work with students through their academic concerns.
- ▶ The possibility of isolation should not deter you from contacting the Student Health Center if symptoms become apparent, as the university is committed to helping you work through this possible temporary setback. For academic support, please contact the Center for Student Success.
- ▶ You must comply with the COVID-19 planning that is required of you.

PRIOR TO RETURN

Before returning to campus, you must:

- ▶ Complete COVID-19 online training modules and successfully complete accompanying assessment which was sent to your MHU email. Please watch your email for further communication on this training and other steps that may need to be taken before your return to campus.
- ▶ Complete all necessary paperwork prior to arrival. Check your Self-Service account if you have questions about incomplete components. Contact your admissions counselor (if you are a new student) or the appropriate office (if you are a continuing student).
- ▶ Bring with you several personal masks, which may be laundered and reused. The university recommends that you purchase and use seven masks, and launder once a week. Masks will be required for any personal contact on campus. If you find yourself without a mask on a temporary basis, a limited number of disposable masks are available. Contact Campus Security at 828-689-1230/828-206-1230.

AT CHECK-IN

When you come to the university for check-in, you will be provided with a **Welcome Kit** containing:

- ▷ a thermometer,
- ▷ a bottle of hand sanitizer,
- ▷ a cloth mask, and
- ▷ instructions for proper use of these materials.

You will also receive instructions on downloading and using the **symptom assessment app**. This free app will be necessary to track your temperature and any symptoms you may develop as the semester progresses.

ONCE ON CAMPUS

Once you have returned to campus, you must follow the Centers for Disease Control (CDC) recommendations to stop the spread of germs.

1) Contact with Others

- ▶ Avoid close contact with others, if at all possible.
- ▶ Use phone calls or video chats as best practice to contact others. If you need to speak in-person, be sure to contact that person first so they can be prepared for your visit.
- ▶ Adhere to posted room limits for common area spaces (bathrooms, lobbies, etc.).

2) Social Distancing

- ▶ Use appropriate social distancing of six feet whenever and wherever possible.
- ▶ Adhere to special precautionary measures, room capacity limits, and directional signs for all restrooms and other commons areas to allow for social distancing.

3) Mask usage

- ▶ Proudly wear a mask on campus.
- ▶ Wear disposable masks for a maximum of one day before disposing of them. If you find yourself without a mask on a temporary basis, a limited number of disposable masks are available by calling Campus Security 828-689-1230/828-206-1230.



- ▶ Wear cloth masks for a maximum of one day before laundering. The university recommends that you purchase seven or more reusable masks which may be laundered once a week.
- ▶ Remember that laundering is always the best way to ensure a sanitary mask. But as a last resort, masks may be sanitized by:
 - ▷ drying for 15 to 20 minutes in a high-heat dryer,
 - ▷ hand washing, or
 - ▷ boiling for five minutes and allowing the cloth to dry before use.
- ▶ Keep a mask with you at all times, even when outdoors or alone, so that it can easily be slipped on when you encounter others.
- ▶ Wear a mask at all times in common areas such as bathrooms, lounges, etc., and in public spaces such as classroom buildings, the library, etc.

4) Coughs/Sneezes

Cover your cough or sneeze with tissue (or into your elbow), then discard the tissue in the trash and wash your hands. Avoid touching your eyes, nose, and mouth until you have washed your hands.

5) Hand Washing/Sanitizing

- ▶ Wash your hands frequently with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- ▶ Sanitize your hands before and after touching common use surfaces, such as elevators, handrails, doorknobs, etc. Facilities will be helping to monitor and replace cleaning items in public spaces.



6) Common-Use Surfaces

Use paper towels or gloves to prevent contact with common-use surfaces whenever possible. Clean and disinfect frequently touched objects and surfaces.

7) Elevators and elevator capacity

- ▶ Limit elevator usage to one person at a time. An exception to this rule will be made for family groups during move-in and at the end of the semester when halls close.
- ▶ Give priority for elevator usage to those who need it for accommodations.
- ▶ Sanitize or wash hands before and after elevator usage and wear a mask while riding the elevator.

8) Building Access

There are no building restrictions, but you are encouraged to remain in your own buildings as much as possible and limit visits to other campus buildings.

YOUR LIVING SPACE

Your living space should provide you with at least six feet (appropriate social distancing) between yourself and others. In common areas, such as the laundry room or lobby, a mask should be worn. You must wear a face covering in any indoor spaces (except when in your own residence hall room, while eating, and other specifically designated areas/circumstances). All community members are encouraged to remain in their own buildings as much as possible and limit visits to other campus buildings.

Please adhere to the following guidelines in all common areas of the residence halls (laundry room, bathrooms, lobby, community bathrooms, etc.)

- ▶ Wear a mask.
- ▶ Wear shoes of some kind.
- ▶ Wash your hands frequently throughout the day, and especially:
 - ▷ after using the restroom,
 - ▷ after touching any high-touch surface, or
 - ▷ after returning from class or the dining hall.
- ▶ Remember that no more than three (3) to six (6) people should be present in any room at one time (check signs for room capacity limits).
- ▶ Be aware of social distancing (six feet or more) if you enter a room with others present.
- ▶ Clean surfaces around you with sanitizing wipes or other cleaning supplies before and after use, for the protection of yourself and others. Contact your Resident Assistant (RA), Facilities, or Student Life, to obtain cleaning supplies if you do not have them.



- ▶ Discuss expectations for room capacity guidelines with your roommate.
 - ▷ No more than six (6) people, including the residents, should be in any apartment at one time.
 - ▷ No more than three (3) people, including the residents, should be in any community-style or suite-style room.
- ▶ Set a timer and gather laundry when it is finished from the wash or dry cycle. Please do not stay in the area and wait for laundry to finish.
- ▶ Use the bathroom on your residence hall floor whenever possible. If you are visiting a friend, use the bathroom on the same floor as your friend's room.
- ▶ When possible, leave a stall or sink between you and others in the bathroom.
- ▶ Be aware that outside visitors (non-residential students or non-essential employees) will not be permitted in on-campus housing.
- ▶ Remind on-campus visitors to residential spaces that they must wash their hands upon arrival.
- ▶ Clean your living areas regularly. Expectations for cleanliness will be higher than normal and you are personally responsible for a clean living space.

YOUR ACADEMIC EXPERIENCE

Classrooms will operate at reduced capacity and social distancing will be in place. Continued use of electronic communication modes is recommended. Students may be expected to wear a mask; however this may be determined and adjusted based on CDC, state, and regional guidance throughout the semester.

Classrooms and common areas of academic buildings will be cleaned daily by facilities staff and high-touch areas will be cleaned throughout the day.

1) Classroom

When you go to class, you must:

- ▶ Sanitize your personal area before and after each class, for your own protection and for the protection of others. Cleaning supplies will be available in the classroom for this purpose.
- ▶ Wear a mask. The instructor has the right to ask students to leave class if they do not.
- ▶ Be aware that faculty members are required to wear masks whenever maintaining appropriate social distancing is not possible. Students who wish to report a failure to comply with this guideline may do so on the community accountability form at: www.mhu.edu/accountability-form
- ▶ Refrain from eating and drinking in classroom areas.

2) Moodle

Beginning Fall 2020, Moodle will be used for all courses

3) Block Schedule

You should be aware that:

- ▶ Each semester will be divided into two seven-week blocks.
- ▶ Most courses will be taught on a Monday/Wednesday/Friday (MWF) schedule or a Tuesday/Thursday (TR) schedule, in one of the two blocks. However, some courses will span across both blocks, either face-to-face or in an online format.
- ▶ In each block, MWF classes will meet for 100 minutes per day, and TR classes will meet for 150 minutes.
- ▶ Each instructor will determine how to use the instructional time. The entire class period will not necessarily be spent physically together in the instructional space.

4) Academic Calendar

The fall 2020 semester will begin on Monday, August 17, with a virtual advising day, followed by the first day of classes on Tuesday, August 18. ***All courses will meet online until the first day of in-person classes on September 8.*** The semester end date of November 23 is earlier than usual, but there will be no fall break this year.

Midterm grades for the fall semester will be due September 15 and the last day to withdraw from a class has been extended to September 18. AGS courses will follow the same calendar.

The spring 2021 semester will mirror the fall semester and include a fully online “J-term,” from Wednesday, January 6—Tuesday, January 26. Regular classes will begin on Tuesday, February 2, and the spring semester will end on May 7. There will be no spring break.

The academic year will consist of five blocks:

- ▶ Fall Block 1: Tuesday, August 18–Monday, October 5
- ▶ Fall Block 2: Tuesday, October 6–Monday, November 23
- ▶ Online J-term (January term, optional): Wednesday, January 6–Tuesday, January 26
- ▶ Spring Block 1: Tuesday, February 2–Friday, March 19
- ▶ Spring Block 2: Monday, March 22–Friday May 7

5) Additional Services

- ▶ Access faculty office hours through virtual means if at all possible. If an in-person meeting is necessary, please contact the faculty member before visiting the office so that he/she is able to prepare for an in-person meeting.
- ▶ Obtain supplemental instruction through the Writing Center and the Math Center virtually, if possible. In-person services are also available if necessary.





OUTSIDE THE CLASSROOM

You are part of a community that will need to follow CDC guidelines to limit exposure to and the spread of COVID-19 on campus and in the Mars Hill community—particularly to high-risk members of the population. The success of this semester is dependent on our efforts to protect our community and to flatten the curve.

1) Clubs/Organizations

Clubs and organizations may continue to recruit and hold meetings under these recommendations:

- ▶ Plan activities outside or virtually, if possible;
- ▶ For any in-person meetings, follow CDC guidelines on social distancing and acceptable room capacity (note room capacity limits on signage);
- ▶ Assign one person to make sure any space used for an in-person meeting is cleaned prior to, and after, the meeting.

2) On-Campus Programming

The university will offer programming and events with consideration for the safety and health of the campus community. Keep an eye out for more information coming from the Office of Campus Engagement & Leadership. Check the campus calendar for events and locations at www.mhu.edu/events.

3) Socializing

In order to minimize risk for exposure you are encouraged to limit socializing and person-to-person contacts to a small group of people (roommates, classmates with the same schedule, teammates, etc.).

4) Taylor Fitness Center

Taylor Fitness Center is limited to university students, faculty, and staff. You may be asked to wait to use the facility in order to adhere to room capacity limits.

The reopening and operation of the fitness center will be facilitated by these goals: Minimizing COVID-19 exposure by implementing appropriate screening measures; Minimizing the risk of spread through mitigation measures (facility capacity limits, equipment access, and schedule and usage); Recognizing everyone's role in minimizing risk through education and encouraging all members and staff to take all actions possible to avoid spreading the virus; Minimizing exposure risk by implementing enhanced, evidence-based cleaning and sanitation practices.

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid touching your eyes, nose, and mouth.



[cdc.gov/COVID19](https://www.cdc.gov/COVID19)

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In using the fitness center, you will be encouraged to:

- ▶ practice good gym hygiene, including:
 - ▷ wiping down equipment before and after use,
 - ▷ washing hands throughout your workout as needed,
 - ▷ practicing social distancing, and
 - ▷ using protective equipment as required/instructed.
- ▶ comply with updated policies and guidelines.
- ▶ be aware that lack of compliance to hygiene guidelines will be addressed by an employee of the facility. Repeat offenses may result in a failure to access the facility.

5) Renfro Library

- ▶ Wear a mask at all times, unless you are alone in a study room.
- ▶ Make use of the self hand-sanitizing stations, which will be available in the lobby and throughout the facility.
- ▶ Be aware that you may be asked to wait to use the facility in order to adhere to room capacity limits.
- ▶ Adhere to floor patterns and social distancing guidelines, as evident throughout the building on floor markings.
- ▶ Refrain from gathering in groups, or moving chairs to be closer to others in the library.

- ▶ Wipe down the space you are using before and after use, for your own protection and for the protection of others. Sanitizing materials will be provided.
- ▶ Access research assistance in person, through a plastic glass shield; or by phone, email, or zoom 9 a.m.-5 p.m., M-F; and by phone, email, or Zoom 5 p.m.-9 p.m., Su-Th. Call the library at 828-689-1244. to learn more.

DINING

There is no current evidence of a link between transmission of COVID-19 and food or food packaging. However, you will see changes in our dining facility operations in order to best ensure compliance with social distancing recommendations. Seating in all dining spaces will be decreased by 50%. For that reason, you will be asked to leave the area as soon as you finish eating, so that others may have time to eat. Additional steps to help lower risk are:

- ▶ Keep your mask on except when you are eating/drinking.
- ▶ Sanitize or wash your hands before and after your meal.
- ▶ Refrain from sharing food or drinks.
- ▶ Adhere to directional signage in dining facility.
- ▶ Dine in your living space if you are not feeling well or if you have a high risk of severe illness from COVID-19. Please contact Dining Services for extra assistance (kfreshour@mhu.edu).

1) Pittman Dining Hall

Directional signage in Pittman Dining Hall will direct you to one side of the building or the other. Once you have chosen a line, you will also eat at a table on that side. (Left line = Left side seating /Right line = Right side seating). All guests will enter through the front door and exit through Redway Dining Room (right side) or Sams Dining Room hallway (left side).

Seating in Pittman will be reduced by 50%, so you will be asked to leave the area as soon as you eat. You may also choose the take-away option, and get your meal “to-go.”

2) The Lion’s Den

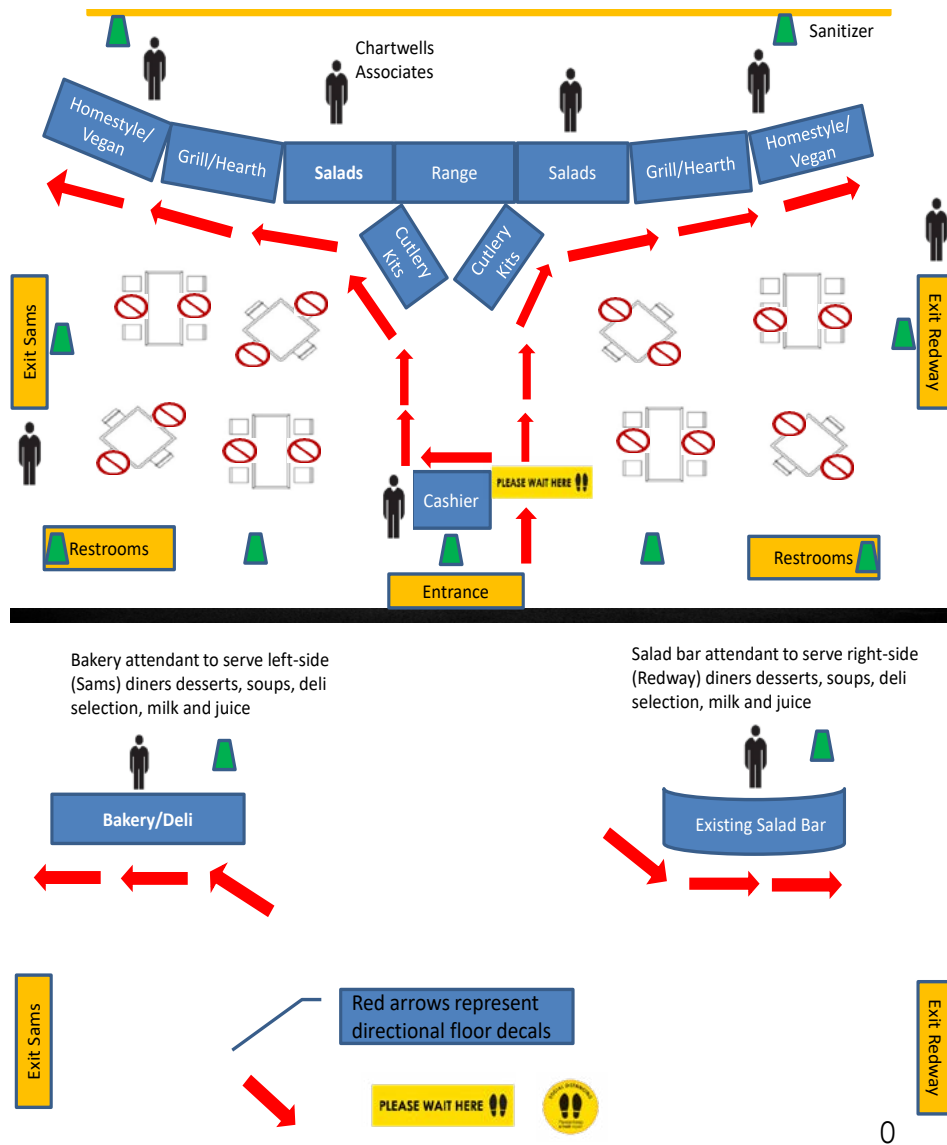
The Lion’s Den will offer carry-out service. All guests will enter through the patio doors from Athletic Street and exit through the double doors into the second-floor lobby of Wren.

3) Hilltop Café

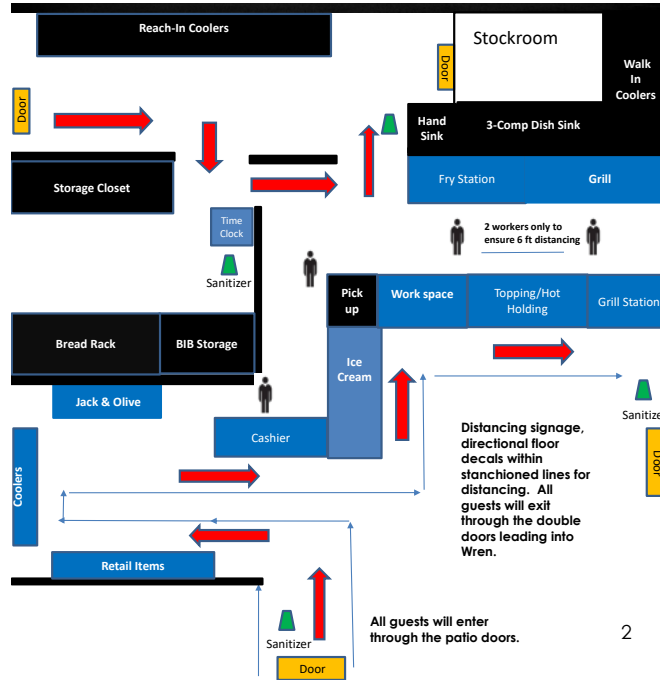
Hilltop Café will offer both dine-in and carry-out service. Dine-in seating in Hilltop will also be reduced in order to allow for social distancing.

See mapping guides on pages 16 and 17.

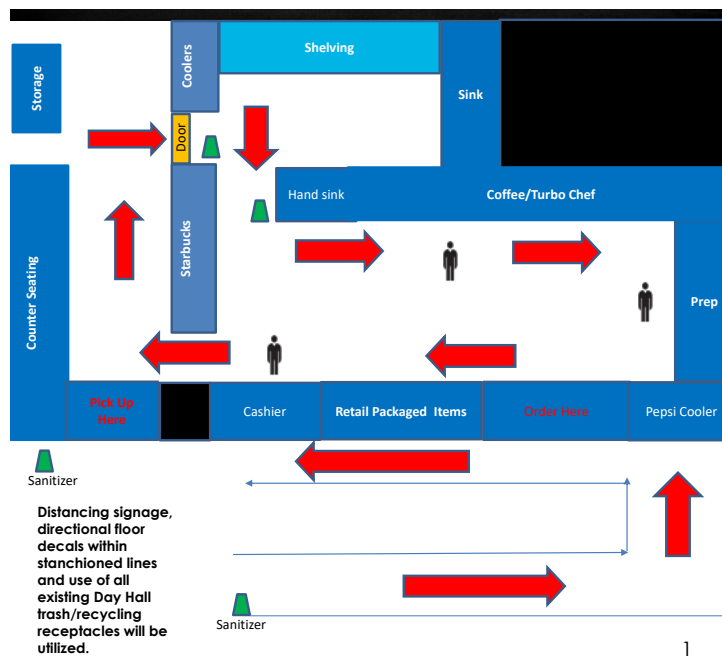
Pittman Dining Hall Mapping Guide



The Lion's Den Mapping Guide



The Hilltop Cafe' Mapping Guide





GOING OFF CAMPUS

You are encouraged to remain on campus and/or limit your movement on and off campus. In following state and local regulations, you will be expected to follow restrictions and guidance for local and non-local travel. If you do leave campus for work or another reasonable explanation, be sure to take your hand sanitizer and mask, utilizing both as needed.

JOBS/INTERNSHIPS

You are encouraged to follow CDC guidelines when working or volunteering off campus. If you are looking for additional sources of income, you are encouraged to reach out to the staff at the Cothran Center for Career Readiness, who may be able to assist you in finding remote or on-campus employment and volunteer opportunities. Also, be sure to investigate the work portal via Human Resources.

COMMUTERS AND VISITORS

Any non-residential individual on campus, including but not limited to commuter students, vendors, and campus tour guests, must adhere to the guidance and policies outlined in this guide. Disposable masks are available from the MHU Office of Security if visitors arrive without one.

THE LION'S PLEDGE TO THE PRIDE

The Hill isn't the same without students. Everyone wants students back on campus just as much as you may wish to be back on campus. However, the return to campus will need to look a lot different for students and staff due to the COVID-19 pandemic. In order to have a successful semester, all students and employees will be required to agree that each of us have a shared responsibility for the health and wellbeing of our students, faculty, staff, and the Mars Hill community. Our whole community. Our Lion Pride. In this vein, we are asking that each and every one of our Lions makes the ***Pledge to the Pride***.

Before coming to campus, I pledge to:

- ▶ Monitor for any symptoms of the virus at least 14 days prior to arrival.
- ▶ Seek medical assistance if I experience any such symptoms and immediately notify Mars Hill University Student Health Center of a positive test for the virus so arrangements can be made.
- ▶ Reduce potential exposure by implementing the following efforts at least 14 days prior to arrival: avoiding large crowds, maintaining a social distance of six feet, washing hands often, and not knowingly coming into contact with a person who has tested positive for the virus.

Upon coming to campus, I pledge to:

- ▶ Follow the measures implemented by Mars Hill University and discussed in the MHU Return to Campus Guide for Students to protect myself and others from contracting the virus.
- ▶ Actively participate in the required trainings and pay attention to any policy changes communicated by Mars Hill as the pandemic regulations shift and evolve.
- ▶ Minimize visitors and mitigate risks while off-campus by following good health practices, including social distancing, mask use where appropriate, and hand hygiene.
- ▶ Isolate as much as possible if I experience any symptoms, and seek the assistance of Mars Hill University Student Health Center, following quarantine and isolation directives until I am diagnosed or cleared.
- ▶ Respect members of our community who may be at higher risk compared to my own and help hold my friend group accountable to our promise to the community.

I understand that even though the university is taking precautions to reduce the risks of COVID-19 on campus, I can never be completely shielded from risk of illness caused by the virus, and everyone in our campus community, including me, shares the responsibility of keeping our community healthy. I acknowledge my personal effort is vital to a successful semester and school year and I commit to upholding my pledge to fellow Lions as outlined above and in the guide when choosing to return and participate in campus life.

