FOR 172 YEARS, WE ARE, AND WILL REMAIN, MUHLENBERG STRONG...
To the Muhlenberg Community,

I am so happy to be able to share this guide as we prepare for our return to campus. Last spring, we were one of the first colleges to make the difficult decision to close our campus. We did so with the health and safety of our community as our main priority. Our decision to return to campus also prioritizes the health and safety of our students, faculty, and staff.

Muhlenberg is a residential college—it is the core of who we are and central to our mission. We’ve heard overwhelmingly from our students and their families that they want to be back on campus.

In deciding to bring our community back, we have spent considerable time evaluating options, collecting information from faculty and staff from across the institution and considering guidance from the state and the Centers for Disease Control (CDC). Throughout this crisis, we have had the advantage of having our campus experts as well as strong relationships with public health authorities from the Allentown Department of Health and the Lehigh Valley Health Network to provide insight and guidance in our decision making. This measured approach—which included the perspectives of a diverse group of faculty and staff who served on the campus planning group—has led us to a flexible plan to safely welcome our students, faculty, and staff back to campus. These plans include contingencies that will allow us to respond and adapt as needed.

To stay as safe and healthy as possible when we return, each of us must accept personal responsibility to follow the guidelines established by the College and do our part to extend our caring community culture to include these new norms. We do this not only to protect ourselves but those around us as well.

This guide serves as a starting point. We will continue to share updates and information throughout the semester. Please be sure to check our website at muhlenberg.edu/back2berg for updates and additional community messages.

I am grateful to everyone in our community for their commitment to Muhlenberg. Each of you contributes to the strength of our College. I can’t wait to see everyone this semester.

Kathleen E. Harring
President

FOR 172 YEARS, WE ARE, AND WILL REMAIN, MUHLENBERG STRONG...
Here is how we will transition a return to campus while prioritizing the health and safety of all. Things will look different upon our return based on guidance from national, state and local health officials.

Here are some changes you may expect:

**High-touch area modifications:**

» Touchless faucets, soap dispensers, paper towel dispensers and toilets/urinals in restrooms have been installed

» All faculty and staff have been given a lanyard to hold your College ID and a stylus to operate items such as copy machines and ATMs
To promote physical distancing:

» Plexiglass dividers have been installed in high-traffic areas and workstations as appropriate

» Continued use of virtual meetings will be encouraged

» Large in-person meetings are restricted

» Our buildings, classrooms and departments have been redesigned to manage physical distancing, through removal and separation of furniture and equipment

» Movement on campus and inside buildings may be different to limit traffic flow, with designated stairs for up and down, designated exit and entrance, elevator capacity will be limited

To promote health and safety measures:

» You will see signs posted throughout campus reminding our community about:
  • COVID-19 symptoms
  • Staying home if you are sick
  • Handwashing
  • Hand sanitizer locations
  • Physical distancing
  • Water fountain use is limited to filling water bottles

» Every HVAC filter has been replaced, and coils treated with disinfectant

» All water in every building has and will continue to be flushed

» Business-related travel remains severely limited

» Use of phased and staggered work schedules, where feasible, will remain in effect
Our goal in bringing students back to campus is to remain open while continuing to follow the most current guidance from public health officials. We recognize this is a dynamic situation that requires us to respond and adapt to developments as conditions demand. The College will be ready to alter our course, as appropriate.

**Conditions that may cause us to shift plans include, but are not limited to:**

- A surge in COVID-19
- Pennsylvania & Federal government permissions
- Guidance from local health authorities
- Availability of resources for testing and contact tracing

A number of variables remain under review, and we will keep you informed of developments as they occur.
What you can count on from the College:

» Health & safety remain a priority

» Decision making will stay true to our Guiding Principles

» No more than 50% of staff & faculty on campus at one time

» Continual Monitoring of COVID-19 cases, locally and beyond

» Flexibility

Questions & Resources:

We look forward to better times ahead. For additional information on our path forward, please do not hesitate to reach out to any of the following;

president@muhlenberg.edu  Employee Assistance Program (EAP)
hr@muhlenberg.edu  Allentown Bureau of Health
provost’s_office@muhlenberg.edu  PA Department of Health
jillwalsh@muhlenberg.edu  CDC
brynnmariedorsey@muhlenberg.edu
HEALTH & SAFETY PLAN FOR RESUMING IN-PERSON CLASSES

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Introduction

Bringing most of our students back to campus requires the commitment of the entire Muhlenberg community. We must exercise care and caution in their daily activities by adhering to protocols around wearing personal protective equipment (PPE), practicing social distancing and engaging in self-monitoring for symptoms of COVID-19. Our planning is founded on thoughtful, evidence-based decision-making and careful consideration of all factors involved with such a decision. We made the commitment to do this in an environment that respects the health and safety of the entire community.

The work of our planning committee and senior leadership was informed by guidance from the CDC and other national public health experts, state health guidance and regulations, as well as recommendations from local health care networks, the Allentown Health Bureau and our College experts. We are grateful for the work that the group did to outline options and provide recommendations on the academic program, health & safety, community & campus life and facilities & infrastructure.

As is evidenced throughout this document, planning for the semester prioritizes the health and safety of the members of our community and upholds our residential liberal arts mission ensuring that all students have access to the high quality Muhlenberg education we provide. Our plan also allows us to be agile in case the health situation changes.

Guiding Principles

In planning for the semester, we are guided by a consistent set of principles.

Mission
Muhlenberg is committed to fulfilling our mission and providing a rigorous academic experience and a holistic education. Our mission and institutional values serve as the foundation for planning and decision-making.

Health & Safety
The health, safety and well-being of all members of our community are prioritized throughout every stage of planning and decision-making. Planning and decisions rely on evidence-based scientific principles and incorporate guidelines and resources for higher education institutions. Guidelines from each level of our government also play a central role in our planning decisions.

Equity and Inclusion
Planning will be thoughtful and inclusive, recognizing the disparate impacts that the current health situation has on members of our community. We are committed to ensuring that all students have access to a quality academic program and that faculty and staff have the support and services they need to fulfill job responsibilities.

Multiple Perspectives
The planning process will be informed by guidance from Muhlenberg College public health experts and include representatives from academic and administrative departments across campus. We will solicit input from stakeholders across the College community. Expertise and guidance from local and state agencies—including the Allentown Health Bureau, local health care agencies, the Pennsylvania Department of Health and Pennsylvania Department of Education—will inform our planning.

Flexibility & Adaptability
We recognize that these are unprecedented times and that we do not have absolute clarity about the future. Planning and decisions need to be flexible to account for the evolving nature of the health situation. We recognize that we must be innovative in developing new mechanisms for supporting our mission and agile in implementing these strategies as the trajectory of this health crisis changes.

Fiscal Sustainability
Planning and decision-making must consider not only the short-term financial stability of the College but long-term fiscal health to ensure institutional excellence now and for the future.
Strategies for Academic Instruction

Introduction
A Muhlenberg education prioritizes deep student engagement with professors and classmates. We are committed to providing that experience, though with the recognition that teaching and learning will be different during the 2020-21 academic year.

The campus planning committee was tasked with the following objectives:

» To assess modifications to Muhlenberg’s academic programs and College operations that will be necessary.
» To recommend practices and procedures under multiple scenarios for a return to campus.
» To consider the guidance from public health experts and best practices for higher education in developing recommendations about practices and processes.

The planning group was led by the VP for Student Affairs and the Provost, and consisted of the following subcommittees: Health & Safety, Academic Issues, Equity & Community and Facilities & Infrastructure. From this work, a comprehensive plan for the academic year was proposed.

Academic Calendar
One of the primary changes to support the health and safety of the community involves adjustments to the 2020-21 academic calendar.

» Classes for the Spring term start on February 8, 2021.
» There will be no breaks during the semester. The College has instituted two days—March 9 and April 28—when no classes will be scheduled.

These changes allow us to reduce the risk of infection that could occur with students traveling for breaks. The 2020-2021 calendar can be found here. We will continue to monitor the situation and determine if any adjustments to the academic calendar are necessary.

Course Modifications and Adaptations
Courses will be offered in a variety of formats: in-person with social distancing practices; blended with a combination of in-person and online instruction; and fully remote.

As you are aware, our faculty have spent considerable time participating in an intense digital pedagogy program, working together and with the digital learning team as they develop courses that will be conducted through online platforms. Trained students who serve as digital learning assistants are available to support professors and their peers during the academic year. Building on the digital learning work our faculty have done over the past six years, our approach to online learning within a liberal arts framework has been recognized nationally with our digital learning team sharing their expertise with other institutions.

Students requiring access to specific academic spaces such as research labs should contact the Dean of Academic Life to request permission.

Guidelines for Physical Distancing
Each classroom, lab, lecture hall and meeting room has been measured. With the core principle of each individual requiring six feet of physical distancing from each other, maximum occupancy of each of these rooms has been determined. This maximum occupancy will be honored.

In all spaces, physical distancing of at least six feet is expected. Signs and floor decals have been posted strategically throughout campus to remind the community of this parameter.

The College recognizes that there may be instances in which brief breaches in physical distancing may occur, such as in the lab when assisting students with machinery. The College requires proper face mask/covering use, fastidious adherence to hand hygiene and minimizing the amount of time the physical distancing breach.
Documentation and Verification of COVID-19-Related Temporary Conditions for Academic Planning and Support

The Office of Disability Services, in collaboration with Student Health Services, may provide assistance to students who experience a COVID-19 related temporary condition that impacts their ability to perform major life functions as a College student. Additionally, this policy will also be extended to students who are caring for family members with COVID-19 related impact. Reasonable, temporary services are determined on an individual, case-by-case basis.

Guidelines for Study Groups, Course Meetings, Office Hours & In-Person Meetings

In order to promote physical distancing and decrease transmission of the virus, study groups and course meetings are encouraged to meet virtually. If in-person is necessary, it is encouraged that meetings are held outdoors, with appropriate face covering used and social distancing implemented.

Faculty or staff meetings with students and others are encouraged to be virtual. In-person, indoor office hours and other indoor meetings may be considered if the physical space is of appropriate size to allow for the necessary physical distancing of six feet and face mask/coverings are worn. Additionally, hand hygiene should be performed prior to starting the meeting and after touching any shared surfaces, papers or other high-touch objects; six-foot distances must be maintained between individuals. Outdoor meetings utilizing physical distancing and face mask/coverings are preferred over indoor meetings.

Surveillance Strategies to Monitor Health Conditions

Introduction

Every member of the Muhlenberg community is responsible for doing their part to maintain a safe and healthy environment for our entire campus community. The effectiveness of prevention and mitigation strategies requires all members of the College community to comply fully with the plans, policies and procedures outlined in this document. Our success at adhering to our health and safety strategies will reduce spread of viral transmission and infection on our campus.

Students, faculty, staff, visitors and business associates who come to campus daily must be free of illness. Residential students must be free of illness to leave their rooms to go to class or any other activities.

Daily Symptom Monitoring

All faculty, staff and students must conduct symptom monitoring every day prior to coming to campus or going to class. The CDC states that people with COVID-19 have reported a wide range of symptoms (when symptomatic), ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Symptom monitoring will be conducted through the COVID-19 Daily Self-Assessment (Symptom Checker App). Faculty, staff and students must answer screening questions after which a green check or red X will be displayed. The green check signifies permission to access campus buildings and facilities or attend events. The red X prohibits entry of campus buildings and facilities or attending events. Students are required to show proof of a Symptom Checker result when requested by a College official or designee.

Temperature Checks

Unlike most COVID-19 symptoms, body temperature can be objectively screened and verified. While temperature screening will not effectively identify asymptomatic cases, it still has the ability to catch positive cases and help prevent a potential outbreak. To avoid a false sense of security, it is noted that just because someone does not have a fever does not necessarily mean that the person does not have the virus. Many people who test positive for COVID-19 are asymptomatic, and all individuals should continue to take appropriate precautions and self-monitor and report the presence of any other symptom.

Temperature checks will be administered safely and consistently in designated locations authorized by the Vice President for Student Affairs and/or Vice President of Human Resources.

Individuals with temperature greater than or equal to 100 (by non-contactless infrared thermometer) will not be permitted to enter the area/building, and an informational card with instructions for medical follow-up will be given.

Testing

The College recognizes that early detection of COVID-19 through testing is pivotal in reducing the transmission of the virus on our campus and through our community. Because the COVID-19 pandemic will continue to evolve rapidly, our testing strategy will be adaptable to the situation. The College will employ a four-pronged approach to testing described below.
Pre-Arrival Testing: Students are required to undergo COVID-19 testing 72 hours prior to arrival on campus for the spring term. Muhlenberg College is partnering with a testing company to provide students with an at-home COVID-19 test to complete in advance of their arrival to campus.

Ongoing Surveillance Testing of Asymptomatic Individuals (as available): As many college-aged students can be asymptomatic carriers of the virus, the College will provide student testing for COVID-19 on a regular ongoing basis as determined by the College during the spring 2021 semester. This may include testing of individual students or student groups. The College will be mindful of the use of testing and other medical resources (e.g., PPE) to ensure that we are not contributing to a greater scarcity of resources in our larger community.

Symptomatic Testing: Students who have symptoms will be tested for the virus, with appropriate follow-up afterward.

Post-Exposure Testing: The College will test students who are deemed to be “close contacts” of someone who tested positive for COVID-19. The College will test faculty and staff identified as close contacts if the positive person is a member of our campus community.

Strategies to Mitigate and Contain the Spread of the Virus on Campus

Contact Tracing
Contact tracing is an integral component of the overall strategy for mitigating and containing COVID-19. The College will have staff trained to assist with contact tracing on campus. In collaboration with the Allentown Health Bureau, these staff will assist the College in systematically identifying “close contacts” of confirmed cases and notifying them as quickly as possible. Contacts will then be quarantined for 14 days from the last day of exposure. Any individuals who present with symptoms will be referred for health care evaluation and testing.

Hygiene
Hygiene measures are a fundamental pillar of COVID-19 mitigation and containment strategies. Muhlenberg College will continually provide information and reinforce proper personal care and good hygiene practices—in accordance with CDC and the Pennsylvania Department of Health—and encourage all individuals to:

» Wash hands often with soap and water for at least 20 seconds after public place exposure; after touching an item or surface that may be frequently touched by other people; after blowing your nose, coughing or sneezing; and before preparing or eating food.

» Use an alcohol-based hand sanitizer that contains at least 60 percent alcohol when soap and water are not available.

» Use available hand sanitizers in all classrooms, labs and public areas.

» Follow proper sneeze or cough etiquette by using a tissue or the inside of your elbow.

» Avoid touching your face.

» Avoid close contact and contact with those who are sick.

» Be vigilant about practicing personal hygiene (don’t refill cups, don’t share utensils, tools/equipment, etc.).

» Clean and disinfect high-touch areas routinely in accordance with guidelines issued by the CDC.

» Good hygiene practices will be communicated via various platforms and signage will be posted throughout our facilities.

PPE and Social Distancing Guidelines
Face mask/covering use and social distancing are both essential to keeping community members safe. COVID-19 spreads mainly among people who are in close contact (within about six feet) for more than a few minutes and are not wearing personal protective equipment, such as face masks/coverings.

Face Mask/Covering Requirements
Face masks/coverings over the mouth and nose are required by every individual, age two and older, who access any College building, facility, or outdoor area owned, controlled, used or managed by the College, and at all College sponsored activities, on or off-campus. Exceptions to this requirement include:
**Students.** Face masks/coverings are not required when in their assigned living space by themselves with only designated roommate(s), suitemate(s), or apartment-mate(s), while bathing, and when working in a private, single-occupancy room with the door closed (i.e. music room, etc.).

**Faculty and Staff.** Face masks/coverings are not required when working in a private, single-occupancy office with the door closed.

**Eating and Drinking.** Face masks may be removed while actively eating or drinking. Engaging in other socialization behaviors that prolongs the meal time, thereby increasing unmasked time, is not permitted. While eating and drinking, individuals should be stationary and maintain a physical distance of at least six feet from others.

**Permitted Face Masks/Coverings Must**

» Have two or more layers of washable (if the mask is not disposable), breathable fabric,

» Fully cover the nose and mouth and secure under the chin,

» Fit snugly but comfortably against the side of the face, and

» Be secured with ties or ear loops.

**NOTE:** Neck gaiters, open-chin triangle bandanas and face coverings containing valves, mesh material or holes of any kind ARE NOT acceptable face coverings. Neck gaiters may be worn with approval from coaches during specified athletic practices/competitions only.

**Additional Information:**

» Individuals must provide their own face mask/covering.

» If an individual chooses to wear a face shield, they must wear a face mask/covering as well.

» Any individual whose face mask/covering is wet or soiled, should remove it and replace it with a clean, dry face mask/covering.

» Maintaining the integrity and cleanliness of the face mask/covering is the responsibility of the user.

» The College will have face masks available in designated buildings.

**Social Distancing Requirements**

The following social distancing requirements must be maintained by every individual who accesses any College building, facility, or outdoor area owned, controlled, used or managed by the College, and at all College sponsored activities, on or off-campus.

» Remain at least six feet from each other.

» Because all academic spaces, meeting rooms, public areas and dining areas have been reconfigured to allow for appropriate social distancing: Do not move furniture that has been arranged to be in compliance with distancing guidelines, and/or remove or alter any social distancing signage or restriction tapings.

» Follow all social distancing signage and procedures for pedestrian traffic flow (e.g., entrances and exits, hallways, aisles, stairwells, etc.).

» Follow all signage and procedures restricting occupancy limits.

» Follow the Phased Approach to Visitors Policy when in College housing.

» Comply with the Limitations on Groups; Use of College Buildings & Facilities noted in the COVID-19 Policy.

**Cleaning and Disinfecting Guidelines**

**Routine Cleaning**

Buildings, common areas, hallways and classrooms will be cleaned and disinfected daily by Plant Operations staff. High-touch surfaces will be disinfected regularly throughout the day. Disinfectant wipes will be available in each classroom for students and professors (and any classroom users) to wipe down desks and high-touch surfaces after each class.

**Traditional Residence Halls:**

» Communal bathrooms and showers will be cleaned and disinfected each morning, followed by a minimum of three additional disinfecting periods throughout the day of high-touch areas, toilets and sinks.

» Hallways and common areas will be cleaned and disinfected daily, with more frequent disinfecting of high-touch areas during the day.

» Suite, apartment or house living situations: Students are responsible for cleaning all areas within their suite, apartment or house.
Cleaning after COVID-19 Positive Case

Housing & Residence Life (HRL) will notify Plant Operations of cleaning/disinfecting needs. HRL will notify students of the cleaning/disinfecting process if a room is being occupied.

Traditional Residence Halls:

» After COVID-19 positive student (and roommate if applicable) has vacated the room, Plant Operations staff will use disinfecting spray in the room and return to the room in 24 hours to wipe down.

» In College suite, apartment or house living situations, if roommates remain: HRL will notify occupants of the cleaning time. All occupants must remain in their individual bedrooms while the above cleaning process is occurring so as not to expose the Plant Operation staff. In addition, the common areas will be disinfected and cleaned.

Ventilation Systems

In accordance with the Pennsylvania Department of Health and CDC guidelines, the College will ensure that ventilation and exhaust systems are properly operating and the College will increase circulation of outdoor air as much as possible. All HVAC systems are monitored by our energy management system and air filters will be replaced or cleaned prior to the students return.

Water System Safety

In accordance with the Pennsylvania Department of Health and CDC guidelines, the College is taking steps to ensure the safety of the water supply after the shutdown of campus facilities due to COVID-19. All building water mains will continue to be flushed out every two weeks in addition to ongoing water monitoring testing.

Installation of Barriers in High Traffic Areas

As the College recognizes that physical distancing may not be universally possible on campus, we will continue to use and install barriers in high-traffic areas (i.e. Seegers Union, Information Desk, dining facility swipe and cashier areas, Berg Bookshop, Trexler Library, Life Sports Center, etc.).

High-Touch Area Modifications

In order to reduce high-touch areas, the College has:

» Installed touchless faucets, paper towel dispensers and urinals in many bathrooms.

» Installed touchless payment systems in dining facilities.

» Supplied individual styluses to faculty and staff to operate copier machines, elevator buttons, etc.

» Supplied students with safety gadget keychain (stylus/no-touch door opener).

» Provided disinfectant wipes in all high-touch areas (i.e. classrooms, labs, lounges, etc.).

COVID-19 Training for Employees & Students

In alignment with recommendations by the Pennsylvania Department of Health, the Pennsylvania Department of Education and the CDC, education about COVID-19 is an integral component of our strategy. Awareness of COVID-19 symptoms, staying home when sick, hygiene (including hand washing and cough etiquette), physical distancing and social stigma are reviewed. COVID-19 educational information specific to Muhlenberg College is included in our plan.

Campus Wide

» Reopening Guide

» COVID-19 Signage

Faculty and Staff Education

» Beginning in the spring 2020 semester and continuing through the fall semester, multiple town hall meetings were held for information dissemination, each of which was followed by question and answer sessions. These sessions were offered live and also recorded and will continue in the spring 2021 semester.

» All employees returning to campus were required to review the Return to Campus/Reopening video with both Muhlenberg-specific COVID-19 information and general COVID-19 information.

» Back to ‘Berg brochure was distributed to faculty and staff and required reading for those coming to campus.
Students

» Must complete “COVID-19 Training and Compliance Online Training Spring 2021” (Canvas course), which includes:
  • General COVID-19 Information, followed by passing score on assessment of COVID-19 knowledge
  • The Muhlenberg College COVID-19 Student Policies and Procedures

» The COVID-19 Re-orientation Program and additional educational programming throughout the 2021 spring semester.

Responding to Confirmed or Presumptive Positive Cases of COVID-19

Confirmed or Presumptive Positive COVID-19 Student

Students with confirmed or suspected cases of COVID-19 on campus will be placed into our isolation and quarantine protocols designed to immediately limit the transmission of the virus. Contact tracing measures will likewise facilitate quick identification and containment of any potential spread. Health Services will be in consultation with the Allentown Health Bureau.

Students in isolation and quarantine at the College must comply with all instructions, including those for follow-up, provided by Health Services and/or contact tracers. Academic support for students in isolation and quarantine may be arranged (upon student request) through the Temporary Condition Process by the Office of Disability Services. Meal delivery service will be provided when a dining request form is submitted by a student.

Strategy for Confirmed or Presumptive Positive COVID-19 Employee

Any employee with a positive or presumptive positive diagnosis of COVID-19 or with known exposure to COVID-19 must report this information to Human Resources (HR@Muhlenberg.edu). An employee with a positive diagnosis or known exposure is expected to self isolate/quarantine for 14 days. Human Resources will conduct contact tracing for any positive cases to determine if any on-campus exposure may have occurred and contact other potentially impacted employees, if applicable. Human Resources will notify Health Services of any student exposures who will then be notified by a contact tracer.

Additional information for employees, including Temporary Expansion of Sick-Leave and Vacation Benefits can be found in the College's COVID website/ Faculty and Staff Policies page and through Human Resources’ Benefits page.

Return to Campus after Confirmed or Presumptive Positive COVID-19 (Student and Employee)

Symptomatic individuals must meet the following criteria, before return to campus is considered:

» At least 10 days since symptoms first appeared; AND

» At least 24 hours with no fever without use of fever-reducing medication; AND

» Other symptoms of COVID-19 are improving. Note: Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

Asymptomatic individuals who test positive for COVID-19 may return to campus:

» If they continue to have no symptoms, after 10 days have passed since they had a positive viral test for COVID-19.

Students must contact Health Services for approval to return after a COVID-19 positive test.

Faculty and staff must contact human resources to confirm meeting the above criteria prior to their return to campus.
Strategy to Communicate Accurate and Timely Information to our Community

Website
The College will utilize the COVID-19 website to serve as the primary communication tool for information related to COVID-19. The website will be maintained with up-to-date information, answers to frequently asked questions and a chronicle of all College communications.

Emails
Since the start of the pandemic, the College has maintained regular communication with the campus community. Regular update emails will continue, increasing or decreasing in frequency as appropriate based on the situation.

Emergency Information
The College will continue to utilize the E2Campus/Omnilert Text Messaging system for urgent information.

Responding to a Resurgence of COVID-19

The College commits to public health efforts prioritizing the health and safety of our community. We will continuously monitor the metrics on our campus to address any surge of COVID-19 infections within our community. Should this occur, we will seek guidance from our local health networks, community providers and Allentown Health Bureau. In the event of an outbreak of COVID-19 on campus, the College will consult with our community partners about whether to suspend classes and on-campus work or to shut down buildings for a period of time. The College may make the determination to move all classes online, to close off areas of campus or to close select buildings if local circumstances warrant it.

In the event of a resurgence of COVID-19 in Lehigh County, we will continue to work closely with the Pennsylvania Department of Health and the Allentown Health Bureau to implement a plan addressing this in our community.

Disclaimer
Muhlenberg College reserves the right, in this ever-evolving pandemic, to change and/or adapt any of our COVID-19 plans in an effort to maintain up-to-date and in alignment with CDC, ACHA, Pennsylvania Department of Education, Pennsylvania Department of Health and other College resources guidelines.
The College is committed to public health efforts prioritizing the health and safety of our entire community. We will continuously monitor the metrics on our campus, as well as statistics for the city of Allentown and the state of Pennsylvania to address any surge of COVID-19 infections within our community.

Should this occur, we will seek guidance from our local health networks, community providers, and Allentown Health Bureau as we work to make a decision about the continuance of in-person instruction and residential living or to take additional health and safety precautions. The College may make the determination to move all classes online, to close off areas of campus, or to close select buildings if local circumstances warrant it. The College may also determine that it is necessary to shift fully to remote learning for the remainder of the semester. In this case, it will be necessary to close the residence halls and all in-person services for all students except for in extraordinary individual student circumstances.

**Key Operational Guidance related to Campus Alert Level**

The College's COVID-19 dashboard can be accessed here. These metrics will be updated on the website weekly and will be updated for the senior staff daily. These data along with information from Health Services related to contact tracing findings and from the Dean of Students' Office related to student behavior and compliance will also be shared regularly for consideration.

In our conversations with local health experts, it is clear that there is not a set number of cases or percentage of positive tests that would cause us to need to shift fully online. Rather, it is the combination of various factors and spread of the virus on campus from unrelated sources that is critical to consider. The alert levels below will be used as guideposts for our decision-making.
**LEVEL 1 - NEW NORMAL**

<table>
<thead>
<tr>
<th>In this situation, students, faculty and staff should:</th>
<th>In this situation, the College will:</th>
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</thead>
<tbody>
<tr>
<td>» Continue to check health and temperature daily;</td>
<td>» Follow our current stated Health and Safety plans for instruction and employee work;</td>
</tr>
<tr>
<td>» Wear face masks/coverings;</td>
<td>» Continue to monitor internal and external data points;</td>
</tr>
<tr>
<td>» Practice social distancing and other health prevention behaviors;</td>
<td>» Observe and document student behavior concerns and community compliance issues;</td>
</tr>
<tr>
<td>» Abide by College’s COVID-19 Policy;</td>
<td>» Educate the community on health prevention information and strategies.</td>
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<td>» Hold in-person gatherings in line with College guidelines.</td>
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**LEVEL 2 - MODERATE ALERT**

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<th>In this situation, students, faculty and staff should:</th>
<th>In this situation, the College will:</th>
</tr>
</thead>
<tbody>
<tr>
<td>» Continue all health and safety precautions;</td>
<td>» Review and make any additional changes to in-person and remote work and academic instruction plans;</td>
</tr>
<tr>
<td>» Consider taking additional personal measures to limit your exposure to others (e.g. choose takeout dining, do not attend in-person group gatherings);</td>
<td>» Implement limits to on-campus activities and events as a safeguard;</td>
</tr>
<tr>
<td>» Consider shifting in-person programs to virtual format.</td>
<td>» Utilize expanded surveillance testing and contact tracing;</td>
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**LEVEL 3 - HIGH ALERT**

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<th>In this situation, students, faculty and staff should:</th>
<th>In this situation, the College will:</th>
</tr>
</thead>
<tbody>
<tr>
<td>» Limit everyday activities to increase safety;</td>
<td>» Consider restricting in-person classes and expanding remote instruction;</td>
</tr>
<tr>
<td>» Order meals-to-go;</td>
<td>» Limit all in-person activities/programs/services including dining;</td>
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<tr>
<td>» Limit any unnecessary in-person contact with others;</td>
<td>» Actively seek the guidance of local health authorities to guide future decisions;</td>
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<tr>
<td>» Begin monitoring for symptoms twice daily.</td>
<td>» Restrict access to on-campus facilities;</td>
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<td></td>
<td>» Suspend visitor policies;</td>
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<td></td>
<td>» Consult more frequently with local health officials;</td>
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<td></td>
<td>» Activate Crisis Operations team.</td>
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</tbody>
</table>

**LEVEL 4 - VERY HIGH**

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<tr>
<th>In this situation, students, faculty and staff should:</th>
<th>In this situation, the College will:</th>
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<tbody>
<tr>
<td>» Quarantine in their rooms and/or work/teach from home wherever possible;</td>
<td>» Take significant measures to reduce the spread of COVID-19, including suspending all on-campus activities and instruction for a period of two or more weeks;</td>
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<tr>
<td>» Expect further instructions on the closure of campus facilities, including residence halls for all non-essential circumstances.</td>
<td>» Suspend all in-person services;</td>
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<td>» Require meals-to-go for student dining;</td>
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<td></td>
<td>» Consider measures to reduce residence hall population;</td>
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<td></td>
<td>» Implement college-wide testing protocol (*if reason for concern is an outbreak at Muhlenberg College);</td>
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<td></td>
<td>» Restrict campus and building access to only essential personnel and services.</td>
</tr>
</tbody>
</table>
If at any point, the College makes the determination that we need to transition fully to remote learning, we will implement the following COVID-19 emergency evacuation plans.

1. In accordance with Pennsylvania state guidance, all students will need two negative COVID-19 tests at least three days apart before departing from campus. These tests will be administered on campus with half being tested on day one and half being tested on day two.

2. During the pre-departure testing period, all students will be required to quarantine in their residence hall rooms and will only leave their rooms to pick up to-go dining from Seegers Union.

3. All students will be pre-assigned a time period by which they will need to depart from campus based on the mileage between the College and their home address on file. Students within 150 miles of the College will have 48 hours from the time of receiving their second negative COVID-19 test. Students who live 151-300 miles will have 72 hours from the time of their second negative COVID-19 test and students who live more than 300 miles will have five days from the time of receiving a second negative COVID-19 test to depart campus.

4. Students who receive a positive COVID-19 test will be strongly encouraged to remain on campus and will be moved to isolation housing per our regular COVID-19 protocol. These students will have 24 hours after being cleared from isolation to vacate campus.

5. Students currently in quarantine or isolation at the time a closure is announced will be strongly encouraged to remain on campus in isolation or quarantine until they are cleared by the Health Center.

6. Students will have the ability to apply for pre-approval to remain on campus if they meet one of the following strict criteria:
   a. International student who is currently residing at the College or needs to remain at the College.
   b. Student with specific basic needs that are not met at home (such as safe/reliable housing, food, internet or computer access), students whose home circumstances impede their academic or personal progress or students who need access to campus resources in order to succeed academically, all of which would likely be determined on a case-by-case basis.
   c. Other very limited, extraordinary circumstances impacting a student’s academic or personal success.

7. Students not pre-approved to remain on-campus can apply at the time that a campus decision is made about closure; however, these spaces cannot be guaranteed and will be very limited in number.

**Students will NOT be approved because of COVID-19 related circumstances in their home community or household as we are providing them a negative COVID-19 test before departure.**
WEAR YOUR MASK CORRECTLY

☑ Cover mouth and nose
☑ Change daily
☑ Cloth masks must be laundered