

MUHLENBERG COLLEGE COVID-19 POLICY

Related Policies:

- [College Related Domestic and International Travel Registration Form for Students](#)
- [Student Health and Safety Contract](#)
- [Mandatory Face Mask/Covering Policy](#)
- [Temperature Check Policy](#)
- [Symptom Monitoring, Intervention and Testing Protocols and Procedures](#)
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Introduction:

The safety of the Muhlenberg College community is our highest priority and during the COVID-19 pandemic, individual decisions and behaviors will have a significant impact on the health and safety of every member of our community. As such, each student must follow the requirements of this COVID-19 Policy to minimize the spread of COVID-19.

General:

This COVID-19 Policy and all related guidelines and directives issued by the College in connection with this COVID-19 Policy (together, this "Policy"), shall apply to all students and student groups. Students and student groups shall also be responsible for the actions of their invited visitors. This Policy shall apply to conduct occurring on property owned, controlled, used or managed by the College, and adjacent streets and sidewalks, and at College sponsored activities on or off-campus, including off-campus study programs. Moreover, the College reserves the right to hold students and student groups accountable for any violation(s) of this Policy that occurs off-campus as such conduct could reasonably have an adverse effect on the College, members of the Muhlenberg College community and the stability and continuance of College functions.

In the event of any conflict between the provisions of this Policy and the provisions of any other College policy, the provisions of this Policy shall control. Terms used in this Policy shall, as appropriate, have the meanings given to them in the College's Student Code of Conduct. In addition, this Policy is subject to change from time to time.

Enforcement:

Any violation of federal, state or local regulations or this Policy, shall be deemed a violation of the College's Student Code of Conduct. Any student that commits such a violation shall be subject to interim suspension and sanctions under the Code of Conduct including, but not limited to, immediate removal from College housing and/or immediate removal of access to the campus including in-person classes, dining, entrance to buildings and in-person use of College services; probation, suspension and expulsion. Any student group that commits such a violation shall be subject to disciplinary probation, dissolution and termination. Moreover, if a credible allegation(s) of a violation(s) of this Policy by any student group is received by the Dean of Students, the Dean

of Students shall have the right, in the Dean's sole discretion, to immediately suspend the student group from the College for the balance of the 2020-2021 Academic Year; restrict the student group's access to College property, activities or functions, in whole or in part; remove members of the student group from College housing; and/or impose such other interim measures as deemed appropriate.

Because violations of this COVID-19 Policy create a significant health and safety risk for our community, alleged violations of this Policy will be adjudicated on an expedited basis. Accordingly, Disciplinary Conferences may take place immediately after a student or student group receives notice of an alleged violation of this Policy and a hearing before a Hearing Board may take place within two (2) days after a student or student group receives notice of an alleged violation of this Policy.

General Statement of Policy:

All students and student groups shall comply with all federal, state and local regulations and with this Policy and all guidelines and directives issued by the College in connection with this Policy.

1. Social Distancing, Health & Safety. Each student must:
 - practice good hand hygiene by washing their hands with soap and water or using hand sanitizer thoroughly and frequently throughout the day;
 - maintain a physical distance of at least six feet from other people;
 - clean their rooms/living spaces regularly and disinfect surfaces that may carry the COVID-19 virus;
 - restrict travel to essential trips only. To mitigate any spread of the virus, the College strongly discourages students from traveling beyond the immediate Allentown area; and
 - receive a flu vaccination by November 1, 2020 and submit documentation to Health Services through the health portal.
2. Student Health and Safety Contract and Education. Each student is required to agree to and submit the [Student Health and Safety Contract](#) and complete the College's on-line COVID-19 education program through Canvas prior to receipt of keys for College housing.
3. Mandatory Face Masks/Coverings. Students must comply with the requirements of the College's [Mandatory Face Mask/Covering Policy](#).
4. Limitations on Groups; Use of College Buildings & Facilities.
 - On-campus groups or gatherings of any kind shall be limited to 25 or fewer people and shall be subject to the social distancing, face mask/covering and other applicable requirements of this Policy. In addition, students must strictly comply with all restrictions, guidelines and instructions regarding the use and occupancy of College buildings and facilities such as classrooms, lounges, restrooms, dining facilities, etc. Such restrictions, guidelines and instructions will be posted at each

location. Student's use of any College facilities for meetings, etc. must be pre-approved by the College.

- Off-campus groups or gatherings of any kind involving students or student groups shall be limited to 20 or fewer people and shall be subject to the social distancing, face mask/covering and other applicable requirements of this Policy.

5. Symptom Monitoring; Temperature Checks and Testing. Students must comply and cooperate with the College's symptom monitoring, [temperature checks](#) and [testing protocols and procedures](#).

6. Contact Tracing. [Contact tracing](#) is an integral component of the overall strategy for mitigating and containing COVID-19. Accordingly, students must provide complete and accurate information and otherwise comply and cooperate with the contact tracing protocols and procedures established by the College and local officials. In this regard, 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 will likely be tested (students) or recommended for testing (faculty/staff). For the purposes of our contact tracing efforts, a "close contact" is defined by the CDC as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

7. Isolation & Quarantine. Students must comply with the College's [Pre-Arrival and Travel Related Quarantine Guidelines](#), [Quarantine Guidelines for Possible Direct Exposure to COVID-19](#) and [Isolation Guidelines for COVID-19](#).

8. Student IDs. Students are required to wear/display student IDs at all times while on campus.

9. Housing, Commuting & Parking.

- [COVID-19 Lease Addendum](#). Where applicable, students shall strictly comply with the requirements of the COVID-19 Lease Addendum to the Housing Lease.
- Compliance with Mandated Physical Room Set-Up. If a physical room set-up is established by the College for a student's living space (i.e. location of beds, desks, etc.), the student must maintain the physical room set-up.
- Compliance with Living Space Restrictions. Students must strictly comply with all restrictions, guidelines and instructions regarding the use and occupancy of their on-campus living space (i.e. limits on who can be in a living space, etc.). Such restrictions, guidelines and instructions will be posted at each location. The College's [phased approach](#) to Muhlenberg students' visiting other students in residence halls.
- Decision to Forego Student Housing. If a student chooses to study remotely and forego student housing for the Fall semester, the student will be contacted by Housing

and Residence Life (HRL) in the fall via the student's Muhlenberg College email to determine if the student would like to return to campus for the Spring semester. If the student chooses to return, HRL will first see if the student's assigned space for Fall is still available and honor that assignment if it is available. If it is not still available, HRL will work with the student to select a new space. The College will guarantee housing for all such students for the Spring semester. If a student chooses to take a Leave of Absence for the Fall semester, the student must notify the Registrar of the student's intent to return for Spring. Once the College has been notified of the student's return, HRL will work with the student to select a housing assignment. Again, all students are guaranteed housing at the College.

- Off-Campus Housing. In the event that the College moves to distance learning and closes the campus/College operations, the College shall not be responsible for any rent, utilities or other expenses incurred by any student or student group in connection with off-campus/third-party housing. In addition, any student that obtains off-campus/third-party housing for the Fall 2020 semester will be permitted to remain off-campus for the Spring 2021 semester, provided that the College reserves the right to require any such student to live on-campus if such student fails to treat neighbors with common courtesy and respect or fails to comply with this Policy, the Student Code of Conduct, all local, state, federal laws, and policies, and City of Allentown noise, disorderly conduct, trash and recycling collection, and parking ordinances.
 - Commuting. All students, regardless of how far they live from the College, may submit to the Office of Housing & Residential Life a request for permission to commute.
 - Parking. First-year students may have a vehicle on campus and are required to follow the [College's Parking Rules and Regulations Policy](#).
10. Guests & Visitors. Students may only meet with visitors to campus in designated outdoor areas and in the Seegers Union and Chapel. Visitors are not permitted to enter any residence halls, MILE houses or academic or administrative buildings.
11. Singing Guidelines. Subject to noise limitations found in the Muhlenberg College Office of Housing and Residence Life College Housing Regulations and Lease, students will only sing alone in their rooms on campus, in their residences off-campus or in a designated practice room assigned by the Music Department.

9/8/2020

Student Health and Safety Contract

During the COVID-19 pandemic, personal individual decisions and behaviors may potentially and significantly impact the health and safety of all members of the Muhlenberg College community. As such, for the community's well-being, each and every student must agree to strictly follow the College's COVID-19 Policy and all guidelines and directives issued by the College in connection with the Policy. The Policy and the guidelines and directives developed by the College are based on CDC, Pennsylvania Department of Health, and American College Health Association guidelines. All students who plan to return to campus must commit to these expectations. You are encouraged to discuss the agreements in this Contract with your parents or guardians.

I have reviewed the College's COVID-19 Policy and agree to strictly comply with each of the requirements set forth in the Policy. I understand that if I violate the Policy, I will be subject to discipline as described in the Policy and under the College's Student Code of Conduct.

In addition to the requirements set forth in the COVID-19 Policy, I agree to the following:

Personal Care and Habits

- I agree to practice good hand hygiene by washing my hands with soap and water or using hand sanitizer thoroughly and frequently throughout the day.
- I agree to maintain a physical distance of at least six feet from other people.
- I will wear a face mask/covering that covers my nose and mouth when on campus, except while eating, drinking or bathing. For residential students, exceptions also include when in their assigned living space by themselves with only designated roommate(s).
- I agree to clean my room regularly and disinfect surfaces that may carry the virus.
- I agree to restrict my travel to essential trips only. To mitigate any spread of the virus, the College strongly discourages students from traveling beyond the immediate Allentown area.
- I agree to receive a flu vaccination by November 1, 2020.

Symptom Monitoring and Intervention

- I agree that I will monitor myself daily for symptoms of COVID-19 including measuring my temperature daily.
- I will honestly answer and complete the symptom self-assessment daily. I agree to contact Health Services if I have COVID-19 symptoms.
- If I am not feeling well, I will not attend class and will contact Health Services immediately.

Testing

- I agree to be tested for COVID-19. I understand that the College will engage in ongoing testing throughout the semester in order to contain the spread of the virus. The testing will include students who are symptomatic, and may include students who have been exposed, select asymptomatic students, and some students selected at random. I understand that Health Services may call me in for testing at any time and I agree to be tested by Health Services upon request.

Quarantine, Isolation and Contact Tracing

- Contact tracing is a vital technique to detect and isolate COVID-19 cases. It is the identification of people who may have been exposed to the virus. It is critical that students respond accurately to any questions asked in regards to potential contacts to contain the virus on campus. Understanding the importance of contact tracing, I agree to respond quickly and accurately to any contact tracing requests that I receive in order to protect the health and safety of other community members.
- Quarantine and isolation are important mitigation efforts that can help reduce the spread of COVID-19. Both terms refer to separating someone from the rest of the community for a time because that person may have been infected with the virus (quarantine) or has symptoms of COVID-19 and/or has a positive COVID-19 test (isolation).
- I agree to isolate if I test positive or have symptoms for COVID-19, as instructed by Health Services.
- I agree to quarantine for 14 days if I am identified as a contact of anyone who has been determined to be positive for COVID-19.
- I agree to quarantine if I have been tested for COVID-19 and am awaiting results of that test.
- I agree to self-quarantine at home prior to arrival at Muhlenberg if I am traveling from a state listed on the PA Department of Health Travel Advisory [[insert link](#)]. If possible, I agree to self-quarantine at home for a period of 14 days prior to my scheduled return to campus if I am coming from any other area.
- If I travel to a state identified on the PA Department of Health Travel Advisory list or other hot spot areas during my time on campus, I agree that I will quarantine for 14 days upon return to Muhlenberg.

I recognize and acknowledge that my presence on any College property (i.e. property owned, controlled, used or managed by the College), and/or at any College sponsored activities on or off-campus, places me at a greater risk of contracting the COVID-19 virus. With awareness and appreciation of the heightened risk of contracting the COVID-

19 virus, I voluntarily agree to assume such risk and I accept responsibility for any injury or illness that I may incur in connection with such risk.

8/11/2020

Mandatory Face Mask/Covering Policy

Face masks/coverings over the mouth and nose will be required for all students, faculty, staff, visitors (age two and older) and vendors in all buildings and facilities owned, controlled, used or managed by the College, and at all College sponsored activities on or off-campus. Face masks/coverings are also required in all outdoor areas of the campus where significant physical distancing cannot be observed and anytime a person is with or around other individuals.

Face masks/coverings are not required while swimming or bathing; for residential students, when in their assigned living space by themselves with only designated roommate(s); and, for faculty and staff, when working in a private, single-occupancy office with the door closed. Face masks may be removed while actively eating or drinking, but individuals should be stationary and maintain appropriate physical distancing while doing so.

All face coverings (whether disposable or reusable) must be either at least three layers & 100% cotton material or be a procedural face mask. In addition, all face coverings must:

- Fully cover the nose and mouth and secure under the chin
- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops

Neck gaiters, open-chin triangle bandanas and face coverings containing valves, mesh material or holes of any kind are not acceptable face coverings.

Procedures:

- Faculty and staff may wear their own face mask/covering brought from home. The College will provide face masks to those who request them, which may be a disposable procedure mask.
- Students, visitors and vendors shall provide their own face mask/covering.
- If an individual chooses to wear a face shield, they must still wear another 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.

Additional Resources:

PA Department of Health.

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Stop-the-Spread.aspx>

CDC: Considerations for wearing a cloth face covering. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Revised 8/13/2020

Temperature Check Policy

Purpose

Unlike most COVID-19 symptoms, body temperature can be objectively checked and verified. While temperature checks will not address asymptomatic cases, it still has the ability to help identify positive cases and prevent a potential outbreak. To avoid a false sense of security, it is noted that absence of a fever does not necessarily mean that the person also does not have the virus.

Temperature Check Locations

Temperature checks will be administered safely and consistently in designated facilities and may include other areas randomly throughout campus. These locations may vary daily. All temperature check areas must be authorized by the Vice President for Student Affairs and/or Vice President for Human Resources.

Checkers

Training: Temperature checkers will be trained on how to use the thermometer, how to safely complete temperature checks, the proper use and disposal of PPE, and maintaining private information.

Thermometer Type: Thermometers used for temperature checks will be non-contact infrared with auto-measurement.

PPE: At minimum, the temperature checkers must wear a facemask, face shield, and gloves while performing temperature checks. Because non-contactless infrared thermometers are being used, the checkers do not need to make physical contact with the individual being checked. As such the CDC states that checkers need not change gloves after each check.

Hand Hygiene: The checkers must wash their hands for at least 20 seconds with soap and water before and after their temperature check assigned times. The checkers will have hand sanitizer available for regular use throughout their shift.

Process and Definitions

Signage will be placed to designate temperature check areas. Those being checked must follow physical distancing practices of at least six feet.

Fever: Using an infrared thermometer, any temperature $\geq 100.0^{\circ}$ F will be considered a fever.

Checking "Pass": Any individual with a temperature $< 100.0^{\circ}$ F will be permitted to proceed through building.

Checking “Fail”: Individuals may be retested several times within a ten minute period before making determination that they did not pass. Individuals with a temperature $\geq 100.0^{\circ}$ F may not proceed. Have the individual stand aside. Recheck the temperature in 1-2 minutes. If second reading is $< 100.0^{\circ}$ F, the individual may proceed. If temperature is still $\geq 100.0^{\circ}$ F, recheck in 10 minutes from original temperature check time. If temperature $\geq 100.0^{\circ}$ F after ten minutes from original temperature check time, the individual may not proceed and will be provided with written instructions to either leave campus or go back to their residence hall room. Written instructions will include the following:

Because your temperature was $\geq 100.0^{\circ}$ F, you are not permitted to enter the building. Please proceed as follows:

Undergraduate Students: Please go to your residence hall room or home. Call Health Services (daytime hours 484-664-3199) or Campus Safety (nights & weekends 484-664-3112) for further information.

Graduate and Continuing Education (GCE) Students: Please go home and contact your healthcare provider.

Employees: Please go home, contact your healthcare provider, and notify Human Resources (HR@Muhlenberg.edu).

Visitors: Please leave campus and contact your healthcare provider.

Documentation & Privacy of Data Collection

Documentation of an individual's information or temperature measurements will not be maintained or discussed with others. Aggregate data will be collected on the number of individuals checked and pass/fail rates on a daily basis. No personally identifiable data will be collected.

Additional Resource:

[CDC: Reducing the Spread of COVID-19 in Workplaces](#)

Revised 8/17/2020

Muhlenberg College Symptom Monitoring; Intervention and Testing

Students must comply and cooperate with the College's symptom monitoring, intervention and testing protocols and procedures listed below:

- **Daily Symptom Monitoring Checker.** Muhlenberg College will provide a platform for students to self-assess for possible COVID-19 symptoms daily. The user will answer questions after which a screen will be displayed with either a green check to access campus facilities or red stop signifying the need for the student to call Health Services. Aggregate data will be sent to the Dean of Students Office, Human Resources and Health Services daily regarding community response rate, percentage of red and percentage of green. This will help guide the College's overall response efforts. Individual data will not be collected.
 - Students are required to monitor themselves daily, honestly answer and complete the symptom checker and contact the Health Center if the student has any COVID-19 symptoms or otherwise is not feeling well.

- **Temperature Monitoring.** 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. Touchless routine temperature screening will be conducted in high traffic areas, such as Wood Dining Hall and the Life Sport Science Center, and random checks will be conducted in other areas around campus. Individuals with $T \geq 100.0$ (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. Aggregate data will be collected regarding the number screened and the number of $T \geq 100.0$. Results will be given to Human Resources, Dean of Students and Health Services Offices daily.
 - Students are required to monitor their temperatures daily and contact the Health Center if the student has a temperature ≥ 100.0 or otherwise is not feeling well.

- **Surveillance 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. Student Health Services will conduct COVID-19 testing regularly throughout the semester. Testing will be provided through both on-campus resources and established relationships with local healthcare networks and our community partners. Because the COVID-19 pandemic will continue to evolve rapidly, our testing strategy will be adaptable to the situation. The College will employ the three-pronged approach to testing described below.
 - Students must comply and cooperate with the College's testing protocols and procedures.

Symptomatic testing: Students who show symptoms will be isolated immediately and will be tested for the virus, with appropriate follow-up afterward.

Outbreak Rapid Response Testing: At this time, in accordance with CDC, the American College Health Association and Pennsylvania state guidance, the College will test individuals who are deemed to be “close contacts” of a student, faculty or staff member who tests positive for the virus. This will help the College better determine the potential source of an outbreak on campus and take additional mitigation steps.

Selective asymptomatic testing (as available): As many college-aged students can be asymptomatic carriers of the virus, the College will do some testing of individual students or student groups participating in higher-risk activities (e.g. Athletics, singing, large group activities, necessary College-sponsored travel, etc.) as we are able to and for which testing availability allows. In doing this testing, 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.

Contact Tracing Policy

Purpose

Contact tracing has been a critical public health practice for decades and is a key strategy for preventing further spread of COVID-19. Contact tracing is the process of identifying people who were potentially exposed to someone who tested positive for the virus. Those people are then isolated and monitored, with the goal of interrupting the transmission and preventing additional infections.

Definitions

Case: Someone who has COVID-19; usually has a positive laboratory test

Suspect or probable case: Someone exposed to a case who develops symptoms, even if they have not yet been tested

Contact: Someone who had contact with a case while they were infectious (during their illness or 2 days before their symptoms began)

- ▶ Contacts include but are not limited to people who:
 - ▶ Live with the case
 - ▶ Were within 6 feet of the case for 15 or more minutes
 - ▶ Had direct contact with the case (e.g., kissing) or with their secretions (e.g., used tissues)

Isolation: Keeps sick people separate from healthy people for duration of infectiousness including two days before onset and 10 days since symptoms first appeared and

- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving. Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

Quarantine: Restricts movement and contact of healthy people who have been exposed for 14 days since the last contact with the person who is infected

Population

Traditional Undergraduate Students: All Muhlenberg College students shall participate in contact tracing because of the public good it serves. Students are expected to respond accurately to any questions asked in regards to potential contacts to contain the virus on campus. Students must respond quickly and accurately to any contact tracing requests in order to protect the health and safety of other community members.

In collaboration and partnership with the Allentown Health Bureau, the College shall conduct case investigation and contact tracing of those traditional undergraduate students with on campus contacts. Contact tracers will notify students who have been determined to be contacts of the case. If an employee is determined to be a contact of the case, the College contact tracer shall notify Human Resources who will notify employee contacts

Employees: When notified of a case in an employee, the VP of Human Resources, or their designee, shall talk with the case about campus contacts. Human resources shall notify all employees who are determined to be contacts to the case. Human resources will notify Health Services of any student contacts. Health Services will notify the student contacts

Contact Tracers

Only individuals authorized by the VP of Student Affairs may serve in the contact tracer role for the College. Contact tracers must take a contact tracing course approved by the College. The College recommends “Basics of Contact Tracing for COVID-19” by Johns Hopkins Bloomberg School of Public Health.

Privacy

Privacy is the right of a person to be free from intrusion or publicity concerning personal matters. A contact tracer can ask about private information only for the purposes of contact tracing. A contact tracer can use the private information provided only for contact tracing purposes.

Confidentiality Is the right of an individual to have personal, identifiable medical information kept private and not released without his/her/their consent. A contact tracer can only ask about medical information that is relevant to contact tracing and can use it only for contact tracing purposes.

Documentation

The contact tracer shall document contact tracing records in the platform designated by the College.

Sources

- “Basics of Contact Tracing for COVID-19” by Johns Hopkins Bloomberg School of Public Health
- Center for Disease Control (CDC)

Revised 8/17/2020

Muhlenberg College Pre-Arrival and Travel Related Quarantine Guidelines

This document serves as an outline for students for pre-arrival and those that need to self-quarantine due to Pennsylvania's recommendations regarding travel.

Pre-Arrival Quarantine

The College strongly recommends that all students quarantine at home for 14 days prior to traveling to Muhlenberg. During this time, all students are also required to complete the daily symptom checker to report any concerns that arise related to their health.

In addition, the Commonwealth of Pennsylvania has released this guidance—[COVID-19 Information for Travelers](#). Students who are arriving from or traveled to any state on the Pennsylvania list or from a [Level 3 Travel Warning Country](#) within two weeks prior to arriving on campus will need to quarantine. Students from one of these locations are REQUIRED to self-quarantine at home for 14 days prior to traveling to Muhlenberg College. In addition, students will be required to complete the daily symptom checker. Students must call Health Services two business days prior to traveling to Pennsylvania to review your symptom checker and discuss health prevention during your travel.

The College recommends that whoever travels to the College with the student to help them move in should quarantine for 14 days before traveling.

Pre-Arrival quarantine will be self-monitored for 14 days.

Travel Related Quarantine during the Semester

During the semester, if a student must travel to a state on the Pennsylvania travel advisory site, they must quarantine at the designated campus quarantine location for two weeks upon return to campus. Students must measure their temperature twice daily and monitor for symptoms. Students must complete the COVID-19 self-monitoring checker on the Muhlenberg App. Students must also complete the COVID-19 Quarantine Form on their health portal and submit daily by 10am for Health Services to review. Students must contact Health Services immediately should they develop symptoms

Meal Delivery

Dining Services will deliver meals to students in quarantine at Muhlenberg. These meals will be part of the student's board plan. Students will select daily from a few menu options, including a meal for lunch and dinner, and will order continental breakfast items and/or snack options for the next day which will be delivered with dinner each day.

If students do not have a meal plan, they will need to purchase meals through Sodexo or arrange purchase and delivery of meals or groceries on their own.

Academic Support During Quarantine

The Office of Disability Services may provide assistance to quarantined students to promote continuity of education, access to courses, and coordination of academics.

Release from Quarantine

Health Services will make determination as to when a student is eligible for release from quarantine when related to travel during the semester.

Muhlenberg College Quarantine Guidelines For Possible Direct Exposure to COVID-19 (confirmed or presumed)

This document serves as an outline for students that need to quarantine due to a possible exposure to a positive or presumptive positive case of COVID-19.

To quarantine means an individual separates themselves from contact with others to prevent any potential spread of the virus while monitoring their own health. This is particularly important as a person who has been exposed to COVID-19 may not exhibit symptoms immediately or may not present with symptoms at all, even if infected. People in quarantine should stay in one location for a two week duration to monitor their health.

During the semester, students who are notified by the Muhlenberg Health Center, Allentown Health Bureau, or contact tracer that they are a “close contact” of someone who has tested positive for COVID-19 will need to quarantine for 14 days.

Quarantine Housing

Students who live in a traditional hall with shared hallway bathrooms will be moved to the designated quarantine area. Residents of the following buildings are required to quarantine at the designated area if there is a direct exposure to a presumptive positive or positive case: Prosser Hall, Walz Hall, Brown Hall, Martin Luther (ML) Hall, East Hall, Phi Sigma Sigma House, Delta Zeta House, Alpha Chi Omega House, and Alpha Tau Omega House.

If students live within a suite, apartment, MILE house and one of their roommates test positive for COVID-19, suitemates and housemates are considered a “family unit” and will be required to quarantine in their housing assignment or off-campus house for 14 days. The student who tests positive will be placed in isolation housing.

For a student who is approved to have campus access through the College and lives off-campus and tests positive through our surveillance testing or through a symptomatic test, they will be offered space in our isolation space on campus. In addition, the students’ roommates will be notified that they should quarantine in place in their apartment and that they should not host ANY guests at their residence. Failure to comply with this request will constitute a violation of the College’s Covid-19 policy and will result in disciplinary action.

If one student within a suite or apartment is a direct contact to a positive case, the Health Center will make a determination about if that student will quarantine in the designated area or if the “family unit” should all quarantine in place.

Students may choose to return to their permanent residence (home) to quarantine.

Behavioral Expectations

Students are expected to not leave the quarantine area unless an emergency situation arises or after speaking with a Muhlenberg College healthcare provider. Those in quarantine are not permitted to have visitors as the purpose is to prevent the potential spread of infection. The College’s Student Code of Conduct and Allentown, state and federal laws still apply in the quarantine setting.

Monitoring During Quarantine

- Students must measure their temperature twice daily and monitor for symptoms.
- Students must complete the COVID-19 self-monitoring checker on the Muhlenberg App.
- Students must also complete the COVID-19 Quarantine Form on their health portal and submit daily by 10am for Health Services to review.
- Students must contact Health Services immediately should they develop symptoms.

Meal Delivery

Dining Services will deliver meals to students in quarantine. These meals will be part of the student's board plan. Students will select daily from a few menu options, including a meal for lunch and dinner, and will order continental breakfast items and/or snack options for the next day which will be delivered with dinner each day.

If students do not have a meal plan, they will need to purchase meals through Sodexo or arrange purchase and delivery of meals or groceries on their own.

Academic Support During Quarantine

The Office of Disability Service may provide assistance to quarantined students to promote continuity of education, access to courses, and coordination of academics.

Release from Quarantine

Health Services will make determination as to when a student is eligible for release from quarantine. The expected duration of quarantine is typically 14 days from the last possible exposure to COVID-19 date.

Muhlenberg College Isolation Guidelines For COVID-19 (confirmed or presumed positive)

Isolation is an important mitigation effort that can help reduce the spread of COVID-19. It refers to separating someone from the rest of the community for a time because that person has symptoms of COVID-19 and/or has a positive COVID-19 test.

Isolation Housing

The College will designate rooms for students as isolation rooms. Students may choose to isolate at their permanent residence (home).

Behavioral Expectations

Students are expected to not leave the isolation area unless an emergency situation arises or after speaking with a Muhlenberg College healthcare provider. Those in isolation are not permitted to have visitors as the purpose is to prevent the potential spread of infection. The College's Student Code of Conduct and Allentown, state and federal laws apply in the isolation setting.

Monitoring during Isolation

- Students must measure their temperature twice daily and monitor their symptoms.
- Students must complete the COVID-19 form on their health portal and submit daily by 10am for Health Services to review.
- Students must schedule daily appointments with the health center while in isolation.
- Students must call 911 or Campus Safety (if on campus) for any emergency, life threatening, or concerning symptoms.

Meal Delivery

Dining Services will deliver meals to students in isolation at the College. These meals will be part of the student's board plan. Students will select daily from a few menu options, including a meal for lunch and dinner, and will order continental breakfast items and/or snack options for the next day which will be delivered with dinner each day.

If students do not have a meal plan, they will need to purchase meals through Sodexo or arrange purchase and delivery of meals or groceries on their own.

Academic Support During Isolation

The Office of Disability Services may provide assistance to quarantined students to promote continuity of education, access to courses, and coordination of academics.

Duration of Isolation and Precautions

For most persons with COVID-19 illness, isolation and precautions can generally be discontinued 10 days after symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms.

For persons who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive test.

For those who are asymptomatic or with non-severe symptoms, Health Services will make the determination as to when a student is eligible for release from isolation.

A limited number of persons with severe illness may produce replication-competent virus beyond 10 days that may warrant extending the duration of isolation and precautions for up to 20 days after symptom onset. Any student with severe illness will need documentation from their treating health care provider to determine the duration of isolation.

Muhlenberg College's Phased Approach To Visitor Policy

In order to promote health and safety, Muhlenberg College has enacted a phased approach to visitors in residence halls. Phases are fluid and determined by a number of parameters, including timelines, the COVID infection prevalence, response rate of symptom self-assessment (via the symptom tracker), and student adherence to the COVID policies and expected student behavior. **The phase highlighted in yellow is the phase that the College is currently in.**

Phase ONE:

- Permitted to have one visitor from family unit in room
- Family unit defined as those who share a bathroom on the floor or in suite/apartment/house
- No public lounge and/or kitchen use

Phase TWO:

- Traditional halls and suites: Permitted to have one visitor who resides within the same residence hall
- Apartments/houses: Number of overall limited to occupancy + two visitors from MILE area only
- Public lounge use permitted with face masks, social distancing, and occupants must be residents of the specific residence hall
- No use of public kitchens

Phase THREE:

- Traditional halls: Permitted to have one visitor who is a residential student
- Suites/apartments/houses: Number of overall limited to occupancy + two visitors that are residential students
- Public lounge use permitted with face masks, social distancing, and occupants must be residential students

Revised 9/14//2020

MUHLENBERG COLLEGE PARKING RULES AND REGULATIONS

The following approved regulations are applicable to the Muhlenberg College campus and apply to all members of the College community. These regulations have been established and are enforced to provide faculty, staff, students and visitors with a safe campus environment with reasonable access to buildings and other campus locations. Individuals who repeatedly fail to follow the college parking rules and regulations may be denied parking privileges. Effective August 15, 2018, the regulations contained herein replace and supersede all previous regulations with respect to vehicular traffic and parking on campus. Depending on the circumstances, they may be subject to change without formal notice. Questions relating to parking and operation of motor vehicles should be directed to the Department of Campus Safety and Police, located in the front lobby of Prosser Hall at 484-664-3112.

I. OPERATOR AND COLLEGE RESPONSIBILITIES

- A. It is the responsibility of all individuals who operate or maintain vehicles on campus to be aware of these regulations and to abide by them.
- B. Motor vehicle drivers assume full responsibility for the operation and parking of a motor vehicle on College property.
- C. The Department of Campus Safety officers will conduct parking enforcement in a fair, equitable and courteous manner. Construction, City Street cleaning, or inclement weather conditions do not alter the provision made in these regulations
- D. The fact that a vehicle has not been registered does not permit a member of the Muhlenberg community to park that vehicle in areas designated as visitor parking.
- E. Muhlenberg College is responsible for establishing and maintaining the signs, signals and markings necessary to implement these regulations.
- F. The Department of Campus Safety is tasked with enforcement of the parking rules and regulations, and as such may issue violation notices to alleged violators of any provision of these regulations.

II. REGISTRATION REQUIREMENTS

A. Prerequisites

- 1. The applicant and the vehicle to be registered must meet all legal requirements for the operation within the Commonwealth of Pennsylvania.
- 2. The motor vehicle to be registered must be owned, leased or operated by the applicant or a member of his/her immediate family.
- 3. Applicants with outstanding violation charges may not be permitted to register their vehicle(s).

B. Proper Display of Parking Permits

- 1. Parking permits are issued to the individual registering the vehicle and only transferable to other vehicles registered by that same individual.
- 2. Transferable permit stickers are pressure-sensitive on one side only. They must be applied to the vehicle and displayed on the front window, immediately above the state inspection sticker, or the lower front driver's side window for out of state vehicles.
- 3. Outdated Muhlenberg College parking decals should be removed if possible.
- 4. The registrant of any vehicle is responsible for any decal registered for their vehicle. If a vehicle is sold or removed from campus, the decal must be removed.
- 5. All motorcycle, moped, and motor scooter permits must be affixed to the left front shock in a clearly visible manner.
- 6. All student temporary vehicle registration permits must be clearly displayed in the rear window or on the front dashboard of the assigned vehicle.

C. Student Registration

1. All students who are permitted to own or operate a motor vehicle on campus must register their vehicles at the Department of Campus Safety. Registration is valid for a full academic year or whatever portion of the year the student is officially enrolled. Students shall be responsible for compliance with all College traffic regulations. Changes of vehicles or vehicle registration numbers must be reported to the Department of Campus Safety. Any questions regarding registration should be directed to the Department of Campus Safety at 484-664- 3112.
2. Every student who owns or operates a motor vehicle in Allentown during the year must pay a vehicle registration fee of \$65. This fee covers any vehicle per individual student that may require a parking registration throughout the year. Any vehicle that requires a state license must display a valid parking permit for the current academic year.
3. Any student, including first year students with permission from the Dean of Students Office, may temporarily register a vehicle for a one-week period. Two of these permits are allowed each semester. Temporary registrants must park in student parking areas. There is a \$25 vehicle registration fee for temporary registration as described above. First year students must follow the procedure outlined in section VII of this policy.
4. LVAIC students may register their vehicle with us if the following is met: a. Students must be registered in a Muhlenberg College course. b. Students must fill out registration form. Once these requirements are met, they will be issued a student parking decal at a cost of \$15.00.

D. Faculty and Staff Registration

1. Faculty and staff are entitled to a free parking permit for the appropriate employee lot to which they are assigned.
2. Transferable permit stickers are pressure-sensitive on one side only. They must be applied to the vehicle and displayed on the front window, immediately above the state inspection sticker, or the lower front driver's side window for out of state vehicles.
3. The permit is the property of the College and must be returned upon separation from the institution.
4. Faculty and Staff are responsible for keeping vehicle information current within the parking registration system.

III. PARKING PERMITS AND LOT ASSIGNMENTS

Parking permits, numbered and identified by specific color codes, correspond to specific parking areas and are valid only for those locations.

Faculty and Staff parking areas are designated by yellow lined parking spaces, while student parking areas are designated by white lined parking spaces.

While every effort is made to provide sufficient parking spaces, the purchase and display of a parking permit does not guarantee available space in your assigned lot at any given time. Campus Safety Officers conduct frequent patrols of parking areas. However, the College cannot assume any responsibility for vehicle damage, theft or theft from a vehicle while parked on College property or on a city street. In consideration of the College's neighbors, student, faculty and staff street parking should be confined to the campus side of the street. Parking regulations on the city streets are strictly enforced by Allentown Parking Authority. Parking on city streets on the east side of campus are restricted for street sweeping year round. It is suggested that you read the specific parking signs in those areas. Also, Chew Street is a "SNOW EMERGENCY STREET;" if a snow emergency is declared ALL vehicles parked on the street must be moved.

The following parking regulations will be enforced during the entire year.

A. Student Parking Permits

The current academic student permit (permit color will change each year) allows those vehicles properly displaying the parking permit to park in student designated parking lots. The student designated parking lots are as follows:

1. 26th and Chew Street Parking lot (by Robertson Hall)
2. Parking lot in front of Benfer Hall
3. South side of lot to the rear of the Center for the Arts building
4. Village Upper Parking lot Village lower parking lot
5. Sorority parking lot
6. 23rd and Gordon Street Parking lot (white lined spaces only)
7. Martin Luther Parking lot
8. All lots and driveways connected to or associated with College MILE residential facilities not designated as "No Parking", with the exception of the lot at Berks and Liberty Streets which is designated as "Faculty/Staff Parking" (See restrictions below)

There are specific lots designated for Faculty, Staff and visitor parking. Vehicles displaying student decals are permitted to park in these lots between 5 PM and 7 AM, Monday through Friday and at all times on Saturday and Sunday unless otherwise designated. The Faculty/Staff designated parking lots are as follows:

1. Trexler parking lot (includes Trexler Library, Center for the Arts, and Trexler Pavilion)
2. Prosser Hall lot
3. Center for the Arts (CFA) rear lot - north side facing the CFA
4. Back Drive Parking Lot – rear of academic row
5. Back Drive Entrance Parking Lot – north side of Brown and Walz Halls
6. 23rd and Gordon Street Parking lot (Yellow lined spaces only)
7. Leh Street Parking – Includes Leh Street south of Chew St and spaces behind 2242 Chew St
8. Other parking areas considered to be overflow lots as designated by yellow lined parking spaces.

Visitors (non-students) to the College are permitted to park on the Front Drive in front of the Academic and Administrative buildings.

B. Commuting Students and Evening College Permits

Commuting students and Evening College students are required to register their vehicles and display a parking decal. They will be assigned a student parking permit and are eligible to park in the areas as listed in Section III,A - Student Parking Permits.

C. Faculty and Staff Parking Permits

Faculty and staff parking lot assignments are allocated in relation to the building where the employee's major function occurs. Lot allocations are based on data collected from vehicle registrants and primary work location. When registered with the Department of Campus Safety, each vehicle will be assigned a colored window decal that corresponds with the parking lot assigned. The color of the parking decals for faculty and staff assigned locations will change from year to year. Once determined, a list of these lot designations will be distributed to the Muhlenberg College Community via email.

D. Handicapped Spaces and Permits

Designated with the national handicapped parking sign, these spaces are reserved for use by students, faculty, staff and visitors who qualify for state issued license plate/placards which are displayed on the vehicle, and the vehicle is registered with the Office of Campus Safety. With the exception of visitors, between the hours of 7 AM and 5 PM, parking in handicapped parking spaces on college property also requires a valid parking permit for the designated parking area.

E. Temporary Visitor Parking Permits

Any visitor of the College may obtain a temporary vehicle registration. This temporary permit is issued through the Office of Campus Safety and is valid for the length of the visit. The Office of Admissions

will directly issue temporary parking permits to visiting students and their families. The President's Office will directly issue temporary parking permits to visiting guests of the President.

F. Contractor and Vendor Parking

1. It is recognized that contractors and vendors conducting College business may have a need to park vehicles on College property. It is the responsibility of the individual College department representative who has entered into a service agreement to notify those contractors or vendors of the parking rules and regulations and to make every effort to minimize the number of contractor and vendor vehicles on campus. Equipment and tool trucks may be considered essential vehicles, while passenger transportation vehicles may not be required and must be parked on campus in limited numbers. Non-essential contractor and vendor vehicles should be directed to street parking when possible.
2. Contractor and vendor vehicles must adhere to the parking restrictions listed below in V.A.4. unless specifically approved in writing by the department representative who entered into the service agreement. A copy of that agreement must be provided to the Department of Campus Safety.
3. Back Drive: Contractor and vendor vehicles on Back Drive have three designated parking spaces located in the north west corner of the parking area.
4. Parking tickets issued to contractor and vendor vehicles will be the responsibility of the College department representative who entered into the service agreement.
5. Muhlenberg College reserves the right to limit or cease to engage in future business with contractors and/or vendors with multiple violations of the Parking Rules and Regulations.

IV. HOURS OF REGULATIONS

A. General

These regulations are in effect continuously throughout the calendar year, including recesses and vacations. The use of other permit lots is restricted to valid permits designating such lots. Specific restrictions regarding parking and vehicular access to campus are as follows:

1. The use of student parking areas is restricted at ALL times to holders of valid student permits designating such lots.
2. Students required to enter restricted areas of the campus to make pick-ups or deliveries must secure prior authorization from the Department of Campus Safety.
3. The use of faculty and staff lots is restricted to valid permits holders in designated lots from 7:00 a.m. to 5:00 p.m. Monday through Friday. During hours not specified, these lots are available for use by any vehicle displaying a Muhlenberg College permit.
4. All "No Parking Zones" are in effect twenty-four hours a day and seven days a week, including holidays.
5. Student, faculty, and staff parking is not permitted on the front circle during the hours of 7:00 a.m. to 5:00 p.m. Monday through Friday. During this time the Front Circle area is reserved for visitors and guests only.

B. Emergencies and Special Situations

During emergencies and special situations, it may become necessary for the Department of Campus Safety to temporarily suspend or otherwise modify specific regulations found in these Rules and regulations or otherwise posted throughout campus. In such cases those actions will be communicated by signs or other markings, public announcement, or on-site supervision. Temporary regulations and restrictions will be enforced accordingly.

V. OPERATION OF MOTOR VEHICLES ON CAMPUS

A. Parking Rules

1. Operation and/or parking of a motor vehicle on College property is restricted to those individuals who have properly registered their vehicles with the Department of Campus Safety and who display valid permits for a designated area. All other vehicles will be considered illegally operated and/or parked and will be subject to fines and sanctions specified in these Rules and Regulations
2. Vehicles may be parked and/or operated on College property only in appropriate areas as marked by signs, street markings, the College map and other designations indicating that parking and/or operating of vehicles is permitted.
3. Students required to enter restricted areas of the campus to make pickups or deliveries must secure prior authorization and approval from the Department of Campus Safety. Restricted areas are defined as fire lanes and faculty/staff/visitor parking areas. When authorized the parking in the restricted area shall be for no more than ten (10) minutes and the vehicle hazard lights must be operating during the time authorized.
4. The following practices are specifically prohibited:
 - a. Double parking.
 - b. Parking on the left side of the street facing traffic.
 - c. Parking over a white line or yellow line or across a line indicating a parking space.
 - d. Parking on lawns, landscaped areas, sidewalks, walkways, or other areas not designated for parking.
 - e. Parking in front of a driveway, doorway, or steps, or in any manner such as to block traffic, parked vehicles or roadways or hinder the passage of pedestrians or vehicles.
 - f. Parking in an area which does not correspond to the displayed decal.
 - g. Parking in a handicapped space without having the right to do so.
 - h. Parking an unregistered vehicle on the Muhlenberg College campus.
 - i. First year students possessing or operating a vehicle on Muhlenberg College property or in the city of Allentown without permission of the Director of Campus Safety.
 - j. Parking a two wheeled vehicle other than a motorcycle, moped, or motor scooter in a parking space designated for motorcycle parking only.
 - k. Parking in fire lanes, loading zones, emergency areas, or areas marked as "no parking" zones. Fire lanes include the following: Back drive – behind Taylor Hall (from 26th Street to Commons Building), Martin Luther – north drive (from Life Sports Center to 23rd Street), East Hall – south drive (from Moyer Hall to 23rd Street), drive between Brown and Walz Halls, the walkway through the Village, the entire drive to Benfer Hall including the east side, both drives leading to the Center for the Arts, the entire roadway between Robertson and South Halls, Fraternity drive and all driveways in the sorority areas. **PARKING IS PROHIBITED IN THESE AREAS AT ALL TIMES.**
 - l. Parking in areas not designated as a parking space with white or yellow lines.
5. It is the responsibility of the motor vehicle operator to find a legal parking space. Lack of space is not considered a valid excuse for violation of a parking regulation. Individuals attempting to park late at night are encouraged to find a legal space, as established by the parking rules and regulations, and contact the Department of Campus Safety for escorts from their car to their residence.
6. Tardiness for classes, appointments, etc., is not a valid excuse for violation of parking regulations.
7. Students are responsible for informing their visitors of approved parking areas. Students are accountable for parking violations and fines of visiting friends or relatives. If a vehicle is illegally parked, it may be towed at the owner's expense.
8. Disabled vehicles must be reported to the Department of Campus Safety immediately. Such vehicles must be attended to within 24 hours of disablement unless circumstances result in a time extension agreed upon by Campus Safety personnel.

VI. FINES

A. General

<u>Offense</u>	<u>Fine Amount</u>
No permit	\$55.00
No permit/Illegally parked	\$75.00
Illegal Parking/No Parking Zone	\$20.00
Parked in Fire Lane	\$75.00
Handicap Space	\$75.00
Fraudulent Use of Permit	\$55.00
Disregarding Instructions	\$20.00
Improper Display of Permit	\$15.00
Theft of Services	\$75.00
Boot Installation/Removal (2 or more accumulated tickets)	\$100.00

Vehicles May Be Towed at Owners Expense – Cost Determined by Towing Service.

1. Tickets may be paid either online using:
<https://app2.omnigo.com/muhlenberg/cesireportexec/ocp/Main.aspx> or in person in the College Center at the cashier's window.
2. Fees of all violations, regardless of how many tickets have been issued to the same vehicle, are in accordance with the above fine accrual schedule.
3. A citation notice may include all offenses that are in violation at the time of issuance. In the event of multiple violations, the cost of each violation indicated on the violation notice, as established above, will apply to the ticket.

B. Further Sanctions

In addition to the assessed fines, certain parking violations may be forwarded to the Dean of Students Office for appropriate disciplinary action.

C. Removal of Vehicles or Immobilization of Vehicles at Owners' & Operators' Expense The below conditions may result in vehicle immobilization or towing. Immobilization usually occurs when encountering unregistered vehicles with multiple violations. When possible, the Department of Campus Safety will make every effort to contact the owner of vehicle prior to towing. Emergency situations may result in swift vehicle removal prior to owner notification.

1. The vehicle appears to be abandoned.
2. The vehicle is parked in such a manner as to create a hazard to other traffic or obstructing a road, service drive, loading zone, hydrant, fire lane or parking area.
3. The vehicle is illegally parked in an area designated as a towing zone.
4. The operator or visitor operator has had repeated traffic violations (2 or more) and ignores warnings not to operate / register a vehicle on College property.
5. The vehicle is double-parked.
6. All vehicles issued a parking violation for being unregistered must register said vehicle with the Department of Campus Safety. Failure to do so will result in a boot / immobilization device for second and subsequent violations to the same vehicle.
7. The vehicle is parked on a lawn, landscaped area, sidewalk, walkway, or other area not set aside for parking.
8. The vehicle is parked in violation of lot signs which limit the parking to specific decals and indicates that violators will be towed.
9. The operator has removed a decal from another vehicle or is using a decal on the vehicle, which has been removed from another vehicle.
10. A vehicle not displaying a handicapped parking permit is parked in an area designated "for handicapped parking only".
11. Muhlenberg College is not responsible for theft or damage to vehicle when removed (towed) from College property. The towing company sets all fees (towing and storage) associated with towing. A towed vehicle will only be released to the registered owner and only after the

matter resulting in the vehicle being towed is resolved (i.e. payment of all outstanding fine/fees)

- D. **Fees for Related Damages**The College reserves the right to charge the operator additional fees based on the cost of repair to any lawn, landscaped area, sidewalk, or walkway damage caused by operation of or parking of any motor vehicle in violation of the parking rules and regulations.

E. **Payment of Charges**

1. All violation charges shall become effective on the day issued and are payable within five days of the date of issuance. Payment may be made via the online payment option in the Parking Registration link found on the Campus Safety web site, or in person by cash or check at the Controller's Office in the College Center. Checks should be made payable to Muhlenberg College.
2. Students and employees may be held responsible for any vehicle operated on campus by any member of his/her family or by any other relative, by any guest, as well as any other vehicle operated on the campus with his/her consent. It is the responsibility of all employees and students to inform the members of their families, other relatives, guests and others of existing rules and regulations.
3. All student violation charges (and/or expenses incurred by the College for towing) will be charged against the respective student's College account at the Controller's Office. An invoice will be sent to the student's billing address. Failure to pay will constitute grounds for the withholding of transcripts, diplomas, and/or denial of registration.
4. All administrative costs will be added to the original fine.

F. **Appeals**

1. Any person receiving a notice of a violation has the right to appeal within a 48-hour period from the day of issuance. Appeals should be completed online by going to the Parking Appeal link found on the Campus Safety web site. Parking appeals may also be made in writing to the Department of Campus Safety. Parking Appeal forms are available in the Campus Safety Dispatch area.
2. The decision of the appeal review is final and is binding upon both the appellant and the College.

VII. FIRST-YEAR STUDENTS SPECIAL PERMISSION FOR VEHICLE

First-year students may not have a vehicle on campus unless they have requested and received (in writing) permission from the Dean of Students Office after providing just cause. This permission may be revoked if the student receives three or more tickets (whether paid or unpaid). If permission is revoked the vehicle must be removed from Muhlenberg College property and removed from the City of Allentown. Violations of this type will be documented and reviewed by the Dean of Students office.

1. First-year students bringing a vehicle to the City of Allentown or to campus without special permission will be fined \$150.00 for first offense, \$225.00 and loss of housing lottery privileges for second offense, and \$300.00 for third and subsequent offenses. These fines are in addition to any other fine that may have been accumulated as indicated above.
2. The Dean of Students has granted all first year students special permission to park for the Fall 2020 Semester.

Contact: Director of Campus Safety, 484-664-3112

Singing at Muhlenberg During the Fall 2020 Semester Guidelines

There is a strong tradition of vocal and choral music at Muhlenberg College. Students participate in ensembles sponsored by the Muhlenberg Music Department including the College Choir, Chamber Choir, Women's Choir, Jazz Big Band, Jazz Improvisation Ensemble, and the *Collegium musicum*. Other vocal groups include the Gospel Choir and the many student-run *acapella* groups and performance ensembles. Singing also plays a significant role for students participating in the Department of Theatre and Dance and all religious services. In addition to these more structured groups, many students make music on their own, which often includes singing.

The COVID-19 pandemic has placed the College in a position where we need to develop policies to address the added risks singing produces in the transmission of the COVID-19 virus. Current scientific data indicate that singing is a dangerous activity, as it produces statistically-greater amounts of droplets and aerosols than speaking. **Our guiding principle must be that singing by members of the Muhlenberg community—students, faculty, and staff—does not put any members of our community at greater risk.** The plan could evolve if safety procedures and risks change due to new scientific evidence. The challenges we face here are significant as the College's policies of six-foot social distancing, mask wearing, and disinfecting in our teaching spaces are inadequate for the additional risks associated with singing. The focus of this document will be on singing that occurs in groups of two or more people. A four-phase approach is suggested:

Phase I

-Policies

- Students, staff, and faculty will only sing alone in their rooms on campus, in their residences off-campus or a designated practice room assigned by the Music Department during the first four weeks of the fall semester.
- On campus testing for COVID-19 is planned for statistically-significant samples of students participating in greater-risk vocal ensembles and vocal groups such as the Chamber Choir, Women's Choir, Gospel Choir, and student *acapella* groups in addition to the College's general testing to provide baseline data.¹
- At the end of the first four weeks of the semester, the College will evaluate whether to proceed to Phase II or remain at Phase I.

-Evaluative Criteria

- The following three factors will be considered by the College to decide whether to return to a previous phase, remain at the current phase, or move to the next phase:
 - An analysis of infection rates and trends among students in the greater-risk vocal ensembles and vocal groups relative to the infection rates and trends among other students, faculty, and staff at the College.

- An analysis of infection rates and trends for both indoor and outdoor rehearsals and performances of choral ensembles at other colleges and universities.

¹ "Greater-risk vocal ensembles and vocal groups" for the purposes of testing will be defined as the Chamber Choir, Women's Choir, Gospel Choir, and student *acapella* groups for the remainder of this document. The results of the testing of these greater-risk groups would be applicable to other vocal groups at the College such as the College Choir or Musical Theatre groups.

-An examination of scientific, peer-reviewed studies of singing in choral ensembles and groups that address COVID-19 transmission, social distancing, efficacy of masks, and the duration of rehearsals and performances while singing.

-Determination

-The transition to Phase II will occur only when the College's risk analysis is conclusive that students, staff, and faculty will not be placed at greater risk if outdoor singing is permitted by in-person groups of two or more people on campus.

Phase II

-Policies

-Students, staff, and faculty will not sing indoors in in-person groups of two or more people on or off campus.

-All singing by in-person groups of two or more students will occur on campus and outdoors.

-On campus testing for COVID-19 is planned for statistically-significant samples of students participating in greater-risk vocal ensembles and vocal groups provide comparative data relative to the baseline data collected in Phase I.

-Vocal Rehearsal and Performance Protocols

-The College's analysis of scientific, peer-reviewed studies on singing will be used by the College to establish safety regulations including specific guidelines for:

-The number of singers who may rehearse or perform in the same outdoor space.

-Social distancing by singers during rehearsals and performances.

-How often masks will need to be replaced by singers and directors during rehearsals and performances.

-Duration of rehearsals and performances.

-Distance of singers and directors from other campus community members during rehearsals and performances.

-Evaluative Criteria

-The College will follow the same Evaluative Criteria outlined in Phase I.

-Determination

-The College will return to Phase I if the three Evaluative Criteria indicate there is a greater risk to students, faculty, and staff in Phase II than in Phase I. For example, if infection rates and trends among the greater-risk vocal ensembles and vocal groups exceed the infection rates and trends among other students, faculty, and staff, the College will return to Phase I. The transition to Phase III will be considered after four weeks at Phase II and would occur only the College's risk analysis is conclusive that students, staff, and faculty will not be placed at greater risk if indoor and outdoor singing is permitted by in-person groups of two or more people on campus.

Phase III

-Policies

-Students, staff, and faculty will be permitted to sing indoors and outdoors in in-person groups of two or more people on campus.

- On campus testing for COVID-19 is planned for statistically-significant samples of Students participating in greater-risk vocal ensembles and vocal groups provide comparative data relative to the baseline data collected in Phase I and II.

-Vocal Rehearsal and Performance Protocols

-The College will follow the same Vocal Rehearsal and Performance Protocols outlined in Phase II with change that these protocols will apply to both indoor and outdoor singing.

-Evaluative Criteria

-The College will follow the same Evaluative Criteria outlined in Phase I.

-Determination

-The College will return to Phase I or Phase II if the three Evaluative Criteria indicate there is a greater risk to students, faculty, and staff in Phase III than in Phase I or II. For example, if infection rates and trends among the greater-risk vocal ensembles and vocal groups exceed the infection rates and trends among other students, faculty, and staff when indoor singing is allowed, the College will return to Phase II. The transition to Phase IV will occur only the College's risk analysis is conclusive that students, staff, and faculty will not be placed at greater risk by returning to pre-COVID-19 policies and procedures.

Phase IV

-Policies

-Students, staff, and faculty in vocal ensembles and vocal groups including the College Choir, Chamber Choir, Women's Choir, Gospel Choir, and student *acapella* groups are able to sing indoors and outdoors following the same policies and procedures that were in place prior to the COVID-19 pandemic.

Revised 8/17/2020

COVID-19 ADDENDUM TO MUHLENBERG COLLEGE HOUSING REGULATIONS AND LEASE

In order to safeguard the health and safety of the College community, including residents of College housing, and address regulatory, logistical and the other issues related to the COVID-19 pandemic, the College has adopted this COVID-19 Addendum to the Muhlenberg College Housing Regulations and Lease. This COVID-19 Addendum shall be effective immediately and shall remain in place until rescinded by the College. This Addendum is applicable to all students residing in College housing and in the event of any conflict between the provisions of this Addendum and the terms of the Housing Regulations and Lease, the terms of this Addendum shall control.

1. COVID-19 Policy. All students are required to comply with the provisions of the College's COVID-19 Policy. In the event that a student fails to comply with the COVID-19 Policy or the terms of this Addendum, in addition to any disciplinary action that may be imposed under the Student Code of Conduct, the College reserves the right to immediately terminate the Lease and remove the student from College housing. A student removed from College housing for failing to comply with the COVID-19 Policy or the terms of this Addendum shall not be entitled to any refund of room rent.
2. Removal of Property. At the end of the fall semester and the spring semester every student is required to vacate their student housing and remove all personal belongings. Any personal belongings that are not so removed shall, at the option of the College and at the student's expense, either be removed and discarded by the College or packed, removed and stored by the College.
3. Emergency Termination of College Housing. The College reserves the right to suspend or terminate any or all on-campus activities, including College housing, in response to health and safety concerns and/or governmental regulations or mandates. In the event that the College elects to suspend or terminate your student housing, you shall, as directed by the College, immediately vacate your student residence and remove all personal belongings. If you fail to remove any personal belongings after receiving notice from the College to do so, the College shall have the right, at the student's expense, to pack, remove and store all of your personal belongings.
4. Authorization, Waiver and Release. In the event that the College elects to pack, remove and/or store your personal belongings pursuant to Sections 2 or 3 above, you agree that any damage to, or loss of, your personal belongings during packing, removal and/or storage by the College shall remain your sole responsibility. In addition, you acknowledge and agree, for yourself and/or your heirs, legal representatives and assigns, and intending to be legally bound, that you forever waive, release, indemnify, discharge and hold Muhlenberg College and its trustees, officers, managers, employees, contractors, agents, successors and assigns harmless from and against any and all liabilities, actions, demands, damages, expenses, costs, claims and causes of action of any possible nature resulting from or in any manner relating to the College's packing, removal and/or storage of your personal belongings. You further agree that (i) this Authorization, Waiver and Release is intended to be as broad and

inclusive as permitted by the law of the Commonwealth of Pennsylvania; (ii) you have carefully read this Authorization, Waiver and Release and your acceptance of this Authorization, Waiver and Release is completely voluntary; (iii) this Authorization, Waiver and Release shall be governed by and construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania, without giving effect to its principles of conflicts of law; and (iv) if any provision of this Authorization, Waiver and Release is found to be unenforceable or invalid in any way, the remaining provisions will remain in full force and effect.