The Dragon Plan: Tiffin University’s restart plan for Fall 2020 and Spring 2021, during the COVID-19 pandemic

Tiffin University

Revised: December 1, 2020
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Tiffin University Guiding Principles

PURPOSE

What we are about:
Transforming lives through education.

MISSION

What we do:
Educate students by linking knowledge to professional practice.

VISION

What we want to be:
A premier university for challenging students to enhance their global competencies and 21st century skills, for success in a diverse world.

STRATEGIC PRIORITIES

Where we will focus:

- Create an environment focused on student success. (Students)
- Grow innovative academic programs. (Academics)
- Optimize our organizational capacity. (People)
- Strengthen and increase institutional financial sustainability. (Finances)
- Enhance our critical infrastructure. (Facilities and Technology)

VALUES

How we behave – ICARE

Interdependence

We are an inclusive and caring community that emphasizes service as a foundation of success.

Communication
We engage in authentic dialogue, timely exchanges of information, and fact-driven discussion, civil debate, and decision-making.

**Accountability**

We make ethical, responsible decisions that have a high degree of integrity, are data informed, and are results-oriented.

**Respect**

As a portal of equal access to education and information, we model civility and compassion; we embrace diversity as an essential component of creating a rich university experience for everyone.

**Entrepreneurship**

We prize innovation and creative thinking as hallmarks of successful participation in the global marketplace.

**Message from Our President**

Greetings, Students, Faculty, and Staff,

Writing this letter today finds me so very grateful and proud of the TU Community for the hard work and dedication each and everyone of you have demonstrated as we continue to navigate through the COVID-19 pandemic together. You have all shown such incredible respect and care for each other by complying with pandemic protocols set in place, and for that, I say thank you!

As you know, the State of Ohio is now dealing with even higher percentages of COVID-19 spread since the tracking began in March 2020. Rest assured that we continue to review our plans for the start of Spring Semester 2021 and are prepared to make pivotal changes as needed to ensure the health and safety of all TU students and employees.

With that said, I would like to share with you our updated Dragon Plan (as of today) for the upcoming spring semester. This Plan necessitates updated requirements and expectations aligned with our ICARE Values. Being ever
mindful of our highlighted ICARE value this year of RESPECT, I am confident that all Dragons will adhere to these expectations out of respect for the safety and well being of others.

The Dragon Plan communicates regular updates on our plan for returning to campus each semester, COVID-19 news and developments, and any new requirements or guidance that the University receives from our state and local health departments.

Tiffin University continues to work with the Centers for Disease Control and Prevention (CDC), the Ohio Department of Health (ODH) and regional and local health care partners to comply with directives and guidelines to safeguard our students, faculty, staff and visitors to reduce the risk of spreading the COVID-19 virus on our campus.

All of you have done a remarkable job of complying to the pandemic protocols during the fall semester, and together we will move through spring semester as well.

My very best wishes to each and everyone of you this holiday season. Please stay safe and healthy over the break, and we’ll see you in January 2021!

Regards,

Dr. Lillian Schumacher, President

Definitions

**Isolation:** Separates sick people with a contagious disease from people who are not sick.

**Quarantine:** Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

**Self-health Assessment:** A self-health assessment is an evaluation of one's own physical well being based on the health screen questionnaire taken prior to coming onto campus.
Hybrid Teaching Initiative: A comprehensive training and support program provided by the Center for Online and Extended Learning (COEL) to assist faculty in the creation of agile Hybrid instruction (Split-Session Hybrid and Virtual Hybrid courses) to comply with anticipated CDC guidelines, maximize instructional continuity, and minimize disruptions related to transitioning to and from remote learning.

- **Split-Session Hybrid:** When students are on campus, courses will be delivered as Split-Session Hybrids where seated course enrollment is split across two identical class sessions, maintaining social distancing protocols. The instructors will “teach” the same class twice in a week, with half of the enrolled students attending each of the sessions. Asynchronous activities, delivered via the TEC Companion Shell, will replace the missing instructional “seat time.”

- **Virtual Hybrid:** When instruction is required to be delivered remotely, the Virtual Hybrid course sections, which combine required real-time participation via web conferencing technologies with online-delivered teaching and learning activities, will be employed. The Virtual Hybrid mode, which is again delivered via the TEC Companion Shell, allows for distance delivery of coursework while retaining the direct instruction and interaction with faculty that our seated students have come to expect.

- **TEC Companion Shells:** All non-online course sections feature a TEC Companion course shell in the Learning Management System (Moodle). The new TEC shell includes refinements and integrated structures that facilitate the seamless transition from in-person to remote instruction, while retaining inherent flexibilities that allow for different pedagogies and instructional approaches.

**Social Distancing:** Keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least six feet (about two arms’ length) from other people who are not from your household in both indoor and outdoor spaces.
**Possible COVID-19 Exposure**: All individuals, other than those with a known risk to exposure.

**Probable COVID-19 Exposure**: Individuals who have had close contact (less than six feet) for more than 15 minutes to an individual with COVID-19 symptoms or an individual who has tested positive for COVID-19.

**COVID-19 Positive**: When an individual’s test results are positive for the COVID-19 virus.

**BasiCare Plus**: Private and confidential, unlimited 24/7 ZERO copay physician access on the nation's largest telehealth network, MDLIVE® (by phone or video) - family members included! Provides ZERO copay for more than 90% of the generic medications prescribed by telemedicine. Provides savings on many other generic and name brand prescriptions at over 65,000 locations nationwide. Nationwide Rx Access - Over 65,000 locations for your free and discounted medications; CVS, Walgreens, Walmart, Costco, Rite Aid, Discount Drug Mart, Albertsons, Kroger, Kmart and many more!

**COVID-19 Testing**: When an individual is instructed to go to a healthcare facility to get tested for COVID-19 by a healthcare worker.

**Administrator On Call (AOC)**: The AOC is a full time staff member who is available to students, faculty, and staff to provide support in crisis situations 24 hours a day, 7 days a week. This staff member has been training on handling specific issues related to COVID-19 including providing support, access to resources, access to food, etc. for students placed in quarantine or isolation housing.

**Campus Points of Contact**

- Overall Campus Response - Sean Durocher
- Academics - Dr. Peter J. Holbrook
Phased Return to Campus - Fall Semester

**PHASE I: June 1 - 28**
- Reduced Office Hours
- Reduced Staff Interactions
- Continued Remote Work
- Voluntary Workouts
- Weight Room Opening

**PHASE 2: June 28 - July 31**
- Summer Session Term II Begins (in-person classes and on-campus living)
- Voluntary Workouts Continue
- Weight Room Workouts Continue
- Reduced Office Hours Continue
- Reduced Staff Interactions Continue
- Continued Remote Work

**PHASE 3: August 1 - 14**
- Fall Sports Report to Campus for Preseason Training
- Resident Assistants and Security Officers Report for Training
- Campus Returns to Normal Operating Hours

**PHASE 4: August 15 - 16**
- New Students Move on Campus for Welcome Weekend
- All Students Return to Campus

**PHASE 5: August 17**
- Fall Semester Begins
Phased Return to Campus-Spring Semester

**PHASE I: November 23- December 22**
- Housing contracts end November 25, 2020 and only approved housing extensions are allowed in campus housing
- Reduced office hours
- Reduced staff interactions
- Continued remote work

**Phase 2: December 23- January 5**
- Campus is closed

**Phase 3: December 28- January 6**
- Winter sports report back to campus

**Phase 4: January 6- January 15**
- Campus returns to normal operating hours

**Phase 5: January 17- January 30**
- Classes will be on-campus remote
- Extra curricular activities will resume

**Phase 6: February 1**
- Seated split-hybrid classes resume

Health and Safety Practices for Dragon Nation

**Introduction:** Tiffin University will follow [CDC](https://www.cdc.gov), [State](https://www.state.gov) and [Local](https://www.local.gov) guidelines to promote a safe campus.
Employees

- All employees will complete a self-health assessment in the TU Mobile App through READY prior to reporting to work. If an employee shows symptoms of COVID-19, they should not report to work and contact their supervisor. TU will periodically notify the campus community of the total number of COVID-19 positive cases, as appropriate.
- Employees must properly wear a facial covering unless the employee works alone in an assigned area, facial coverings are not advisable for health reasons, and/or there is a functional (practical) reason for an employee not to wear a facial covering in the workplace.
- Reasonable accommodations will be considered for employees who have a documented medical condition to continue remote work.
  - Must fill out the COVID-19 Reasonable Accommodations form and return it to the Office of Human Resources. [https://mytu.tiffin.edu/employeeinformation/humanresources/Pages/default.aspx](https://mytu.tiffin.edu/employeeinformation/humanresources/Pages/default.aspx).
- Employees will be expected to take personal responsibility when travelling outside the State of Ohio.
- Employees will limit face-to-face meetings.
- Employees will actively practice social distancing of six feet or more.
- Employees are expected to clean their own offices when it comes to wiping down desks, keyboards, mice, phones, etc. Cleaning agents, paper towels, and gloves will be provided in centralized locations for employees to retrieve necessary cleaning supplies.

Office Guidelines

- Walk-in appointments are not permitted. Students should contact an office they wish to meet with prior to visiting the office.
- Departments will be expected to create and maintain protocol for managing student traffic in their office.
- As much as possible, virtual meetings should be implemented.
- Departments will be responsible for following the University’s guidelines when hosting events.
Residential Students

- All campus residential halls and rooms have been sanitized prior to student arrival.
- All shared spaces in housing will continue to be cleaned and sanitized daily. Students will be responsible for cleaning their own rooms.
- TU will provide access to hand soap, hand sanitizer, sanitizing supplies for students to use inside residence halls and houses, when requested.
- Facial coverings will be required in all residential halls except for in residential rooms, in the restrooms and when wearing a facial covering is not feasible.
- Students will be asked to actively practice social distancing of six feet or more in the residential halls and houses.
- A plan for isolation and quarantine housing will be implemented utilizing campus spaces separate from other housing units to provide housing to students identified as testing with probable or positive COVID-19.
- No room changes will be permitted except for emergency situations.
- Students will be expected to take personal responsibility when travelling outside the State of Ohio.
- Additional guidelines and expectations can be found in the Student Affairs COVID-19 Guidelines.

Dining Facilities

- Cole Dining Hall will open January 16, 2021 for brunch at 11 a.m. and will resume normal operating hours.
- There will be a dedicated entrance and exit with appropriate signage before entering.
- There will be floor markings for designated waiting areas with six feet spacing.
- Seating in Cole Dining Hall will be reduced by 50%, to a maximum occupancy limit of 180.
  ○ Tables will be spaced six feet apart.
- Most buffet-style and self-serve food stations will be eliminated.
  ○ Pre-made salads, breakfast items like yogurt, etc., will be offered instead.
○ All stations will be served by an AVI team member.
○ Self-serve beverage stations will require single use cups, and no personal cups or beverage containers will be allowed.
○ No refills will be allowed. A new cup must be obtained.
• A disposable system for all customer plates, utensils and cups will be adopted for the fall semester.
  ○ Salt and pepper shakers will be removed from tables.
  ○ Napkin dispensers will be removed from tables.
• Meal Times:
  ○ Meal times will be as follows (Cole Dining Hall will be closed between meals):
    ■ Breakfast: Monday through Friday 7 to 9:30 a.m.
    ■ Lunch: Monday through Friday 11 a.m. to 3 p.m. (Entree and Fusion to close at 2 p.m.)
    ■ Dinner: Monday through Thursday 4:30 to 8 p.m. (Entree and Fusion to close at 7:30 p.m.)
      ● Dinner: Friday 4:30 to 7 p.m. (These times can be adjusted if needed.)
    ■ Saturday and Sunday
      ● Brunch: 11:00 a.m. to 1:00 p.m. (These times can be adjusted if needed.)
      ● Dinner: 4:30 to 7:00 p.m. (These times can be adjusted if needed.)
• All dining areas will be sanitized daily and in between dining services.

Classroom Instruction

• Prior to coming on to campus every day, students are required to complete a self-health assessment via the TU Mobile App. If they show symptoms of COVID-19, they should not attend class and notify their instructor. Instructors will notify their Dean.
• Students must wear a facial covering, unless facial coverings are not advisable for health reasons and/or there is a functional (practical) reason for a student not to wear a facial covering in the classroom.
  ○ Students who need accommodations must contact the Office of Disability Services at tiffin.edu/studentservices/disability-services
• Tiffin University will be implementing social distancing requirements of six feet or more.
• Hybrid course delivery will be implemented for certain courses and sections where social distancing of six feet or more cannot be obtained to maintain a safe and healthy teaching environment.
• Students and faculty will be responsible to disinfect their own work space before and after class.
• Students who refuse to wear a facial covering will be asked to leave the classroom and building.
• Students wishing to complete internships during this time are to work closely with the internship coordinator for their school.
• For registration, class schedule, or online enrollment questions, please contact academicadvising@tiffin.edu.
• Guidance for specialized programs can be found below:
  ○ Art Studio Procedures Fall 2020
  ○ Digital Media and Design Procedures Fall 2020
  ○ Science Lab Procedures Fall 2020
  ○ TiffinArts Procedures Fall 2020

Co-Curricular Life

• Student gatherings will actively practice social distancing requirements of six feet or more.
• Continue technological gatherings and virtual meetings.
• Provide and consistently reinforce messaging on good hygiene.
• Facial coverings will be required for all in-person activities.
• Additional guidelines and expectations can be found in the Student Affairs COVID-19 Guidelines.

Visitors and Vendors

• Will complete a self-health assessment via READY prior to coming on campus. If a visitor shows symptoms of COVID-19, they should not come to campus.
• Visitors must wear a facial covering unless facial coverings are not advisable for health reasons, and/or there is a functional (practical) reason for a visitor not to wear a facial covering on campus.
• Will actively practice social distancing requirements of six feet or more.
• No visitors will be allowed in residential halls.
• University requires any vendors coming to campus to be screened by their company prior to their shift.
• The University reserves the right to not permit an individual(s) onto campus who may be showing symptoms of COVID-19 or develop symptoms while on campus.

Athletics

• The Athletics department will continue to follow guidelines from the NCAA, G-MAC, federal, state and local agencies.
• For more information, please go to Athletics information

Education and Training

New and transfer students will complete a COVID-19 training and education program prior to the start of classes. It includes both a universal video component for all members of the TU community and web-based materials. Topics covered will include the following:

1. Facts about coronavirus and COVID-19
2. Protecting yourself and others
3. Navigating the new normal
4. The Dragon Pledge

Guidelines on COVID-19 Exposure

Probable COVID-19 Cases

• Students who report COVID-19 symptoms on the health assessment or who have had contact with an individual who tests positive for COVID-19 will be required to call Tiffin University's Health Center.
  ○ Students will be required to stay in their on-campus residential hall or off-campus home and/or return to their on-campus
residential hall or off-campus home until further instruction has been given from a **TU Health Center** worker.

- Students should contact their professor(s) if they will be missing classes.
- Students should contact their coach if they are going to miss practice.
- Students who need accommodations for courses must contact the Office of Disability Services at [tiffin.edu/studentservices/disability-services](http://tiffin.edu/studentservices/disability-services)

- Employees who report COVID-19 symptoms on the health assessment or who have had contact with an individual who tested positive for COVID-19 will be required to stay at home and contact their family physician or **Teladoc** for further instructions.
  - Employees should contact their supervisor if they are going to be absent from work.
  - Employees must work with the Office of Human Resources for accommodations.

### Positive COVID-19 Cases

- Tiffin University has designated a point of contact for communication about COVID-19 procedures with the campus, relevant state and local departments and agencies.
- TU will notify the campus community of an employee or student with a COVID-19 positive case as appropriate. All HIPAA, ADA and FERPA regulations will be followed.
- Students who test positive for COVID-19 will be placed in isolation housing.
  - Students will be given the option to go home if they test positive.
    - Students can return to campus once they receive a notification that they are clear from the Tiffin University Health Center. Students who need accommodations with classwork must contact the Office of Disability Services. [tiffin.edu/studentservices/disability-services](http://tiffin.edu/studentservices/disability-services)
- Employees who test positive for COVID-19 will need to isolate for 10 days.
○ Employees who are exposed in the workplace will be sent home and asked to telework for 10 days.
○ The workspace used by infected individuals will be sanitized after the area has been closed off for 24 hours.
○ Employees can return to work if they are:
  ■ Ten days from first symptoms, three days without fever without taking fever reducing medicine and an improvement in symptoms OR
  ■ Three days without fever without taking fever reducing medicine, and an improvement in symptoms.
  ■ Employees must work with Human Resources for accommodations.

Equity, Access & Opportunity - Office for Disability Services

Tiffin University’s Commitment to Equal Access and Diversity

Tiffin University (“TU” or the “University”) is committed in policy and practice to providing an educational experience and environment that is equally accessible for all, including those with a documented disability, so that individuals with disabilities have equal access and opportunity to learn and achieve based on their innate abilities and are not inhibited by barriers created by the interaction between their disability and the institutional environment and/or academic requirements.

TU’s Office for Disability Services (ODS) supports this institutional commitment to diversity by providing educational opportunities for qualified individuals with disabilities through accessible programs and services in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act of 2008, and other applicable federal and state regulations that prohibit discrimination on the basis of disability. In addition, the Office serves as a resource to the University community by providing consultation and advocacy services related to compliance.

TU is committed to ensuring equal access for students with disabilities during the COVID-19 pandemic. Students who need accommodations and services to support healthy and safe engagement in learning and campus life are
encouraged to follow the same process as established by the University for requesting reasonable accommodations.

TU will provides a wide range of COVID-19 related accommodations and services including:

- Coordination of remote instruction for students with underlying conditions.
- Housing accommodations (i.e. single room, air purifier).

Students are encouraged to submit requests in advance of the need for accommodations. Individuals must submit disability verification that meets disability documentation guidelines and includes an explicit recommendation for COVID-19 accommodations and why they are medically necessary to facilitate access to the classroom and/or campus life.

For additional information and to begin the registration process, you may go to tiffin.edu/studentservices/disability-services

Because of the evolving, fluid situation and regulations, Tiffin University will continue to make a best faith effort to protect all faculty, staff and students.
Appendix A: Dragon Pledge

The Dragon Pledge is a plan to help Dragons return to school and work in a safe environment. COVID-19 is an unprecedented and rapidly evolving threat facing Tiffin University and the world. The health and safety of Dragons remains our number one priority. Much of our current success in this fight is because Dragons naturally choose to put each other first and voluntarily adopt safe, new habits. It is that volunteer spirit that has been fighting this pandemic, and it is the same volunteer spirit that will keep a safe environment.

The Dragon Pledge asks students, faculty and staff to follow the University’s guidelines on reopening that protect both students and employees, while securing their livelihoods. This plan also asks you to commit to protecting and respecting yourselves, your friends and your co-workers. Act responsibly by following recommended guidelines for social distancing, hygiene and wearing protective equipment when appropriate. Only by working together as a community of volunteers can we successfully reopen our campus - a vital component of our lives, security and liberty - and successfully move past this public health crisis.
Appendix B: Residential Guest Policy

Until further notice, no guests are permitted in on-campus housing. This includes guests from outside of the University, as well as anyone entering a residential building to which they are not assigned, barring emergency circumstances. It is essential to the success of containing and preventing illness spread that we do our best to keep the spread of the virus at a minimum. Violations of this expectation can result in a guest policy violation and/or failure to comply with policy violation.

Non-residential guests are limited to those that are essential for the ongoing care of the resident (i.e. healthcare aide or parent serving in that capacity). All other non-residential guests should arrange to meet their residential host outside, maintaining appropriate social distancing. Residents should register their essential guests with their Area Coordinator and the Office of Disability Services. This will include contact information as well as dates, times and durations of planned visits.

For more information about the residential policies, please see the Student Affairs COVID-19 Guidelines.
Appendix C: Frequently Asked Questions

What is COVID-19?

COVID-19, otherwise known as coronavirus disease 2019, is a new illness that affects your lungs and airways. It is particularly severe in older populations and people with underlying health conditions.

Are coronavirus and COVID-19 the same?

COVID-19 is an abbreviation of coronavirus disease 2019.

The two terms are often used interchangeably, but COVID-19 is the name of the disease caused by a previously unknown virus called SARS-CoV-2. The virus is part of a family of coronaviruses that cause different illnesses, including the common cold and the flu.

When did COVID-19 start?

The virus was discovered in Wuhan, China in December 2019 and has since spread around the world. It was declared a pandemic by the World Health Organization on March 11, 2020.

What are the common symptoms?

The most common symptoms of COVID-19 are a dry and continuous cough, shortness of breath, loss of taste and/or smell, fever and tiredness. Other flu-like symptoms such as a sore throat, aches and pains, headache or runny nose are also common.

However, some people do not have any symptoms and may not even know they have the virus.
When do symptoms start to appear?

It can take up to 14 days for people to show symptoms, but most people notice them in the first four to five days.

What should I do if I think I have COVID-19?

- Students who report COVID-19 symptoms on the health assessment or who have had contact with an individual who tests positive for COVID-19 will be required to call BasiCare Plus.
  - Students will be required to stay in their on-campus residential hall or off-campus home until further instruction has been given from a TU Health Center Employee.
  - Students should contact their professor if they will be missing class.
  - Students should contact their coach if they are going to miss practice.
  - Students who need accommodations for courses must contact Disability Services at tiffin.edu/studentservices/disability-services
- Employees who report COVID-19 symptoms on the health assessment or who have had contact with an individual who tests positive for COVID-19 will be required to stay at home, and contact their family physician or Teladoc for further instructions.
  - Employees should contact their supervisor if they are going to be absent from work.
  - Employees must work with the Office of Human Resources for accommodations.

Does COVID-19 need treatment?

Around 80% of people who get COVID-19 will recover without needing special treatment at home, and usually within around seven days. Most people will only have mild symptoms similar to the common cold.
Around one in six people will become severely ill and develop difficulty breathing, in which case they will need hospital care. In serious cases COVID-19 can cause pneumonia.

**Who is more vulnerable to COVID-19?**

The likelihood of becoming seriously ill from COVID-19 is higher for older people and those with severe underlying health issues, including high blood pressure, heart disease, lung disease, cancer or diabetes.

People with a weakened immune system – for example if they are having chemotherapy treatment for cancer, or have a low CD4 count as a result of HIV – are also at a higher risk of serious illness.

**Can COVID-19 be cured?**

There’s no proven cure for COVID-19, but most people will recover fully without needing medical treatment.

If you’re unwell with COVID-19, resting, drinking lots of liquids, and taking paracetamol or other home remedies can help with symptoms.

If your symptoms don’t improve after seven days or if you have difficulty breathing and persistent pain in your chest, call your local health service immediately.

**Are anti-HIV and anti-malaria drugs effective against COVID-19?**

As yet, there is no strong evidence that antiretroviral drugs used to treat HIV can be used to treat COVID-19. Several studies have shown promising results,
however, the certainty of the evidence is very low due to limitations in the studies.

Remember, taking any of these drugs without medical supervision is potentially very dangerous.

How is COVID-19 passed on?

COVID-19 is spread through contact with respiratory droplets (droplets of saliva or mucus from the nose or mouth) from someone who has the virus. This mainly occurs when someone with the virus coughs or breathes and these droplets land on nearby surfaces and objects. The virus is then spread when another person comes into contact with the droplets and touches their own face, particularly eyes, nose or mouth; an infected person sneezes, coughs or breathes, and people around them breathe in these droplets.

Can COVID-19 be transmitted through food?

There is no evidence to suggest that COVID-19 can be passed on through food.

However, as with all types of infection, practicing food safety will help to reduce any risk. You can do this by:

- Making sure animal products are cooked properly.
- Washing your hands throughout the preparation of food.
- Sanitizing surfaces and utensils after cooking.

How can I stop the spread of COVID-19?

The main ways you can stop the virus spreading are:
• Wash your hands regularly with soap and water for at least 20 seconds. If you don’t have access to clean water and soap, use an alcohol-based hand sanitizer and keep rubbing it into your hands for 20 seconds.
• Avoid touching your face.
• Sneeze or cough into a clean tissue, then throw it away and wash your hands. If you don’t have a tissue, use the inside of your elbow to cover your nose and mouth.
• Stay at least six feet away from other people, especially if they are unwell.

What is social/physical distancing?

People are advised to keep their distance from others to prevent COVID-19 from spreading.

Social distancing works by reducing the number of people you meet in a day, which slows the spread of the virus. This will help to stop the health system from becoming overwhelmed with large numbers of patients needing care at the same time.

Should I wear a facial covering?

Tiffin University is mandating masks unless facial coverings are not advisable for health reasons, and/or there is a functional (practical) reason to not to wear a facial covering.

The World Health Organization now recommends using face masks when you are not able to stay at least six feet away from others. This includes when you’re on public transport, inside shops or any other time when you’re in a confined or crowded space. This advice applies primarily to places where COVID-19 is still being actively passed on in the community.

This is because we now have evidence that some people who get COVID-19 don’t get any symptoms but can still pass the virus on. Wearing fabric masks
prevent these asymptomatic and seemingly healthy people from passing on the virus in public spaces. If you do have symptoms for COVID-19, you still need to stay home and self-isolate; wearing a mask is not enough. Fabric masks alone do not prevent the wearer from getting COVID-19.

Medical masks are in short supply globally. These should be prioritized for health workers, people with COVID-19 symptoms and those caring for them; and at-risk groups in situations when they can't guarantee a distance of one meter/six feet from others.
Appendix D: Athletics

Tiffin University Athletics Return to Campus
The health and safety of our student-athletes and staff is of the utmost importance and our priority in having student-athletes return to campus and begin athletic activities. It is our objective to ensure the health and safety of student athletes and staff by following the below guidelines:

**TU is Committed to Care**
Tiffin University will make a strong commitment to follow the CDC and State of Ohio guidelines while caring for it’s student-athletes and athletic staff. All Dragons will take it as their personal responsibility to be leaders in how we approach this pandemic. All staff and student-athletes will sign a pledge that each individual will make a commitment to follow federal, state, University and departmental guidelines in order to ensure the health and safety of our campus. Student-athletes will be encouraged to stay on campus and limit any off-campus travel. Athletic staff will be encouraged to practice on weekends and have NCAA mandated off days during the week.

**Zero Tolerance Policy**
The Tiffin University Athletic Department is taking extreme precautions to decrease the spread of disease and will have a ZERO TOLERANCE policy for student-athletes and athletic staff that do not adhere to the following guidelines. Student-athletes and athletic staff that do not adhere to the following guidelines will be subject to removal from participation in their athletic activities.

**Face Coverings**
Face coverings will be required to be worn at all times while in any publicly shared spaces such as athletic facilities, training rooms and locker rooms.

**Temperature Checks**
Student-athletes will be required to have their temperature checked daily prior to any training and/or entering any Tiffin University facilities. Student-athletes will be required to have a temperature below 100.3 degrees in order to participate in athletic activities or enter any Tiffin University
buildings/facilities. Athletic staff will follow the University protocols in regards to completing daily health questionnaires, and self-screening/temperature checks. Any student athlete that has a temperature above 100.3 degrees will be required to contact the Tiffin University Health Center.

**Physical Distancing**
Student-athletes and athletic staff will follow proper social distancing guidelines that have been recommended by the CDC and the State of Ohio. This results in reducing the capacity of public facilities such as meeting rooms, training rooms, weight rooms and all indoor training facilities. This will result in smaller group training, treatment sessions and weight room sessions. Student-athletes and athletic staff are also encouraged to remain six feet apart where appropriate/able.

**Hygiene and Sanitation Guidelines**
Tiffin University will continue to monitor the sanitation of all facilities regularly in order to adhere to the CDC guidelines and recommendations. Student-athletes and athletic staff are asked to assist in the sanitation of athletic facilities and personal belongings. You are asked to bring your own personal hydration products (water, gatorade, etc.) and are prohibited to share such products with other teammates or student-athletes. There will be no locker room access at this time in order to adhere to physical distancing regulations as well as maintain proper sanitation of facilities. Shower facilities will not be available during this time. Spitting at any athletic training site will be strictly prohibited and will be enforced by all athletic staff.

**Outside Constituents/Facilities**
Moving into the fall athletic season there will be no outside constituents (at this time) allowed at any Tiffin University indoor athletic events. This includes training sessions, meetings, treatments and competition. Physical distancing restrictions will be adhered to in all outdoor athletic facilities which will require reducing capacity of stadium seating at competitions. Stadium seating capacity will be addressed and provided to the student-athletes and families prior to competition. By limiting capacity of facilities we strive to limit the exposure of disease to both our student athletes, staff, and outside constituents.
TU Athletics Phase Approach
Tiffin University Athletics will return to campus in a five phased approach to ensure the health and safety of our student-athletes. The use of athletic facilities, athletic activities, housing and classrooms will be incorporated in this approach. This plan will be evaluated and correct changes will be made as phase transitions are made. Changes to any ongoing CDC recommendations will be followed and implemented into each phase.

Fall Semester
PHASE 1: June 1 - 28
- Voluntary workouts
- Weight room opening
PHASE 2: June 28 - July 31
- Summer session II begins (live classes and on-campus living)
- Voluntary workouts continue
- Weight room workouts continue
PHASE 3: August 1 - 17
- Fall sports report to campus for preseason training
PHASE 4: August 14 - 17
- Students move on campus for Welcome Weekend
PHASE 5: August 17
- Fall semester begins

Spring Semester
COVID-19 Guidelines
If a student-athlete encounters symptoms of COVID-19 they will contact their team athletic trainer, complete a symptom screening questionnaire (provided by Tiffin University's Health Center) and abide by the following guidelines. All student-athletes that have tested positive for COVID-19 are required to contact and notify their athletic trainer immediately. Those that test positive or are suspected of having COVID-19 are to follow CDC recommendations for isolations.

People with COVID-19 who have stayed home (home isolated) can leave home under the following conditions:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) AND
○ Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
○ At least 10 days have passed since your symptoms first appeared.

The student-athlete will not be allowed to return to physical activities or the classroom until cleared by Tiffin University Health Center.

People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated) can leave home under the following conditions:

○ At least 10 days have passed since the date of your first positive test.
○ You continue to have no symptoms (no cough or shortness of breath) since the test.

If a student-athlete or athlete-facing staff member tests positive, close contacts can be identified via contact tracing. Close contact is defined by the CDC as a household member, intimate partner, person with close contact (less than six feet) for a prolonged period of time (greater than 15 minutes). All close contacts may be asked to isolate immediately.

COVID-19 Positive Specific Housing
If a student-athlete tests positive while on Tiffin University's campus they will be asked to go home if able or be housed in a specific isolated area that has been specified by Tiffin University administration. The student-athlete will have to remain in this space until they are symptom free and have been approved to reside in their regular housing assignment.

COVID-19 Prevention for Athletic Staff
Tiffin University Athletic Staff needs to set safe and healthy examples for our student-athletes and are at the forefront of displaying behaviors for our student-athletes to follow. We ask that all athletic staff not only educate but also exemplify what it means to be Dragon Strong in order to “Protect our Lair”.

Tiffin University Restart Plan for Fall 2020 and Spring 2021 During COVID-19 Pandemic
All student-athletes will be required to sign the “The Dragon Pledge” before engaging in any athletic activity. Coaches will be sending this pledge to their own respective student-athletes.

The following guidelines will be enforced to all Tiffin University athletic staff and student-athletes as of 7/15/2020 until further notified.

**Daily Temperature Checks/Questionnaires**

- Student-athletes will be required to take a daily health assessment every morning that will be located in the TU mobile app.
- Each team (coach) will be given one thermometer that is to be used to take the temperature of their student athletes before athletic activity.
- If a team is having multiple athletic activities in 24 hours, it is asked that the student-athletes get their temperature taken in the a.m. and in the p.m.
- It is to be decided by the coach and the athletic trainer of the team as to who will be taking the student-athletes’ temperatures.
- If a student-athlete has a temperature above 100.3 degrees, that student-athlete will be able to have their temperature checked again within the hour to monitor if it has dropped. If the student-athlete continues to have a temperature above 100.3 degrees and/or has any other COVID-19 symptoms that student will be asked to report to the nurse practitioner (Fran Ford) in the Health Center before continuing any athletic/team related activities.
- If a student-athlete tests positive he/she will follow the protocols of Tiffin University and contact tracing will be administered.

**Hygiene/Sanitation**

- Athletic staff will be given disinfection/sanitation equipment in order to keep the respective athletic facilities/spaces clean. It is expected that these spaces will be sanitized immediately following any meetings, activities, training, etc.
- There will be a ZERO TOLERANCE policy in regards to spitting. This refers to a student-athlete spitting on themselves and/or any surfaces.
- There will be no unnecessary contact between student-athletes and/or athletic staff. This primarily is in reference to handshakes and contact
demonstrations during athletic activity. There will also be no handshaking prior to or immediately following any athletic competition.

- All members will be asked to sanitize (wash hands or use sanitizer) frequently. Washing hands before and after each workout or team meeting is required.

**Athletic Activities:**

- It is recommended that coaches have athletic activities on weekends in order to have our students stay within Tiffin and not travel where they could possibly contract the disease and bring it back to campus.
- Coaches will be required to use face coverings during all athletic activities and to follow the six feet spacing recommendations.

**Team Meetings:**

- Meetings will need to follow social distancing guidelines.
- All meeting rooms will be used at half capacity and both athletic staff and student-athletes are expected to remain six feet apart, while also wearing face coverings.
- Students will arrive at all meetings at the given time and are expected to leave the facility promptly after meeting times. There will be no gathering prior to or immediately following any team meetings or activities in order to enforce social distancing and protect our student-athletes and staff occupying those buildings.
- If you are able to host the majority of your meetings online (through Huddle, Zoom, etc.), please do so. Meeting sizes that go above the 50% room capacity rule will be asked to be separated and partially streamed through virtual rooms.
- Coaches are encouraged to host athletic meetings outside when/if possible.

**Dining Hall:**

- The dining hall will be using contactless procedures in order to assist in social distancing measures.
• During preseason, teams should be given specific times that they will need to report for meals in order to limit the amount of student-athletes reporting to eat at one given time.
• Outdoor seating will be provided if student-athletes choose to eat outside.
• Coaches should encourage their student-athlete to not congregate/gather in the dining hall.

**Athletic Facilities:**

• There will be no use of locker rooms for preseason (and until further notice).
• Student-athletes and staff need to be very meticulous in the entering and exiting of all athletic buildings.
• There will be signage placed to show the direction of traffic. The signs need to be followed by all athletic staff as well, in order to set a good example for our student-athlete.
• Restrooms will be open during athletic activity sessions. Each team will be responsible for sanitizing used restrooms after every session.

**Athletic Travel:**

• Student-athletes and athletic staff will be required to wear face coverings while traveling with their teams.
• Athletic staff will need to take the temperatures of all traveling team members before departing Tiffin University and upon arrival at their destination. Any athletic member that has a temperature above 100.3 degrees before departing will not be allowed to travel.
• If a student-athlete and/or athletic staff member reads a temperature above 100.3 degrees while travelling, they will be asked to remain separated from the group and separate travel will be provided to travel back to campus.
• Travel members will be asked to sanitize (wash hands or use sanitizer) after every stop that is made and before stepping on transportation.
• Teams should only allow two student-athletes per hotel room.
• Vans and buses will be sanitized after every trip.
Sports Medicine:

- Upon entry into any athletic training room, masks must be worn (and properly covering the mouth and nose).
- Temperatures will be taken by a member of the athletic training staff or a student worker.
- Absolutely no food or drinks will be allowed in the treatment area.
- Student athletes are asked to maintain social distancing at all times. Curtains will be in place between treatment tables that are not six feet apart.
- Student athletes will assist in sanitizing all rehab equipment they use, as well as any game ready sleeves they may use.
- Athletic training room capacities will be limited and everyone will be required to sign up for a time (no exceptions). Capacities are subject to change once we see how everything is working.
- Student-athletes are asked to arrive promptly on time and depart when their time block has ended.
- Gillmor Athletic Training Room: due to space limitations only one athlete and one athletic trainer will be permitted at a time.
- Hanson Athletic Training Room: a maximum of 12 athletes will be permitted at a time.
- Heminger Athletic Training Room: only four athletes and one athletic trainer will be permitted at a time.
- Paradiso:
  - Ice machines are to be used by staff members only to lower the risk of contamination.
  - Soccer teams will tape in the game field bench area.
  - Football will tape outside either on the sidewalk in front of the building or on the concrete pad behind the building.
- Every student will receive their own reusable Gatorade bottle. The student-athletes will be responsible for their own bottle and will be expected to bring their bottle to all athletic activities. There will not be any other bottles/cups provided at athletic events. Please try to have your bottles filled before arriving at training sessions to eliminate any backups/congestion at a filling station.
- While at training, there will be one person designated to fill up the bottles in order to avoid cross contamination. Each student-athlete will
simply remove the lid of their bottles, have it filled by a designated trainer/manager and then resume using their own bottle. At NO POINT are student-athletes allowed to share water bottles.

- Should you lose your bottle, a replacement will be provided for $3 which will be charged to your head coach/team and they may in turn charge you for it.
- Ice baths will only be available for heat related emergencies.

**Weight Room/Strength and Conditioning:**

- Upon entry into the weight room for the day’s session, temperatures will be taken (by Kyle Gilbert or a student-worker) for all student-athletes.
- Masks will be required during all weight room sessions.
- Personal water bottles are to be used (no sharing and drinking fountains will be turned off).
- Teams using the weight room will have specific report times, and will leave as a group before the next team will be permitted to enter.
- Upon completion of each session, student-athletes will assist in wiping down and sanitizing all equipment.
- Racks/groups will be assigned to allow for proper social distancing.
- A coach’s attendance will be mandatory for each session (to assist in instruction and compliance).
- Potential fall schedule locations (schedules TBA):
  - Hanson - Baseball, M/W Basketball, Football, Lacrosse, Softball, M/W Track & Field (General Students will have specific times to come in also).
  - On-Site - M/W Soccer (Paradiso), STUNT/Cheer (St. Mary’s), Volleyball (Gillmor)
  - Wrestling Room - Esports, M/W Golf, M/W Tennis, M/W Wrestling
  - Heminger - M/W Cross Country, M/W Track & Field
- Potential spring schedule locations (schedules TBA):
  - Hanson - Baseball, M/W Basketball, Football, Lacrosse, Softball, M/W Track & Field (General Students will have specific times to come in also).
  - On-Site - M/W Soccer (Paradiso), STUNT/Cheer (St. Mary’s), Volleyball (Gillmor)
○ Wrestling Room - Esports, M/W Golf, M/W Tennis, M/W Wrestling
○ Heminger - M/W Cross Country, M/W Track & Field
Appendix E: Tiffin University Arts Programs

Specific implementation plans for each organization, class, ensemble and space are to be updated regularly as needed and kept for reference by the Managing Director of Arts Programs.

Requirements for All Circumstances

- Each individual entering the facility will get a temperature check.
- Anyone with a temperature over 100.3 degrees will be dismissed.
- A mask must be worn at all times except when specifically instructed by their director/instructor.
- Social distancing of at least six feet is required.
- Wash hands frequently and if not possible, use hand sanitizer stations.
- Sanitize all touched surfaces before and after class/rehearsal.

Performing Arts Lab (PAL)

- Students must:
  - Wear a mask at all times except when specifically instructed by the director or instructor.
  - Keep all belongings in their own personal space.
  - Practice social distancing protocol of at least six feet, or more as required by specific activities.
  - Wash hands frequently and if not possible, use hand sanitizer stations.
  - Wipe down and sanitize any touched surfaces after use.
  - Minimize time spent in the PAL. Do not hang around before and after classes, lessons and rehearsals.
  - Do not exceed posted maximum occupancy for each PAL room.
- The water fountains will be closed, but the bottle filler will remain open.
- All individuals, groups or ensembles must make a reservation to use a PAL room (105, 110, 112, 113, 117, 118). Those without a reservation will not be able to use PAL facilities. Contact arts@tiffin.edu for a reservation.
- Indoor singing and wind instrument rehearsals should not last longer than 30 minutes.
● A buffer period is to be maintained between room activities to allow for air to settle, surfaces to be disinfected and for floors to be cleaned.
● PAL floors will be cleaned regularly with the steam mop.
● Use of the lobby reception area will be limited. Students may only use this area for a short period of time if waiting for an appointment. Individuals may stay in this area for no longer than 20 minutes.
● The faculty or staff member who is responsible for locking the building should do a last wipe-down of door handles and light switches before locking up.
● Two mobile cleaning carts with supplies will be available at all times.
● All instructors must use their own white board markers.

Practice Rooms

● Only one person per practice room at all times.
● Students must be masked at all times, follow the maximum occupancy rules and social distancing protocol.
● Users must sign up for a specific practice room time. A 30 minute open block will be left in between uses.
● Users must sanitize the piano keyboard, any touched surfaces and the door handle before and after their scheduled session
● Rooms 105 & 110 are limited to four people (socially distanced). These rooms are available by sign-up only and only when not in use for private lessons. Contact arts@tiffin.edu for room availability.
● Floors will be cleaned at the beginning and end of each day.
● If using practice rooms after hours, all users must sanitize all interior and exterior door handles. All occupancy rules must be maintained at all times.

Recruiting Visits

● Students, faculty, staff and visitors will wear masks in the PAL at all times and remain socially distanced.
● Faculty, staff or student tour guides should open the door for visitors to minimize the touching of surfaces. After the visit, the tour guide will be responsible for disinfecting all door knobs, light switches and touched surfaces.
• If giving a tour outside or escorting the group to another area of campus, TU faculty/staff member or student must wear a mask even if they can remain six feet apart.

**Choir**

• All students must follow mask, social distancing and facility sanitation requirements as determined by results of the NFHS Performing Arts Organizations Coalition Study.
• Posted room capacity limitations must be observed.
• Individual students must keep their own music folders or have mobile digital access to their music. Music and folders may not be stored in cabinets.
• Groups may not sing together for more than 20-30 minutes at a time.
• Singing should be done with all individuals facing the same direction, not in a circle facing one another.
• All furniture should be sanitized before and after its use.
• Pianos should be sanitized before and after use.
• Sound system controls should be sanitized before and after use.
• Only the director and pianist are allowed to touch the piano. The cover will be used when the piano is not in use.

**Live Performances**

• Audience size and configuration will be limited, as required by state guidelines and NFHS recommendations.
• Outdoor, recorded or streaming performance options will be used as much as possible.
• The specific implementation plan will be updated as needed per study recommendations, state mandates, and CDC guidelines.

**Marching & Concert Band**

• Marching band rehearsals will only be conducted outside for a maximum of 90 minutes.
• Inside Concert Band rehearsals will occur in smaller groups, limited to social distancing, room capacity and in blocks no longer than 30 minutes.
Students should:
  ○ Have their own music and music stand that is not shared with another student.
  ○ Empty spit valves on an absorbent pad that will be provided if rehearsing indoors. Students are responsible for disposing of their own pad after rehearsal.
  ○ Wipe down and sanitize chairs, stands and any touched surfaces after rehearsal has ended, if rehearsing indoors.
All students (except tubas and percussion) should store their own instruments and should not use storage in the PAL.
All students should store their own uniforms and are responsible for making sure they are clean before each performance.

Band Room

- Only the director and pianist are allowed to touch the piano. The cover will be used when the piano is not in use.
- Nobody should touch or access the lockers and storage cabinets.
- Drumset and amplifiers may only be touched by assigned individuals.

Color Guard

- Color Guard rehearsals will be conducted outside for a maximum of 90 minutes.
- Students should:
  ○ Sanitize poles before and after rehearsals, including any touched surfaces.
  ○ Have their own pole that is not shared with any other student in a single rehearsal.
- All students should store their own uniforms and are responsible for making sure they are clean before each performance.

Recording Studio

- No more than one person will use the same vocal microphone, pop filter, screen or set of headphones per day.
- A buffer period is to be maintained between room activities to allow for air to settle, surfaces to be disinfected and for floors to be cleaned.
Vocal isolation booth will be moved to the drum isolation room.
All surfaces and equipment are to be sanitized before and after each use and session.
All session setup and strike will be structured so no more than one individual touches any given item, piece of equipment, etc.
TMS general meetings will be held virtually.
Length of session will be determined based on the number of individuals needed and the type of recording, taking aerosol transmission into account.

Dance Team

- Students must:
  - Wear a mask when entering the PAL and PAL 112.
  - Practice social distancing protocol of at least 10 feet, specifically in their own assigned locations, for the entire duration of the rehearsal.
  - Wash hands frequently and if not possible, use hand sanitizer stations.
  - Sanitize any touched surfaces, including the barre.
- The floor in PAL 112 will be cleaned following each rehearsal.
- Individuals opening and closing the grey curtain should sanitize their hands before and after touching the fabric.

Small Vocal Ensembles

- Students must keep their personal belongings in their designated space.
- When singing, no facing each other unless distanced by 20 feet or more
- No sharing of music, no storing music in shared spaces.
- No sharing of microphones.
- All microphones will be cleaned and sanitized before and after each use.
- Use of technology (multiple monitors or in-ears) to allow for 10-15 foot distancing in rehearsals.
Keyboard Lab

- Always maintain limited occupancy and social distancing rules as posted.
- Students must provide their own headphones for lab use.
- Piano keyboard covers must be closed when not in use.
- Students must keep all personal belongings in their assigned space.

Musical Theatre

- All students and staff must follow safety requirements as determined by results of the NFHS Performing Arts Organizations Coalition Study.
- Music, singing and staging rehearsals will be held separately for as long as possible. Individual and group coachings will be held virtually as much as possible.
- Recorded rehearsal tracks will be provided for students to work independently as much as possible.
- Masks must be worn during rehearsals for as long as possible in the production process.
- Audience size will be limited as required by state guidelines and NFHS recommendations.
- Recorded or streaming performance options will be used as much as possible.

Media Production Team

- All equipment will be wiped down and sanitized before and after each use.
- All event setup and strike will be structured so no more than one individual touches any given item, piece of equipment, etc.
- Meetings will be held virtually or by email.

Concert Production Team

- All equipment will be wiped down and sanitized before and after each use.
- All event setup and strike will be structured so no more than one individual touches any given item, piece of equipment, etc.
● Students will be clearly assigned tasks to facilitate social distancing.
● Meetings will be held virtually or by email.

Private Music Instruction

● Lesson times will be limited as determined by results of the NFHS Performing Arts Organizations Coalition Study.
● There will be limited singing time as determined by results of the NFHS Study.
● Facility downtime will be scheduled between room uses.
● The use of online and multimedia synchronous and asynchronous options will be utilized based upon course requirements and student and instructor needs.
● No equipment, instruments or physical materials may be shared between student and instructor, unless thoroughly disinfected before and after use.
● Masks may be removed only when absolutely necessary to perform or demonstrate, and only for a brief period of time.

Theatre

● All students and staff must follow safety requirements as determined by results of the NFHS Performing Arts Organizations Coalition Study.
● Small show will have a limited cast size.
● Rehearsals will be held separately for as long as possible. Individual and group coachings will be held virtually as much as possible.
● Materials may be provided for students to work independently as much as possible.
● Masks must be worn during rehearsals for as long as possible in the production process.
● Audience size will be limited as required by state guidelines and NFHS recommendations.
● Recorded or streaming performance options will be used as much as possible.
Art Team

- Activities will be divided into smaller groups to facilitate social distancing.
- No equipment and supplies will be shared without thorough sanitization before and after use.
- Masks must always be worn.
- All workstations will be sanitized before and after use.

COVID-19 Risk Management Planning for DMD Lab Studio

- Students must wear a face covering at all times while in the studio.
- Students will disinfect computer keyboards and tables at the end of each class. Disinfectant will be supplied by Tiffin University.
- Large signs will be posted outside and inside of the DMD Lab Studio with these policies.

COVID-19 Risk Management Planning for Art Studios

- Students will be issued art supplies on the first day of the studio course and be required to bring appropriate supplies to all classes. This will help protect against cross contaminating general supplies. Students will be responsible to keep these art supplies in their possession. Individual art supplies are not to be shared with fellow classmates. Disinfectants will be provided for students to maintain these art supplies.
- Students must wear a face covering at all times while in the studio.
- At the end of each lab session, professors (overseeing students) will be required to disinfect all lab table surfaces, spigots and handles (doors and drawers) prior to the next art studio class. This is a faculty responsibility to insure that disinfection takes place. Tiffin University will supply this disinfectant and paper towels.
- If possible, professors will have studios open for students to complete assignments individually or in smaller groups. These hours will be posted on the studio doors. Students participating in open studio times must follow the same policies as class times.
• At the end of the class, all students wash their hands and use hand disinfectant. Students will use the sink one at a time. Professors will give students time to complete this procedure.

Large signs will be posted outside and inside of the Art Studios with these policies.
Appendix F: COVID-19 Risk Management
Planning for Science Labs

- All students entering the lab building must complete a temperature check. If a student’s temperature is elevated above 100.3 degrees, the student will be sent to his/her dorm and notified that he/she should contact telemed services.
- Students will be issued protective eye goggles on the first day of lab course and be required to wear the goggles during all labs. This will help protect the mucus membranes around the eyes. They will be responsible to keep these goggles in their possession. Disinfectants will be provided for students to maintain these goggles.
- Tiffin University will provide disposable face masks to all students for each lab class. The student must wear the mask at all times in the lab. At the end of the lab, students will throw these masks into garbage.
- Tiffin University will provide disposable nitrile gloves to each student for each lab session. These gloves must be worn for the full lab session.
- Students must wear long sleeve shirts and long pants, along with a lab coat for each class. Students must wear closed shoes. No sandals or open shoes will be allowed. Students will be issued a lab coat in the first lab, and must wear and maintain the cleanliness of the coat. The exceptions to wearing a lab coat are as follows:
  - In exercise science labs, sometimes students must engage in forms of exercise and be tested. The professor has the ability to make the decision to allow students to wear shorts and short sleeved shirts during the testing procedure due to the required lab process in the curriculum. Other than engaging in an exercise lab under the professor’s approval, students must follow the dress code.
  - Students with multiple lab courses will be issued only one lab coat.
- At the end of each lab session, professors (overseeing students) will be required to disinfect all lab table surfaces, spigots, handles (doors and drawers) prior to the next lab. This is a faculty responsibility to insure that disinfection takes place. Tiffin University will supply this disinfectant and paper towels.
● If possible, professors will have students complete lab processes individually. However, if the lab process or lab instruments are limited, and the lab needs to be completed in student groups, the professor may choose due to curriculum needs.

● Exercise science professors will split students between the lab and the classroom as much as possible to increase social distancing. This is due to the size of the lab with equipment.

● At the end of the lab, all students will throw away the nitrile gloves, wash their hands and use hand disinfectant.

● Students will need to launder the lab coat after each lab, unless the student is enrolled in more than one lab a day. Please make sure to emphasize the need for frequent laundering of lab coats.

Large signs will be posted outside and inside of the lab courses with these policies.
Appendix G: Signage

The Dragon Pledge is a plan to help Dragons return to school and work in a safe environment. COVID-19 is an unprecedented and rapidly evolving threat facing Tiffin University and the world. The health and safety of Dragons remains our number one priority. Much of our current success in this fight is because Dragons naturally choose to put each other first and voluntarily adopt safe, new habits. It is that volunteer spirit that has been fighting this pandemic, and it is the same volunteer spirit that will keep a safe environment.

The Dragon Pledge asks students, faculty and staff to follow the University’s guidelines on re-opening that protect both students and employees, while securing their livelihoods. This plan also asks you to commit to protecting and respecting yourselves, your friends and your co-workers. Act responsibly by following recommended guidelines for social distancing, hygiene, and wearing protective equipment when appropriate. Only by working together as a community of volunteers can we successfully reopen our campus - a vital component of our lives, security and liberty - and successfully move past this public health crisis.

How can the Coronavirus spread:
• There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
• The virus is thought to spread mainly from person-to-person.
• People who are in close contact with one another (within about 6 feet).
• Through respiratory droplets produced when an infected person coughs, sneezes or talks.
• These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
• Recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should:
• Cover your mouth and nose with a cloth face cover when around others.
• Cover coughs and sneezes with a cloth face cover or the crook of your elbow.
• Wash your hands with soap and water, or use an alcohol-based hand sanitizer when hands are not visibly soiled.
• Avoid close contact with people who are sick.
• Avoid touching your eyes, nose, and mouth with unwashed hands.
• Avoid howling contact with people who are sick.
• Stay at home as much as possible.
• Practice social distancing between you and other people.
• Remember that some people without symptoms may be able to spread coronavirus.
• This is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others:
• You could spread COVID-19 to others even if you do not feel sick.
• It is not known if the virus can spread when people have fever and cough but have not yet developed a fever.
• Cover coughs and sneezes with a cloth face cover or the crook of your elbow.
• Avoid close contact with people who are sick.
• Wash your hands with soap and water, or use an alcohol-based hand sanitizer when hands are not visibly soiled.
• Avoid close contact with people who are sick.
• Avoid touching your eyes, nose, and mouth with unwashed hands.
• Avoid howling contact with people who are sick.
• Stay at home as much as possible.
• Practice social distancing between you and other people.
• Cover coughs and sneezes with a cloth face cover or the crook of your elbow.
• Wash your hands with soap and water, or use an alcohol-based hand sanitizer when hands are not visibly soiled.
• Avoid close contact with people who are sick.
• Avoid touching your eyes, nose, and mouth with unwashed hands.
• Avoid howling contact with people who are sick.
• Stay at home as much as possible.
• Practice social distancing between you and other people.

Self-Health Assessment

Are you experiencing the following symptoms?
• Cough
• Shortness of breath or difficulty breathing
• Fever of 100.5 degrees F or higher
• Chills
• Muscle pain
• Sore throat
• New loss of taste or smell
• Nausea or vomiting
• Diarrhea
• Congestion or runny nose
• Fatigue
• Headache

Have you been in contact with someone known or presumed to have COVID-19 within the past 14 days?

Anyone who answers yes to any of these questions cannot visit campus at this time.

Thank you for your understanding!