



## Mount Mary University: Our Commitment to Community

In order to maintain a positive, healthy environment to learn, work, and live, our University has enacted precautionary measures to keep our campus safe. This commitment to caring for one another is shared by everyone in the Mount Mary community, including students, employees, and visitors. We look forward to your participation in this unified effort.

### Background

A Mount Mary University education reflects a core group of values distinguished by the characteristics of competence, community, compassion and commitment. Hallmarks of these values include:

1. A shared sense of purpose within the Mount Mary environment to work in the spirit of the School Sisters of Notre Dame by creating a better world through education.
2. A deliberate approach to advancing the universality of human dignity by encouraging leadership in the areas of personal development and global change.

Our very first priority during a global pandemic is taking all necessary precautions to keep our community safe and healthy. For that reason, it is imperative that you adhere to the guidelines outlined below in order to participate in campus learning, employment, and other activities.

With your commitment, we will continue to focus on providing a quality mission-centered education and individualized support services to ensure student success.

We understand there will be a period of time where Mount Mary University acclimates under COVID-19 and will provide regular reminders to make our guidelines clear. If there is continued non-compliance or behaviors that clearly put others in danger, community members may be subject to student and employee conduct policies documented in our handbooks.

## FALL 2020 SAFETY PRACTICES

### Classrooms and Academic Instruction

Seating in classrooms must remain socially distanced. Some classes will be in larger meeting rooms, some components of certain classes will utilize distance delivery in new high-tech classrooms and all classrooms have remote technology for students to Zoom in if they are unable to be present. Students are required to submit a *Request for Course Format Change Form* if they need to participate remotely. If the request is approved, they must work with faculty to meet remote learning expectations. The form can be found at <https://forms-public.mtmary.edu/Forms/CourseFormatChange>. Labs, studios and courses with intensive active learning requirements will be on campus per health and safety protocols. Any questions regarding academic delivery may be directed to [MMU-academicaffairs@mtmary.edu](mailto:MMU-academicaffairs@mtmary.edu).

Descriptions of course formats are as follows:

### Split Class in Multiple Classrooms

- Students are split into smaller groups and assigned to multiple classrooms in close proximity.
- Zoom technology is used to deliver synchronous presentations to students in multiple rooms.

- Teaching assistants may be present when primary faculty are working in the alternate classroom.
- Faculty will alternate rooms for different class meetings.
- Students who are granted course change requests may always Zoom into these classes.

### Split and Alternate Days on Campus

- Students are split into two groups who alternate their time on campus for weekly class sessions.
- Zoom technology is used to deliver synchronous or asynchronous instruction to the group not on campus depending upon the expectations of the faculty delivering the course.
- Students who are granted course format changes may work with faculty to participate in these classes.

### Hybrid Delivery

- Scheduled as planned at time of registration.
- Students experience a combination of on campus and online instruction as indicated in the course schedule.
- On campus portions of courses will be in classrooms configured for safe social distancing.
- Students who are granted course format changes may work with faculty to participate in these classes.

### Online Delivery

- Scheduled as planned at time of registration.
- All sessions of the course offered online in either synchronous or asynchronous manner based upon the expectations of the instructor.

Disinfecting supplies and gloves are available so faculty and students can clean spaces where they have had physical contact (i.e. desk, lab space) before and after use.

Classes will end five minutes early to provide time to transition and provide safe opportunities to exit and enter classrooms.

## Campus Life

To the fullest extent possible, Mount Mary strives to provide a rich campus life experience for its students. On-campus housing and dining, as well as a robust slate of student activities, will be available for students. Multiple precautions have been planned and will be enforced in an effort to keep all students and employees safe, including limiting occupancy and enhanced cleaning protocols. Details about campus life can be found at [www.mtmary.edu/campusreturn](http://www.mtmary.edu/campusreturn). Specific questions may be directed to [mmu-studentaffairs@mtmary.edu](mailto:mmu-studentaffairs@mtmary.edu).

- **Residence Life:** All on-campus housing options will be available in Fall 2020, including Caroline Hall, Lorenz Place and Mary John Place.
- **On-Campus Dining:** Cyber Café and the Alumnae Dining Hall will be open for students needing access to food while on campus. The Alumnae Dining Hall will have extended hours for dinner. Parkway Grill will not be available during the fall semester.
- **Student Activities:** Student activities that provide the opportunity to meet others and build community will be offered. Outdoor events that allow for adequate physical distancing and virtual events where students can engage safely from their homes or residence hall rooms are planned. No field trips will be allowed until federal, state and local health officials determine it is safe to resume these activities.
- **Informal Socializing:** Community lounges and outdoor seating across campus will be set up so students and students' guests can maintain proper physical distancing while socializing.

## Safety Features, Sanitation and Cleaning

- **Cleaning Service:** Mount Mary contracts with a professional commercial cleaning company, Mahler. Mount Mary and Mahler have agreed that Mahler will disinfect all classrooms and public spaces at the end of each day. They will wipe down handrails, entrances, door handles and paddles, elevator buttons, drinking fountains, bathrooms, hallways and other high-touch areas.
- **Classroom Cleaning Supplies:** Mount Mary has provided cleaning supplies and gloves in all classrooms so faculty and students can disinfect work spaces before and after using them.
- **Office Cleaning Supplies:** Mount Mary will supply each office with disinfecting spray and paper towels to clean work spaces and high-touch surfaces. Each employee is expected to clean their personal work areas every day, more frequently if there are visitors to the office.
- **Personal Protective Equipment:** Mount Mary will provide students and employees cloth masks, bottles of hand sanitizer and cleaning supplies. Refills for hand sanitizers and cleaning supplies will be available at supply stations throughout campus. Disposable masks will also be available for those who not bring their cloth mask with them.
- **Gloves:** Disposable gloves will be available at the area near the Caroline Hall Desk. Gloves may be effective if you are handing out items to others. It is expected that individuals are also practicing frequent handwashing for at least 20 seconds with warm soapy water, as recommended by the CDC.
- **Plexiglas:** Offices that have high customer traffic (i.e. Welcome Center, Business Office, Financial Aid, Registrar, Caroline Hall front desk, Public Safety, Library) will be provided with Plexiglas shields between those working in the office and those visiting the office.
- **Hand and High-Touch Surface Sanitizer:** Sanitizer stations and/or disinfecting wipes will be placed throughout campus. For example, Mount Mary will provide disinfecting wipes near copy machines and computer stations for use on these machines. In addition to using sanitizing stations and disinfecting wipes, employees should wash hands regularly for 20 seconds with warm soapy water frequently according to CDC recommendations, especially after being outside of your office.

## Personal and Community Safety Expectations

- Wear a mask per the City of Milwaukee Health Department mandate. Face masks will be required inside all buildings in the fall and are strongly advised outside unless you are alone. This will remain a rule until the Milwaukee Health Department advises it is not necessary.
- Use social distancing guidelines as defined by the City of Milwaukee Health Department. All classroom and other workspaces are distanced so students, faculty and staff can remain at least 6 feet apart. Please do not add chairs, desks or other furniture to spaces that have been set according to guidelines. Do not move furniture out of the designated locations.
- Wash hands frequently. The Centers for Disease Control recommends the following steps for thorough handwashing.
  - Wet your hands with clean, running water (warm or cold), turn off the tap and apply soap.
  - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  - Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
  - Rinse your hands well under clean, running water.
  - Dry your hands using a clean towel or air dry them.
- Carry and use hand sanitizer for times when handwashing is not readily available.
- Follow directional signs for appropriate traffic flow in hallways, stairwells and offices. Rooms with two doors will have specific entrance and exit information.
- Keep all workspaces physically distanced 6 feet apart. If you need your arrangement changed, work with facilities to ensure all safety protocols are being met.

- Take your time when entering a classroom or office to avoid unintentional contact or close proximity to others in that space.
- Be assured that Mahler cleaning service will disinfect all classrooms and public spaces at the end of each day. They will wipe down handrails, entrances, door handles and paddles, elevator buttons, drinking fountains, bathrooms, hallways and high-touch areas.

## COVID-19 Significant Exposure or Diagnosis

Mount Mary is following the recommendations and guidance of the Milwaukee County Health Department. The Health Department recommends that any student or employee diagnosed with or exposed to COVID-19 self-disclose this to Human Resources (for employees) at [mmu-humanresources@mtmary.edu](mailto:mmu-humanresources@mtmary.edu) and the VP of Student Affairs (for students) at [mmu-studentaffairs@mtmary.edu](mailto:mmu-studentaffairs@mtmary.edu) immediately. Any medical information shared with Mount Mary personnel will be kept as private as possible while still allowing Mount Mary personnel to clean and sanitize the physical areas impacted, as well as complete required contact tracing in partnership with the Milwaukee Health Department.

- Employee/student with positive diagnosis:
  - Employees/students testing positive for COVID-19 will be required to self-isolate for a minimum of 10 days from the date of the positive test.
  - Human Resources/Student Affairs will begin working with the Health Department to manage each positive employee/student case. This includes but is not limited to contact tracing of all surfaces touched and employees/students the positive individual came into contact with; notifying all employees/students that had significant contact with a positive individual and the exposed employees/students need to self-quarantine for 10 days; notifying all employees/students that had some contact but did not have significant contact with the positive employee to let them know of possible exposure and the recommendation to work remotely; initiating the cleaning and disinfecting of all areas touched by the positive person; serving as the single point of contact for the positive employee/student to facilitate a safe return to campus.
- Employee/Student who lives with or has had significant contact with someone with a positive diagnosis and has a potential for heightened exposure:
  - Employees/students living with or having significant contact with someone with a positive diagnosis for COVID-19 will be required to self-quarantine for a minimum of 10 days from the date of the positive test due to their heightened exposure to COVID-19.
  - Human Resources/Student Affairs will begin working with the Health Department to manage each heightened exposure employee/student case. This includes but is not limited to contact tracing of all surfaces touched and employees/students the individual with heightened exposure came into contact with; notifying all employees/students that had significant contact with the individual with heightened exposure; initiating the cleaning and disinfecting of all areas touched by the individual with heightened exposure; serving as the single point of contact for the employee/student who has had heightened exposure to facilitate a safe return to campus.

## Enforceable Policies

Mount Mary is providing ample notice to all employees and students about what is expected of them to help prevent the spread of COVID-19. All students and employees will be required to follow all rules, policies and procedures published by Mount Mary and should stay up to date on the evolving situation and any modifications to these behavioral expectations. The most up-to-date information can be found at [www.mtmary.edu/campusreturn](http://www.mtmary.edu/campusreturn). In addition to general community expectations, each area around campus (i.e. residence hall, library) might have additional precautionary measures that must be enforced. It is each student's and employee's responsibility to be aware of these expectations and follow posted rules and verbal directives made by University officials.

Serious and/or repeated guideline violations are subject to the following policies:

- 1) Employee Handbook: Progressive Discipline and Dismissal Policy, pg. 32.
- 2) Faculty Handbook: Discipline and Dismissal Policy, pg. 94.
- 3) Undergraduate and Graduate Student Handbook: Code of Conduct, Article III: Proscribed Conduct - Jurisdiction of the University Student Code, pg. 34.

## Resources

1. If you have disability-related needs that impact your ability to attend classes in person, please request accommodations by emailing [MMU-access@mtmary.edu](mailto:MMU-access@mtmary.edu)
2. If you must participate in fall 2020 face-to-face courses virtually for other reasons (i.e. childcare, caring for/living with an individual whose immune system is compromised, etc.), please complete the Request to Change Delivery form at <https://forms-public.mtmary.edu/Forms/CourseFormatChange>.
3. **You MUST use this form to request changes that are not disability-related.** Questions can be directed to [mmu-academicaffairs@mtmary.edu](mailto:mmu-academicaffairs@mtmary.edu).
4. If you have questions about residence life, please send your email to [MMU-reslife@mtmary.edu](mailto:MMU-reslife@mtmary.edu).
5. If you are a student athlete, please email questions to [MMU-athletics@mtmary.edu](mailto:MMU-athletics@mtmary.edu).
6. All other questions should be directed to [MMU-President@mtmary.edu](mailto:MMU-President@mtmary.edu).

## Conclusion

The decision to create a policy of mask and safety compliance was made to demonstrate an environment of caring for all who visit our campus. Mask compliance is not meant to limit anyone or inhibit the expression of personal beliefs; it is to demonstrate and model caring for the greater good.

We expect our community members to come together in solidarity to care for themselves and others in the interest of reflecting Mount Mary University's deeply held mission, and the charism of the School Sisters of Notre Dame.

*These safety practices are subject to changed based upon the latest guidance of the City of Milwaukee Health Department and the National Centers for Disease Control.*