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FALL 2021

CAMPUS GUIDE

DURING COVID-19



HOLY NAMES
UNIVERSITY
Since 1868

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INTRODUCTION

WELCOME BACK TO HNU

In preparation for your return to campus this Fall, we have prepared this document in consultation with guidance from Alameda County, the Centers for Disease Control, Johns Hopkins Public Health, and the American College Health Association to ensure we operate in the safest way possible. Our plan has been customized for our community's needs and has been reviewed and approved by the Alameda County Health Officer. The standards in this guide went into effect in August 2020 and have been updated for our Fall 2021 semester and are subject to change pending public health guidance.

WHO IS GUIDING THE HNU RESPONSE TO COVID-19?

HNU's COVID-19 Response Team was formed in March 2020. The team meets on a weekly basis and is charged with monitoring local, state, and federal guidelines related to COVID-19 and keeping HNU's policies up to date. The team is comprised of the Chief of Staff, VP for Student Affairs, VP for Facilities and Events, VP for Finance and Administration, Provost and VP for Academic Affairs, our Head Athletic Trainer, the Director of Marketing and Communications, and our Dean of Students. It advises the President regarding institutional actions and communications that should be taken to address the COVID-19 pandemic. The Holy Names University COVID-19 Response Team has developed this campus guide.

WHAT WILL LIFE LOOK LIKE AT HNU IN FALL 2021?

Life has certainly been different at HNU since March of 2020 and will continue to be in the Fall of 2021, but the COVID-19 pandemic does not detract from our commitment to offering a quality education. We will continue to be the HNU community that we have always been: tight-knit, looking after one another, and dedicated to the success of our students. We will often be working from a distance, but we will continue to deliver the true "HNU experience" that we are known to provide. We have been working diligently to establish and update protocols, develop safety measures, and provide flexibility with our services in order to minimize the risk of transmission of COVID-19 on our campus.

We have implemented measures such as:

- a variety of course delivery options
- daily self-screenings, temperature checks and visual screening of symptoms at the front gate
- a contact tracing policy
- facilitating physical distancing in all buildings
- increased cleaning schedules
- revised office policies to reduce campus density.

Please note: Adhering to all these precautions will reduce the probability of COVID-19 transmission on our campus. An overview of these, and other changes related to student life, administrative processes, and campus visitation policies can be found throughout this guide.

ACADEMICS

WHAT WILL THE ACADEMIC EXPERIENCE LOOK LIKE?

We have been hard at work, following the guidelines of Alameda County, the state of California, and the CDC, to plan the safest and most “HNU” experience for our students. The COVID-19 pandemic is requiring us to be flexible, creative, and highly intentional about how we learn together. Below is information about what learning will look like at Holy Names University during the Fall 2021 semester.

Class Formats

The Office of Academic Affairs will offer the following class formats this Fall. Formats for each individual class are available in the official [Course Schedule](#).

- **Online-Synchronous:** Class meets online via videoconferencing technology (e.g., Zoom) at scheduled times.
- **Online-Asynchronous:** All the course materials are available online (Canvas). Students can complete weekly work independently on their own time.
- **Hybrid-Synchronous:** Class meets on campus on some dates and online via videoconferencing technology (e.g., Zoom) on other dates.
- **Hybrid-Asynchronous:** Class meets on campus on some dates. Students can complete all the remaining work online (Canvas) independently on their own time.
- Note that due to clinical components, the School of Nursing will be offering a limited number of in-person classes this semester.

For any updates in library policies, visit their website: <https://hnu.libguides.com/home>

Academic Schedule

The Academic Schedule will follow the [calendar as posted on the HNU website](#). All classes will continue in the modalities listed in the course schedule through the fall semester.

STUDENT LIFE

NEW HEALTH AND SAFETY PROCEDURES

Masks

The CDC, the State of California, and the Alameda County Health Officer have both [issued ordinances](#) that require masks to be worn indoors. Masks include coverings of cloth, fabric, or other material that cover the nose, the mouth, and the lower face. Masks can be reusable if washed. **All individuals at HNU will be required to always wear masks indoors in compliance with the state and county orders.**

Hygiene

The Centers for Disease Control have [issued guidelines](#) relating to safe hygienic practices that you will be required to follow at HNU including:

Washing and sanitizing your hands:

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. Campus bathrooms will be constantly monitored to ensure dispensers are adequately filled with soap throughout the day.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitizing stations will be present in high-traffic areas on campus and constantly monitored to ensure they are adequately filled.
- Avoid touching your eyes, nose, and mouth with unwashed hands as you will increase the possibility of transmitting the COVID-19 virus to yourself with contaminated hands.

Physical Distancing

Members of the HNU community will be asked to follow physical distancing best practices at all times on campus, including in the residence halls:

- Always stay at least six feet away from others.
- Avoid job tasks that require close face-to-face work with others where possible.
- Avoid contact with others whenever possible (e.g., handshakes, hugs, etc.).
- Avoid touching surfaces that may have been touched by others where possible.
- Distance yourself from anyone who appears to be sick.
- Disinfect your workspace often, especially before and after use.
- Avoid touching your face.

COVID-19 Screening

You should conduct a daily screening of yourself to determine if you are exhibiting any symptoms related to COVID-19 before going out in public. If you come to campus, the front gate of HNU will require a temperature check, a visual screening of symptoms at the front gate, and for you to attest that you are not exhibiting any symptoms or have encountered anyone who may have COVID-19

before allowing you to enter campus. The CDC considers a temperature of **100.4 F degrees or higher** a fever.

Envoy app

All students, staff, faculty, and visitors must download the Envoy app to their phones in order to check in and out at the Front Gate or daily if you are living in the Residence halls. For your health and safety, the University strives to keep campus density to a minimum, and the Envoy app helps us monitor the number of people coming on to the campus. Note that faculty and staff must continue to get approval from their supervisor or dean before accessing campus.

Download the Envoy mobile app in the [Apple App Store](#) or [Google Play Store](#).

Envoy [visitor management app instructions \(PDF\)](#) | [Instructional video \(YouTube\)](#)

You are required to conduct a daily self-screening to determine if you are exhibiting any symptoms related to COVID-19 before coming to HNU or leaving your residence hall room. An additional set of self-screening questions as defined by the [Alameda County Public Health Official](#) is below for you to use before coming to HNU or going out in public. **Please notify the CARE Team via [the online form](#) to make us aware that you have contracted or suspect you may have COVID-19** if you answer yes to any of the following questions:

- **Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?**
 - If yes, please do not come to campus or go out in public.
- **Do you live in the same household with, or have you had close contact (*defined as living in the same house, being an intimate partner, being a caregiver, or being within six feet of an individual for longer than 15 minutes who has COVID-19*) in the past 14 days with someone who has been in isolation for COVID-19 or had a test confirming they have the virus?**
 - If yes, please do not come to campus or go out in public.
- **Have you had any one or more of the below symptoms within the past 24 hours, which is new or not explained by a reason other than possibly having COVID-19?**

Fever, Chills, or Repeated Shaking/Shivering	Shortness of Breath or Difficulty Breathing	Nausea and/or Vomiting
Cough or Sore Throat	Feeling Unusually Weak or Fatigued, or Muscle Pain	Headache
Diarrhea	Loss of Taste or Smell	Runny or Congested Nose

- If yes, please do not come to campus or go out in public.

Vaccination Requirement

All enrolled students, faculty, and staff must be vaccinated or obtain an exemption. Faculty and staff who work 100% remotely, and who will not visit campus or have any contact with any staff, faculty, or students will be exempt from this policy. The COVID Response Team reviews student exemption requests. Human Resources reviews staff and faculty exemption requests.

Students, faculty, and staff may apply for an exemption for medical reasons (including pregnancy and breastfeeding) or for deeply held religious beliefs. The exemption form is available on the Symplicity portal.

Students who do not provide documentation of vaccination or are not approved for an exemption will be prohibited from living on campus, participating in athletics, or attending in person classes, and may have restricted access to campus.

COVID-19 Testing

There will be weekly testing for unvaccinated staff, faculty, and students who have an approved exemption and are living on campus, working on campus, or participating in athletics.

You will be directed to get yourself tested with your health provider for COVID-19 should you exhibit symptoms of the virus or if you may have come in contact with someone who has tested positive for COVID-19. Additional testing will utilize surveillance through daily health checks to identify symptoms and then test quickly. The University's plan includes daily screening for symptoms and temperature checks for all employees and students who enter campus.

Because HNU is considered an isolated campus, it will be critically important for you to closely monitor personal symptoms related to COVID-19 and follow strict physical distancing policies to help our community reduce the risk of virus transmission. If you suspect you may have COVID-19 or you have come into contact with someone who has contracted COVID-19, you will be directed to immediately self-isolate, consult a health professional, and get tested.

If you do not have a health provider, there are multiple testing sites that are available for you to receive a free test if you live on campus or live in Alameda County to determine if you have contracted COVID-19. Alameda County residents, including those who do not have insurance, can find a local testing location, and schedule a test at this link: [Alameda County COVID-19 testing sites](#). You will *not* be asked about immigration status, and you are *not* required to give insurance information to get tested at one of the free testing sites. A directory of testing sites in other Bay Area counties can be found on the following link [California COVID-19 testing sites](#).

A common list of questions and answers regarding testing for COVID-19 can be found at the following resource from Alameda County: [COVID-19 Testing Questions and Answers](#).

Symptoms of COVID-19

People who have contracted COVID-19 have reported a wide range of symptoms according to the CDC – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus, and include but not limited to:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you live in an HNU residence hall and experience any of the above symptoms, feel sick, experience flu-like symptoms, you are concerned that you may have COVID-19 or that you have come into close contact with someone who has COVID-19, immediately self-quarantine yourself and contact call the RA on Duty at 510-318-2836.

If you do not live in a HNU residence hall, do not attempt to come to campus if you experience these symptoms and seek immediate medical attention. **Please notify the CARE Team via [the online form](#) to make us aware that you have contracted or suspect you may have COVID-19.**

Shared Common Spaces

It will be crucial for our campus to comply with strict social distancing guidelines in any indoor space according to the Alameda County Department of Public Health. It is because of this guidance that we discourage any group gathering in an enclosed area (e.g., meeting room, office, lounge, etc.).

If it is absolutely necessary, indoor gatherings will be limited to no more than 50% of the room's original capacity or 10 people total (whichever capacity limit is smaller). Individuals must maintain six feet of physical distancing between each other at all times, and wear a mask over the nose, mouth, and chin. You are also asked to NOT move any furniture in common areas as they have been carefully positioned to maintain at least six feet between sitting areas. You are encouraged to move your gatherings to outdoor spaces whenever possible to decrease the possibility of virus transmission.

Quarantine, Isolation, and Return-to-Campus Procedures

Isolation and quarantine are public health strategies that are employed to prevent exposure to individuals who have or may have a contagious disease such as COVID-19.

Quarantine: A practice that is used when a person has potentially been exposed to COVID-19 and needs to separate from other people in order to see if they develop symptoms and become sick. The quarantine period is usually up to two weeks (14 days) to determine if any COVID-19 symptoms develop for the individual. The guidance below is in accordance with the [Alameda County Health Officer Quarantine Order](#) and [Quarantine Guidelines](#).

If you have been in close contact with someone who is infected with COVID-19, the Public Health Officer has indicated that you must quarantine for a 14-day period even if you test negative for COVID-19 during the quarantine period.

Isolation: A practice used when someone has symptoms or is confirmed to have COVID-19.

Students who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and isolate. Students who are symptomatic or who have tested positive should not return to HNU until the conditions outlined in the table below are met and have been cleared by the Division of Student Affairs. [The Alameda County Public Health Department’s instructions for release from isolation](#) are summarized below:

If you are sick and think/know you have COVID-19	If you tested positive for COVID-19 but never had any symptoms
<p><i>The student may exit isolation and return to HNU if:</i></p> <ul style="list-style-type: none"> - They have stayed in isolation for 10 days and: <ul style="list-style-type: none"> ○ They have not had a fever for at least 72 hours, and have not used fever-reducing medication during that time, and ○ Coughs and other symptoms have improved 	<p><i>The student may exit isolation and return to HNU if:</i></p> <ul style="list-style-type: none"> - They have stayed in isolation for 10 days

LIVING ON CAMPUS

We are preparing to safely welcome students living on-campus at HNU this Fall.

- All residence halls and food service locations will operate under strict guidelines regarding enhanced cleaning, physical distancing, and other public health protocols to promote health and safety.
- Some spaces will be held in reserve to accommodate student residents who may need to be quarantined due to COVID–19.
- Students are asked to follow all COVID-19 related guidelines as issued by local and federal health agencies.

Community Expectations

HNU Students within our Residence Halls are expected to follow and adhere to all policies as outlined in the [Student Code of Conduct](#) and Residential Community Standards. In addition, to maintain the safety and well-being of all students and staff-members living within the residence halls, residents are expected to adhere to all new COVID-19 policies in order to live on campus.

Office of Housing & Residence Life Response

Managing the number of residents within student housing has been a major consideration as we implement physical distancing guidelines based on recommendations from health authorities and government officials. One of the ways to do that is to limit the number of residents at any given time for each location, such as common areas. Additional measures include:

- **Signage:** Directional signage has been installed to assist residents to responsibly move throughout the residence halls. Additionally, ground markings will help promote proper physical distancing when is needed at a location, such as at dining courts.
- **Training:** We are also training staff members to engage with residents and promote physical distancing guidelines in common areas and queues.
- While we need to physically distance for the time being, we are actively working on ways to stay connected and engaged to promote safety and well-being.
- **Physical Barriers:** Physical barriers, such a plexiglass, have been added in select places where it is difficult to maintain strict physical distancing guidelines. These may be visible in areas around front desks, for example, to help ensure proper distances between people.

Residence Hall COVID-19 Policies

Limited Contact:

Following guidance from the government and the medical community regarding enhanced screening procedures and prevention measures, we have made some temporary adjustments that include limited contact at our student housing front desks / main desks to ensure a responsible and enjoyable environment for everyone.

Physical Barriers:

Physical barriers, such a plexiglass, have been added in select places where it is difficult to maintain strict physical distancing guidelines. These may be visible in areas around front desks, for example, to help ensure proper distances between people.

Masks:

All residents and visitors are required to wear an appropriate mask when indoors with others.

Guest Policy:

At this time, only HNU community members are permitted as guests in the residence halls. HNU students who are not living on campus are also only permitted in the halls as the guest of a resident. Residents may direct requests for exceptions under unique circumstances to the Assistant Director of Housing and Residence Life. The Guest Policy prohibits visitors within the residence halls who are not current HNU students. **Residents may have no more than one guest per resident assigned to a room**

at any one time. Residents and approved guests both must wear masks and be able to maintain six feet of distance.

Physical Distancing:

Physical distancing will be in effect in all residence halls, including common areas, shared spaces in suites, bathrooms, laundry rooms, elevators, and stairwells. As outlined by Alameda County, physical distance requires maintaining a distance of at least six feet from individuals who are not part of the same household or living unit.

COVID-19 Testing

There will be weekly testing for unvaccinated staff, faculty, and students who have an approved exemption and are living on campus or participating in athletics.

Resident Pledge

We can stop the spread. We can protect our first responders, our public health workers, our communities, our neighbors, our seniors, our families, ourselves. HNU encourages each member of our residence life community to take the following pledge:

- I pledge to regularly wash my hands.
- I pledge to not participate in large gatherings.
- I pledge to be cautious within my student housing building.
- I pledge to wear a mask when I leave my housing.
- I pledge to physically distance myself when I leave my housing.
- I pledge to physically distance but not emotionally distance.
- I pledge to isolate or quarantine myself if I have been exposed and/or feel ill.
- I pledge to help stop the spread.

Community Stabilization

All residence halls will be thoroughly cleaned and sanitized prior to students' arrival. HNU's Facilities team has a plan in place to frequently clean high-touch surfaces in common areas, such as bathrooms and doorknobs in accordance with [CDC guidelines](#).

Dining Services and Cafeteria Policy

HNU has revised its dining policies in compliance with guidelines from the Alameda County Department of Public Health.

Dining Services:

The Public Market is open to students, staff, and faculty for indoor dining provided diners maintain social distancing. There is one way to enter the Public Market and one way to exit. Masks and physical distancing are mandatory. All seating is limited to 4 people at a table. We ask that diners not move or rearrange the furniture. Meals are available both for dine-in and take-out. Compostable to-go containers will be provided for to-go meals.

Students will stop at the cashier stand to have their cards swiped, then proceed to the Cafe Servery for their meals. Students will select their meals from the Chef and receive either a plate or a to-go

box. Students will proceed to the beverage station for drinks and dessert. Please be advised that all protocol is subject to change.

Epicurean employees will all be COVID-19 ServSafe Certified and will follow their COVID-19 Safety Pledge. They will also perform the following functions every thirty minutes:

- Change cutting boards
- Sanitize stations
- Clean all counters and high traffic areas
- Sweep floor
- Change sanitizer buckets
- Change gloves
- Wash hands

Vending Machines:

Vending machines are in operation throughout campus. While they will be cleaned regularly, it is advisable to avoid coming in to contact with high-touch items such as vending machines buttons unless absolutely necessary. You are encouraged to wash or sanitize your hands after each use of a vending machine.

Hydration Stations:

Refilling or hydration stations are in Hester, the Library, Brennan, Heafey, and Residence Halls. All other drinking fountains have been locked for safety.

Microwave Cooking:

To reduce the number of shared surfaces on campus, microwave devices in public areas are not offered during this time.

Refrigerators:

To reduce the number of shared surfaces on campus, refrigerators in public areas are not offered during this time.

Public Kitchen Areas/Breakrooms:

Physical distancing is required in all shared spaces. No use of reusable utensils, dishware, etc., is allowed. Microwaves and refrigerators will not be provided.

Community Response

- Possible Exposure to COVID-19
 - If you may have been exposed to COVID-19 because of being in contact with an individual who has tested positive, please contact your Medical Provider, and notify the RA on Duty. If you are confirmed to have been exposed to COVID-19, you will be moved to Isolation/Quarantine (see below for “tested positive”).
- Feeling Ill
 - If you are feeling ill and unsure if it is related to COVID or common illnesses such as colds or flu, we ask that you stay within your assigned space and contact your medical provider.
- Tested Positive
 - Residents will Isolate within assigned space, notify the Director of Residence Life, prepare to move to Isolated Quarantine location (single with bath).
 - Work with Housing and Residence Life staff regarding obtaining food, disposing of trash, and addressing basic necessities.
 - Work with Academic Affairs regarding classes.

Community Resources

- <https://www.virusanxiety.com/>
 - Toolkit/ Resources for anxiety and mental health in a global climate of uncertainty
- <https://healthblog.uofmhealth.org/wellness-prevention/5-ways-to-manage-your-mental-health-during-covid-19>

Financial Concerns

Students whose financial circumstances have been affected by the pandemic may email the Financial Aid office at financialaid@hnu.edu or schedule a phone appointment with a financial aid counselor at 510-436-1327 to learn about resources that may be available.

CAMPUS ACTIVITIES

HNU will continue to provide campus activities and programming where students can connect with peers and engage in community.

We will provide ongoing virtual programming for the entire community as well as hybrid (online and in-person) opportunities for students who are on campus.

In-person activities will be in outdoor spaces whenever possible to decrease the possibility of virus transmission.

- Capacity for in-person events will be limited in order to allow everyone to keep their distance.
- Individuals must maintain six feet of physical distancing between each other at all times, and wear a mask over the nose, mouth, and chin.

Planning Events

Anyone who would like to plan an in-person event involving people outside of the HNU campus community must clear it with the COVID Response Team. Please contact Laura Lyndon at lyndon@hnu.edu with any event requests so that she can bring them to the team.

HNU ATHLETICS

Athletics has received approval to resume full operations, with modifications, operating within guidelines set forth by Alameda County, the Pac West Conference, and the NCAA. Protocols are subject to change, refer to HNU Athletics for the most up-to-date protocols.

A summary of selected Athletics policies that will be enforced this academic year is below:

Athletic Training Facility (ATF)

- Student-athletes will only be allowed inside the ATF if they have an appointment, with a maximum of 2 student-athletes at a time.
- No loitering in ATF if they are not there for an appointment or rehab.
- Use a proper entrance door and exit door when appropriate.
- Always wear a facemask, regardless of vaccination status.
- Student-athletes must be showered and clean to enter the ATF
- Disinfect any table after use.
- Wash hands or sanitize upon entering the ATF.
- Bring their own water bottle to all practices and competitions.
- Student athletes will no longer be able to self-serve from the ice machine.

Van Protocol

If you are a student-athlete who needs to ride in an HNU van, you will be required to wear a mask at all times, regardless of vaccination status, in the van. Wearing a mask will be critical to minimizing potential transmission of COVID-19. All windows of the van will also be required to be open for the

duration of transportation to maintain constant airflow. An extra set of clothing will be required to change into after practice is over, so vans stay as clean as possible.

Testing Policy

All HNU Athletics staff and student-athletes, with an approved COVID-19 vaccination exemption will be required to undergo weekly COVID-19 testing.

- If a test is missed, the individual will go into immediate quarantine until a negative test is supplied to HNU Athletics.
- Vaccinated individuals will undergo testing if symptomatic or close-contact tracing risk assessment deems, on a case-by-case basis.

Game Considerations

- HNU Athletics will follow all Pac West Conference and NCAA guidelines.
- Indoor masking for all staff during game days, regardless of vaccination status.
- Outdoor competitions subject to protocols of host venue.
- Spectators will be allowed at HNU home indoor contests, with some restrictions including universal masking regardless of vaccination status.
- Refer to HNU Athletics for specifics.

FACULTY AND STAFF

NEW HEALTH AND SAFETY PROCEDURES

Masks

The State of California, and the Alameda County Health Officer have both [issued ordinances](#) that require masks to be worn when indoors with others. Masks include coverings of cloth, fabric, or other material that cover the nose, the mouth, and the lower face. Masks can be reusable if washed. **All individuals at HNU will be required to wear masks indoors with others to in accordance with the state and county orders.**

Hygiene

The Centers for Disease Control have [issued guidelines](#) relating to safe hygienic practices that you will be required to follow at HNU including:

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. Campus bathrooms will be constantly monitored to ensure dispensers are adequately filled with soap throughout the day.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitization stations will be present in high-traffic areas on campus and constantly monitored to ensure they are adequately filled.
- Avoid touching your eyes, nose, and mouth with unwashed hands as you will increase the possibility of transmitting the COVID-19 virus to yourself with contaminated hands.

Physical Distancing

Practice physical distancing at all times while at HNU to reduce the possibility of transmitting COVID-19. These practices include:

- Always stay at least six feet (about two arms' length) from other people including in classrooms, dining facilities, and in transit walking across campus.
- Remember that some people without symptoms may be able to spread the virus, and you may catch the virus from someone who is not exhibiting symptoms.
- Keeping at least six feet of space between you and others is one of the best strategies we have to avoid being exposed to COVID-19 and slow its spread.

Vaccination Requirement

All enrolled students, faculty, and staff must be vaccinated or obtain an exemption. Faculty and staff who work 100% remotely, and who will not visit campus or have any contact with any staff, faculty, or students will be exempt from this policy. Human Resources reviews staff and faculty exemption requests.

Students, faculty, and staff may apply for an exemption for medical reasons (including pregnancy and breastfeeding) or for deeply held religious beliefs. Faculty and staff should contact HR at HR@hnu.edu.

Those whose positions require on-campus work for any time frame must provide proof of vaccination or have an approved accommodation in order to maintain their employment.

COVID-19 Screening

Requesting campus access

Please work with your dean or supervisor to determine if/when you may access campus if you haven't already. Once you receive clearance, please follow the Envoy instructions below.

Using the Envoy Protect System

All visitors to campus (including HNU faculty, staff, and students) are required to register and sign in using the Envoy Protect System before access to the campus is granted. To speed up the registration and sign-in process, we highly encourage you to download the Envoy app on your mobile device. Using the Envoy app allows the person to self-screen for COVID-19 symptoms, makes the process quick and completely touchless and minimizes delays at the front gate.

All external visitors will be required to register and undergo the screening process using Envoy before access to the campus is granted.

Download the Envoy mobile app in the [Apple App Store](#) or [Google Play Store](#).

Please refer to the instructions below on how to use the Envoy app:

Using the [Envoy visitor management app \(PDF\)](#)

Instructional video (YouTube)

You are required to conduct a daily self-screening to determine if you are exhibiting any symptoms related to COVID-19. A set of self-screening questions as defined by the [Alameda County Public Health Official](#) is below for you to use before coming to HNU or going out in public. You should alert your supervisor and not come to Holy Names University if you answer yes to any of the following questions:

- **Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?**
 - If yes, please do not come to campus or go out in public.
- **Do you live in the same household with, or have you had close contact (*defined as living in the same house, being an intimate partner, being a caregiver, or being within six feet of an***

individual for longer than 15 minutes who has COVID-19) in the past 14 days with someone who has been in isolation for COVID-19 or had a test confirming they have the virus?

- If yes, please do not come to campus or go out in public.

- **Have you had any one or more of the below symptoms within the past 24 hours, which is new or not explained by a reason other than possibly having COVID-19?**

Fever, Chills, or Repeated Shaking/Shivering	Shortness of Breath or Difficulty Breathing	Nausea and/or Vomiting
Cough or Sore Throat	Feeling Unusually Weak or Fatigued, or Muscle Pain	Headache
Diarrhea	Loss of Taste or Smell	Runny or Congested Nose

- If yes, please do not come to campus or go out in public.

The front gate of HNU will require a temperature check to confirm you do not have a fever, a visual screening for symptoms of COVID-19, and for you to attest that you are not exhibiting any symptoms or have encountered anyone who may have COVID-19 before allowing you to enter campus. The CDC considers a temperature of **100.4 F degrees or higher** a fever. Please contact your area VP if you are denied entry at the front gate for exhibiting any symptoms defined by the Alameda County Health Department.

COVID-19 Testing

You will be directed to get yourself immediately tested with your health provider for COVID-19 should you exhibit symptoms of the virus or if you may have been exposed to someone who has tested positive for COVID-19 during the academic year.

Because HNU is considered an isolated campus, it will be critically important for you to closely monitor personal symptoms related to COVID-19 and follow strict physical distancing policies to help our community reduce the risk of virus transmission. If you suspect you may have COVID-19 or you have come into contact with someone who has contracted COVID-19, you will be directed to immediately self-isolate, consult a health professional, and get tested.

If you do not have a health provider, there are multiple testing sites that are available for you to receive a free test if you live in Alameda County to determine if you have contracted COVID-19. Alameda County residents, including those who do not have insurance, can find a local testing location, and schedule a test at this link: [Alameda County COVID-19 testing sites](#). You will *not* be asked immigration status and you are *not* required to give insurance information to get tested at one of the free testing sites. A directory of testing sites in other Bay Area counties can be found on the following link [California COVID-19 testing sites](#).

A common list of questions and answers regarding testing for COVID-19 can be found at the following resource from Alameda County: [COVID-19 Testing Questions and Answers](#).

Contact Tracing

Contact Tracing is an effective disease control strategy that involves investigating cases and their contacts and then interrupting disease transmission—typically by asking cases to isolate and contacts to quarantine at home. Contact tracing is a key strategy to prevent the further spread of COVID-19, and you can play a critical role in minimizing the spread of COVID-19 at HNU. **Your area Vice President will present to you an online template for you to complete upon your return to campus.** You will be required to turn in your template to your area vice president at the conclusion of each week.

In lieu of technology that can effectively conduct contact tracing at HNU, we are asking you to manually record your interactions through the online template with anyone who falls into any of the categories below to control the possibility of an outbreak on campus:

- A. Interactions with anyone the CDC defines as "close contact" (i.e., an interaction with someone who was within six feet of you for more than 15 minutes)
- B. Interactions with single or multiple individuals that took place in a confined space (e.g., indoor meetings, hallway conversations, etc.)
- C. Interactions with anyone who was not wearing appropriate mask (i.e., protective cloth masks that cover both the nose and chin)
- D. Interactions with anyone who exhibits symptoms of COVID-19 (e.g., fever/chills, cough, difficulty breathing, fatigue, aches, headaches, loss of taste/smell, nausea, vomiting, sore throat, congestion/runny nose, diarrhea, etc.)

Symptoms of COVID-19

People who have contracted COVID-19 have reported a wide range of symptoms according to the CDC – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus, and include but are not limited to:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Do not attempt to come to campus if you experience any of these symptoms and seek immediate medical attention. Please contact your area Vice President to make them aware that you are experiencing symptoms related to COVID-19:

Quarantine and Isolation Procedures

Isolation and quarantine are public health strategies that are employed to prevent exposure to individuals who have or may have a contagious disease such as COVID-19.

Quarantine: A practice that is used when a person has potentially been exposed to COVID-19 and needs to separate from other people in order to see if they develop symptoms and become sick. The quarantine period is usually up to two weeks (14 days) to determine if any COVID-19 symptoms develop for the individual. The guidance below is in accordance with the [Alameda County Health Officer Quarantine Order](#) and [Quarantine Guidelines](#).

If you have been in close contact with someone who is infected with COVID-19, the Public Health Officer has indicated that you must quarantine for a 14-day period even if you test negative for COVID-19 during the quarantine period.

Isolation: A practice used when someone has symptoms or is confirmed to have COVID-19.

Faculty and staff who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and isolate. Faculty or staff who are symptomatic or who have tested positive should not return to HNU until the conditions outlined in the table below are met and have been cleared by their area vice president. [The Alameda County Public Health Department’s instructions for release from isolation](#) are summarized below:

If you are sick and think/know you have COVID-19	If you tested positive for COVID-19 but never had any symptoms
<p><i>Faculty and staff may exit isolation and return to HNU if:</i></p> <ul style="list-style-type: none"> - They have stayed in isolation for 10 days and: <ul style="list-style-type: none"> o They have not had a fever for at least 72 hours, and have not used fever-reducing medication during that time, and o Coughs and other symptoms have improved 	<p><i>Faculty and staff may exit isolation and return to HNU if:</i></p> <ul style="list-style-type: none"> - They have stayed in isolation for 10 days

GROUP MEETING AND GATHERING POLICY

Common Spaces

It will be crucial for HNU to comply with strict physical distancing guidelines in any indoor space according to the Alameda County Department of Public Health. It is because of this guidance that we discourage group gatherings in enclosed common areas (e.g., lounges, foyers, etc.) on campus if possible. Group gatherings include hallway discussions, indoor meetings, activities, etc.

You are encouraged to move your gatherings to outdoor spaces whenever possible while maintaining physical distance practices to decrease the possibility of virus transmission.

Meetings

In-person meetings at HNU should be reconsidered and conducted via Zoom whenever possible. We also understand that a defining characteristic of the HNU culture is built on in-person interactions, and we will ask that you follow practices below when you do decide to hold in-person meetings to decrease community risk and prevent the spread of COVID-19:

- Wear a mask during the entirety of the meeting.
- Always keep at least six feet away from others.
- Limit the capacity to no more than 50% of the room's original capacity.
- Avoid personal contact with meeting participants (i.e., Do not shake hands, hug, etc.).
- Open windows when available to ensure proper ventilation in enclosed spaces.
- Wash hands often with soap and water for 20 seconds and/or use hand sanitizer before and after each meeting.
- Do not touch your face, nose, or mouth, especially with unwashed hands.
- Do not share water bottles, napkins, utensils, or have food at your meeting.
- Do not share office supplies (i.e., pens, paper, folders, etc.) and use electronic files instead of paper whenever possible.
- Frequently clean touched surfaces with household disinfectant. Leave slightly wet and allow to air dry for best disinfection.

IN-PERSON OFFICE POLICY

Our goal is to provide a campus experience that best serves our students this fall. University staff have been asked to work on campus a minimum of two days per week. We recognize that some essential staff have been and will continue to work full-time on campus. Those staff members who can perform their job functions entirely remotely may make a request of their VP to continue working remotely. Those who would prefer to work more than two days per week on campus may do so. Supervisors will work with each staff member on their work schedule to ensure that student, staff, and department needs are met. Holy Names faculty, including adjuncts, will work with their respective Deans to determine their working arrangements.

Plans for departmental coverage as well as how students will receive services for each office should be posted both physically at the office site and made available online in the MyHNU student portal for students to easily find. All departmental offices are still required to effectively deliver their services (either online, in person, or both) to students who request them during normal business hours. You are encouraged to speak with your direct supervisor and area Vice President if you have any questions regarding office coverage.

CAMPUS VISITOR POLICY

External visitors (i.e., individuals without an HNU identification card) will need prior approval to be allowed on campus until further notice in the interest of minimizing the risk of potential external transmission of COVID-19 on campus. Contractors, vendors, or drivers delivering goods and services to the campus will be permitted with prior approval and clearance from Campus Safety. Everyone entering campus will be required to provide photo identification.

All external visitors will be required to register and undergo the screening process using Envoy before access to the campus is granted.

Download the Envoy mobile app in the [Apple App Store](#) or [Google Play Store](#).

Please refer to the instructions below on how to use the Envoy app:

Using the [Envoy visitor management app \(PDF\)](#)

Instructional video (YouTube)

HNU has made the decision to cancel or postpone large gatherings and off-campus affiliated events (e.g., speakers, conferences, programs, etc.) until it is determined by Alameda County that it is safe to do so. The purpose of this decision is to reduce the possibility of further transmitting COVID-19 into or out of the HNU community.

These protocols are intended to mitigate the spread of COVID-19 and are subject to change with the introduction of additional public health guidelines from local, state, and federal authorities.

External Visitor Requests

Campus visitors (e.g., prospective students and families who have arranged a campus tour) will be permitted only when they have a pre-approved appointment that has been cleared through HNU's visitor management system, Envoy. All external visitors to HNU will be asked to provide an official form of personal identification (e.g., driver's license, passport, etc.) that includes their photo and full name upon arrival at the front gate.

Requests approved by a member of HNU's staff should be sent to CampusSafety@hnu.edu at least 24 hours prior to the visit. They should include the nature of the visit and the specific department who will sponsor the visitor(s) while they are on campus. These requests will be reviewed and confirmed by the Office of Campus Safety and the Office of Campus Services. Urgent requests may be communicated by phone to the Front Gate personnel non-emergency line at 510-436-1600 but are not guaranteed to be accommodated.

All visitors will be required to self-screen for symptoms as defined by the [Alameda County Public Health Official](#) before arriving at HNU to minimize the risk of transmission on campus. The Envoy COVID-19 contact tracing app, which can be downloaded to both Android and Apple devices, will instruct visitors to attest to the self-screening process directly through the app. Visitors may not enter the HNU campus if they are ill, experiencing a cough, shortness of breath, fever, or answer yes to any of the questions below.

- **Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?**
 - If yes, please do not come to campus or go out in public.

- **Do you live in the same household with, or have you had close contact (defined as living in the same house, being an intimate partner, being a caregiver, or being within six feet of an individual for longer than 15 minutes who has COVID-19) in the past 14 days with someone who has been in isolation for COVID-19 or had a test confirming they have the virus?**
 - If yes, please do not come to campus or go out in public.

- **Have you had any one or more of the below symptoms within the past 24 hours, which is new or not explained by a reason other than possibly having COVID-19?**

Fever, Chills, or Repeated Shaking/Shivering	Shortness of Breath, Difficulty Breathing	Nausea and vomiting
Cough, Sore Throat	Feeling Unusually Weak or Fatigued, or Muscle Pain	Headache
Diarrhea	Loss of Taste or Smell	Runny or congested nose

- If yes, please do not come to campus or go out in public.

Everyone entering the campus through the single point-of-entry at the HNU front gate will be subject to temperature checks and will be visually screened for any symptoms of COVID -19 exposure. Any person who registers a temperature exceeding **100.4 F** is determined to have a fever as defined by guidelines from the CDC and will not be permitted to enter the campus. An additional temperature check on a different thermometer may be requested. The office sponsoring the visitor will be notified if access is not granted to the individual(s) due to exhibiting the symptoms identified in the above chart.

All visitors are required to bring and wear their own masks for the duration of their visit. Visitors will not be permitted past the front gate without wearing a mask. Physical distancing guidelines are in effect for the entire University and Campus Safety will enforce these measures for all individuals who enter the campus. Any person who knowingly violates any of the requirements of the mask or physical distancing policy will be asked to leave the campus by Campus Safety personnel.

COMMON QUESTIONS AND ANSWERS

Are there protocols to require COVID testing for anyone who has demonstrated symptoms?

All individuals will be required to conduct a self-assessment of their health every day before they come to HNU. Anyone who believes they are exhibiting symptoms will be required to get tested

through a health care provider or a community testing site to confirm they do not have COVID-19 before being allowed on campus.

If someone feels sick but tests negative, what is the follow-up protocol for campus return?

You are required to stay away from campus if you feel sick or exhibit any symptoms of COVID-19, regardless of your test result. Please do not return to campus until you are completely recovered from feeling ill. If you have come in close contact with someone who has COVID-19, you must quarantine for a full 14-day period even if you test negative for transmission. If you have any doubt of your well-being, you are asked to stay home.

What is the threshold for closure at HNU?

The COVID-19 Response Team will consult with the Alameda County Department for Public Health regarding the threshold for physically closing campus if an outbreak is suspected at HNU. The institution currently has isolation and quarantine rooms for campus residents, and all community members can play their part to ensure an outbreak or closure does not occur by wearing a mask indoors, maintaining physical distance, and exercising good hygiene.

Will I have to wear a mask even if I do not feel sick?

Yes. Masks are required indoors regardless of vaccination status and are highly suggested outdoors when you can't maintain six feet of distance from others. It is important to note that someone does not have to exhibit symptoms in order to be a carrier for COVID-19 (i.e., they may be asymptomatic). The best way to mitigate the risk of transmission is to wear a mask and maintain a safe physical distance of at least six feet from others.

What if I encounter someone not wearing a mask on the HNU campus?

If you see someone on campus who is not following our mask requirement, be sure to maintain at least a 6-foot distance. If you don't feel comfortable asking the individual to wear a mask, we encourage you to notify the individual's supervisor or area vice president. If these are unknown, please contact Campus Safety at campussafety@hnu.edu or 510-436-1234 who will forward concerns to the appropriate department.

There may be limited circumstances where HNU will need to engage in a process with individuals who claim a disability-related reason for not being able to wear a mask to see if there are accommodations that are effective in maintaining the safety of the campus.

For supervisors needing to address an employee, consider using the following language:

- "Following the guidelines (on masks or distancing) can protect you and everyone else, so we ask that you follow them."
- "If you don't have a mask, we'd be happy to provide one (if available)."

In all instances, it is important for supervisors to focus on minimizing risk and to practice de-escalation measures:

- Speak with a calm voice at a normal volume and communicate with posture and expression that the person will be respected.
- Settle on a method for calling in support from security or law enforcement if needed.

Is there a different campus policy for Raskob?

Yes, the Raskob Day School has established its own set of policies unique to their campus for Fall 2021.

Does your revised visitor policy allow for Uber/Lyft rideshare and food delivery services?

All rideshare and delivery services are temporarily not permitted past the front gate. Individuals may pick up rides and food deliveries outside of the front gate but will be subject to temperature and visual screening before being permitted back on to campus.

Do you report all COVID cases at HNU?

HNU provides information regarding any positive COVID-19 case that could have had impacted campus on our website here: hnu.edu/coronavirus

SOURCES

This HNU campus guide was sourced from the resources cited in the table below to inform policy and practices related to minimizing the transmission of COVID-19 on college campuses.

CAMPUS PLANNING REOPENING RESOURCES
<u>AICCU Guidance for Reopening Higher Education</u>
<u>American College Health Association Guidance for Higher Education</u>
<u>Johns Hopkins Guidance for Reopening Higher Education</u>
<u>HNU COVID-19 Information and Campus Communications Page</u>
PUBLIC HEALTH RESOURCES
<u>Alameda County Department of Public Health</u>
<u>State of California COVID-19 Website</u>
<u>Centers for Disease Control COVID-19 Website</u>
<u>World Health Organization COVID-19 Website</u>