



Fall 2020

Return to Campus Plan

Draft as of August 14, 2020

McKenzie, TN
Campus

BethelUniversity

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Message from the President

As the Bethel University community prepares to resume face-to-face classes and open our campus this fall, the health and safety of our students, faculty, staff, and visitors, remains our highest priority. This document represents many hours of planning and discussions guided by a combination of federal, state, and local regulations, as well as input from our own health science educators. Many of the decisions and procedures identified are complex ones, but we have put together a “Return to Campus” guide to help us.

We hope you will study this guide and help us ensure that we maintain the safest environment possible at Bethel. Wearing masks, hand washing, and other hygiene practices will be our strongest defensive actions to keep us safe.

Thank you for your assistance as we transition to the new academic year. We will keep you updated on developments going forward. We are so excited to welcome you this fall and have been working diligently to prepare for your return.



Key Strategies

- The university will have safety and health protocols in place, such as social distancing, face masks, and testing.
- An overarching focus on cleaning, disinfecting, training, and communicating will continue throughout the fall semester and beyond.
- Face coverings will be required in all buildings by students, faculty, and staff.
- Procedures are in place to manage students needing to quarantine/isolate.
- The university will provide educational signage to be placed throughout buildings.
- Wildcat Care Kit, which will include one cloth face mask, hand sanitizer, and other items, will be distributed to all students.
- The university will monitor the current COVID-19 situation and implement changes when necessary and will communicate this information to the campus community.
- The recommendations outlined in this document were developed using the most current information available at the time; however, the existing COVID-19 situation will require flexibility and ongoing university adjustments.



Academic Calendar

The revised academic calendar is to minimize travel to and from campus once the semester begins while maintaining the required number of instructional days.

FALL 2020

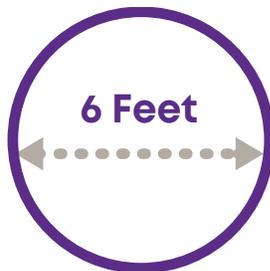
- August 10 - Classes begin
- September 7 - Labor Day
- October 8-11 - Fall break
- November 13 - Classes end
- November 16 - 20 - Final exams
- November 21 - Graduation

*Dates are subject to change at any time

Health & Safety

Personal Safety Practices

- Wash your hands often.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick and put distance between yourself and others.
- Stay at least 6 feet (about two arms' length) from other people. Remember that some people without symptoms may be able to spread the virus.
- Avoid shaking hands.
- Always wear a face covering in any situation where you cannot adequately social distance yourself from others.
- Cover coughs and sneezes.



Health & Safety

Face Coverings

Face coverings will be required in all buildings by students, faculty, and staff.

All students will be required to wear face coverings in classrooms unless otherwise accommodated due to documented health and/or disability-related reasons. Documentation will need to be provided to Cindy Mallard, Vice President and Academic Dean at mallardc@bethelu.edu.



If a staff member cannot wear a face covering for documented health and/or disability-related reasons, provide medical documentation to his/her supervisor, and a faculty member will need to provide documentation to Cindy Mallard, Vice President and Academic Dean at mallardc@bethelu.edu.

Please note: Until the medical documentation is provided and the appeal is granted, the mask must be worn in the classroom.

While teaching, faculty members will not be required to wear a face covering but must be six feet distance between students.

Face coverings are not required in one's dorm room or suite, alone in an enclosed office or student room, in one's vehicle, or in public outdoor settings where physical distancing requirements are met.

Local Jurisdiction Requirements

In addition to campus requirements, all faculty, staff, and students must comply with local ordinances for face coverings defined by city and/or county mayor.

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Don't put the covering around your neck or on your forehead
- Don't touch the face covering, and, if you do, wash your hands

Health & Safety

Social Distancing

Social distancing is critical in preventing the spread of COVID-19. Maintain social distancing when returning to campus and stay at least six feet (about two arms' length) from others.

When practical, campuses may utilize assigned seating and seating charts in classes, and strategically space seating in public areas to respect physical distancing requirements.

Handwashing

Proper handwashing is important for preventing the spread of COVID-19 and promoting good health. While you should definitely be washing your hands after you use the restroom, don't stop there. Wash your hands frequently throughout the day, especially before meals. You should spend at least 20 seconds washing. Also, be sure to keep a bottle of hand sanitizer with greater than 60% alcohol nearby for times when soap and water may not be available.

Cleaning/Sanitization

Additional and enhanced cleaning will take place throughout the campus. Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, faucets, etc., will be cleaned and disinfected at least twice per day. More frequent cleaning and disinfection may be required based on the level of use. For example, certain surfaces and objects in public spaces, like door handles and knobs, will be wiped down every two hours.

Café, Den, and Wildcat:

- After each diner gets up from the table, the table and chairs will be cleaned and sanitized before another sits down.
- Tabletop markers will be used to show which tables are clean and which are dirty.
- High touch surfaces will be wiped down every two hours.

Athletics:

- Locker rooms will be wiped down, sanitized, and mopped daily.
- Indoor athletic facilities will be cleaned daily.
- In the case where multiple teams will be using the facility or locker rooms, cleaning will be done between games for both teams.

Hand sanitizing stations will be located at key areas within all campus buildings.

Health & Safety

Individual Spaces

Students will be responsible for cleaning their own rooms, bathroom, and common area. Each student will be required to clean and sanitize their classroom desk before each use. Also, students will be required to supply their own cleaning supplies. See the Log for more information.

Faculty and staff will be responsible for wiping down office phones, keyboards, and office doorknobs.

Symptom Monitor and Self-Assessment

Staff will complete a COVID-19 screening questionnaire before the start of the workday and turn into his/her supervisor.

According to the Centers for Disease Control and Prevention, reported illnesses have ranged from mild symptoms to severe flu-like illness and death for confirmed COVID-19 cases. Symptoms may appear 2-14 days after exposure. Common symptoms include but may not be 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 are experiencing any symptoms of COVID-19 or think you might have been exposed to someone with COVID-19, please:

- Stay home or in your residence hall room.
- Do not go to class, events, work, or elsewhere.
- Call the on-campus Health Clinic at (731) 352-4027 or your health care provider to be advised.

For urgent care or after-hours needs:

McKenzie Medical Center
205 Hospital Dr, McKenzie, TN 38201
(731) 352-7907

Baptist Hospital in Huntingdon
631 R B Wilson Dr, Huntingdon, TN 38344
(731) 986-4461

Health & Safety

Testing/Quarantine

COVID-19 testing will be available at the on-campus Health Clinic if medically needed.

Health Clinic Hours

Monday - Friday

8:00 a.m. to 4:30 p.m.

Location - mobile building across from the Wildcat Stadium

The clinic lunch hour is 12:00 p.m. to 1:00 p.m. daily. Closed on holidays.

Call (731) 352-4027 to schedule an appointment

The University will monitor the need for testing of students, faculty, staff, and guests. This may include testing before arriving on campus, upon return to campus, or during a student's or employee's time on campus.

Students from or who have recently traveled to hotspot areas, as defined by state and/or federal authorities, may be asked to either obtain COVID-19 testing or undergo an appropriate quarantine upon arrival on campus.

If a student is tested, he/she will need to quarantine until test results are back then, based on results, determine the next steps.

What if a student tests positive for COVID-19?

Asymptomatic

- The student will be encouraged to go home for a 14-day quarantine, if possible.
- If a student is unable to go home, then he/she will be asked to quarantine in the dorm room or move to the dorm floor designated for 14 days.
- Food will be delivered to the student's room.
- Housing will check on the student.
- During the quarantine period, the student will be responsible for contacting his/her professors regarding alternative methods for receiving and submitting coursework.

Symptomatic

- The student will be encouraged to go home for a 14-day quarantine, if possible.
- If a COVID-19 positive student is symptomatic and needs care, he/she will move to the dorm floor designated.
- Food will be delivered to the student's room.
- Housing will check on the student.
- During the quarantine period, the student will be responsible for contacting his/her professors regarding alternative methods for receiving and submitting coursework.

Health & Safety

Faculty and Staff

If a faculty or staff member tests positive for COVID-19, he/she will be asked to quarantine at home for 14 days. Please notify supervisor/division chair.

Exposure

According to the CDC, the definition of “exposed” is an “individual who has had close contact, less than six feet apart for 15 minutes or more”.

If a student has been tested and waiting on test results, the University will determine if the entire dorm suite will need to be quarantined or not.

If a student in a residence hall tests positive for COVID-19, the other students in that suite will be asked to quarantine for 14 days.

A faculty or staff member who has been exposed to COVID-19 will be asked to complete a 14 day at-home quarantine with the date of exposure considered as ‘day one’ of the quarantine. Faculty members will need to consult with his/her division chair regarding course delivery methods, and staff members will need to contact his/her supervisor about working from home.

Notification

When a student tests positive or is quarantined, Dean Loudon will be notified. Emails will be sent to notify professors that the student will be out of class, and emails will be sent when the student will be able to return to class. Students are responsible for contacting professors in regards to make-up work. Specific information will not be given out in accordance with HIPAA.

Fall Break

We encourage students to stay on campus during Fall Break to help mitigate the spread of COVID-19. If a student leaves, he/she will need to be re-screened upon arrival back on campus.

Disciplinary Action

Failure to comply with these guidelines can put oneself or others at-risk. Students failing to comply with these guidelines, including, but not limited to, failing to adhere to proper social distancing and failing to wear a face covering when required, will be subject to disciplinary action, which may include a \$50 fine or 5 hours of community service per infraction.

On-Campus Instruction

End of In-Person Instruction by Thanksgiving

Ending in-person instruction by Thanksgiving may reduce the need for travel and limit the likelihood that the virus is brought back to campus following the break.

Classrooms

Our primary goal in preparing classes for the fall is to enhance safety for students, faculty, and staff. We're evaluating risk based on the number of students, room size, and nature of the course. We will have fewer students in a classroom and on campus at the same time. To accomplish that:

- Each classroom will be given a total "COVID Capacity." Classes may move to larger venues, may be delivered online, or may be hybrid.
- Class sizes may be modified, and rooms have been arranged to create adequate distancing between students.
- Hybrid courses may mean classroom instruction on one day and online instruction on the alternate day.
- In the case of in-person instruction being halted or canceled due to increased transmission, hybrid and online class formats will be utilized.
- All faculty will create contingency plans for continued instruction in the event that someone tests positive or in-person instruction is halted or canceled.
- Academic requirements outside of the classroom instruction lectures, such as recitals, applied lessons, theater practicum, etc., will be modified as needed throughout the semester.
- Students should be prepared for shifts to alternate means of instruction, including online instruction, at any point during the semester.
- Students will be expected to follow the posted campus policies regarding virus safety procedures and practices. A student who fails to do so could be subject to penalty, which may include dismissal from a class session and a misconduct report filed with the Office of the Academic Dean.
- Students should check their portal and Bethel emails frequently for notifications on class time or day changes due to delivery methods.

Faculty Office Hours

The College of Arts & Sciences faculty shall not have in-person office hours for the fall 2020 semester. Faculty may access and work in their offices as they wish, and advisors will be expected to maintain contact with their advisees, but face-to-face office meetings with students will not be permitted. Virtual office hours will be published on each syllabus.

Student Life

Move-in

Move-in operations will occur over multiple days on August 7-8. Some athletic teams will move in earlier. Safety measures will be in place, including:

- Student move-in schedules will be staggered, with an appointment process implemented. Housing will contact students for a specific day, time, and details for move-in.
- Centralized check-in process with COVID-19 screening.
- Move-in assistance will be limited to two people, over the age of 18, for each student.
- Minimizing gatherings in common areas.
- Each student, including commuters, will receive a Wildcat Care Kit. This kit will include one mask, hand sanitizer, one pack of gloves, and one pack of antibacterial wipes. Students will need to supply these items when they run out.

Housing and Residence Halls

- Guidelines and training will be developed for Residence Directors (RDs), Residence Assistants (RAs), and other Housing and Residence Life staff to reinforce social distancing/capacity limits, and to ensure that a healthy environment is maintained within the residence halls.
- RDs and RAs will complete mandatory training on all signs/symptoms of COVID-19 and will develop wellness check plans for students.
- Specific information will be provided to all students living in the residence halls regarding proper cleaning of bathrooms and acceptable social distancing protocol while in the residence hall.
- Visitation will be limited to residents only. Violators could be subject to expulsion.

Student Life

Dining

MMI, the university's food service provider, has developed guidelines to support all campus initiatives regarding the return-to-campus.

- All Dining employees will wear PPE and follow social distancing protocols in the kitchen, serving, and dining areas at all times.
- Open seating restrictions, proper social distancing, and other health guidelines will be required in university dining spaces, with no more than 50% normal occupancy seating.
- All high-contact surfaces (countertops, doors, trash bins, etc.) will be cleaned and sanitized regularly, and tables will be disinfected between customers.
- Hand-sanitizing stations will be available throughout the cafeteria.
- A barrier will be installed around the register area.
- Register will have customer-facing card swiping devices.
- Disposable silverware will be used.
- Add-ons like salt, pepper, hot sauce, and syrup will be in individual containers.
- There will be a sign on each table to indicate if it is ready to be used or needs to be cleaned. Each table and chairs will be cleaned between diners.
- Social distancing signage will be posted to inform and remind the guests.
- Students will have the option to request a carryout meal (must be consumed outside of the cafeteria).

Service of Meals to On-Campus Students in Isolation

The campus will facilitate contact-free delivery of meals to residential students staying in on-campus housing designated for students in isolation/quarantine and COVID-19 positive students.

Student Life

Student Organizations/Events

All campus events are to be held following university guidance for gatherings. Hours of occupancy for facilities and spaces may be modified or staggered to limit group sizes and ensure proper distancing.

Key Points

- Each event will be approved on a case-by-case basis by the Director of University and Alumni Events.
- Large events (since this definition and guidance are regularly changing, large events will be defined as fall 2020 begins) significantly increase the risk of transmission of COVID-19. Therefore, decisions that would entail large gatherings must be approved in advance and will be carefully evaluated by the Director of University and Alumni Events.
- An emphasis on outdoor events will occur with appropriate social distancing and adherence to all safety and health guidelines across the university's campuses and facilities, as outdoor activities reduce the risks of viral transmission.
- The university will continue to determine which events and meetings can be changed to virtual events.
- These guidelines are also strongly recommended for any off-campus student social events.
- See attached Interim Policy for more details.

Fraternities and Sororities

Student Life will coordinate with campus Greek organizations to develop plans for the recruitment and education of new members.

Modified plans for recruitment should consider innovative ways to conduct events previously held in-person, including modified or extended scheduling of recruitment events and the use of video or teleconferencing capabilities.

See attached policy for more details.

Student Life

Chapel

Tuesday Chapel will be held at the gazebo on the quad each week, weather permitting. This will allow students to social distance as needed. Students will be invited to sit on the grass, bring a chair, or stand as they wish. Thursday communion service will continue to be held on the third floor of Campbell Hall. Individual communion elements will be available for those who wish to partake.

Athletics

Reporting procedures will be followed to ensure the health and safety of all participants, and to ensure that all state and local orders continue to be followed. In addition, stringent measures will be taken to address the dangers of COVID-19. Those measures include, but are not limited to, screening, testing, quarantine, and social distancing. Plans for return to campus, return to practice, return to play, home games, and away games have been developed with input from Medical professionals. The goal is to do everything we can to keep Bethel's student-athletes safe. For more information about specific plans, contact Brad Chappell, Senior Associate Athletic Director, at chappellb@bethelu.edu.

Communication

Signage will be placed throughout the buildings to educate faculty, staff, and students on COVID-19 best practices.

The Bethel website will be updated each Wednesday for current COVID-19 tests and cases.



Student Life

Mental and Emotional Well-Being

If any student is experiencing any personal problems or just needs someone caring to talk to, Bethel University offers counseling services. All services are free to undergraduate and graduate students and are confidential.

Director of Clinical Services

LuJodia Bell, MS. Ed.

Location: Vera Low Center Room 113 Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

Office: 731-352-6768

Counselor's cell phone: (text or call) 731-415-1058

Email for appointments: gacounseling@bethelu.edu

Chaplains

Dr. Anne Hames

(731) 352-4066

hamesa@bethelu.edu

Rev. Garrett Burns

(731) 352-6449

burnsg@bethelu.edu

FALL SEMESTER, 2020

August 10	Classes Begin
August 14	Last Day to Register or Add Classes
September 7	Labor Day Holiday
September 15	Applications for December Graduation Due
September 25	Mid-Point of Semester
October 8-11	Fall Break
October 23	Last Day to Drop a Class
November 13	Last Day of Classes
November 16 – 20	Final Examinations
November 21	Commencement

SPRING SEMESTER, 2021

January 11	Classes Begin
January 15	Last Day to Register or Add Classes
January 18	Martin Luther King Jr. Holiday
February 18	Applications for May Graduation Due
February 26	Mid-Point of Semester
March 8-12	Spring Break
March 29	Last Day to Drop a Class
April 2	Easter Holiday
April 30	Last Day of Classes
May 3 – 7	Final Examinations
May 8	Commencement

SUMMER SESSIONS, 2021

June 1	First Session Registration & Classes Begin
June 3	Last day to register or add classes (First Term)
June 4	“W” grades begin for First Term classes dropped
June 7	Applications for August Graduation Due
June 14	Last day to drop a class (First Term)
June 28	Last day to remove “I” grades for Spring Semester
June 28	First Session Ends
July 6	Second Session Registration & Classes Begin
July 8	Last day to register or add classes (Second Term)
July 9	“W” grades begin for Second Term classes dropped
July 19	Last day to drop a class (Second Term)
August 2	Second Session Ends
August 7	Commencement

**Fall 2020 Calendar adjusted for COVID19 allowances - subject to change*

3 August		Course Syllabi due (Division Chair) Course Audits Due (Associate Academic Dean's Office)
10-14 August		Drop/Add Period & Late Registration
10 August	8:00am	Classes Begin
14 August	4:30pm	Last day to add a course to class list (Registrar's Office)
14 August – 23 October		Courses dropped receive "W" grade (Registrar's Office)
17 August		Office Schedules due (Division Chair)
21 August		Faculty Load Reports and Professional Development Plans due (Division Chair)
28 August		3-Week At-Risk Reports Due
3 September		Spring Semester Schedule Recommendations Due (Registrar's Office)
4 September	4:30pm	Last day to remove "I" grades from Summer Semester
7 September		Labor Day Holiday
15 September		Applications for December Graduation due (Registrar's Office)
18 September		6-Week At-Risk Reports Due
24 September		Spring Schedule Finalized
25 September		Mid-Point of Semester
8-11 October		Fall Break
9 October		9-Week At-Risk Reports Due
12-16 October		Spring Semester Early Registration
23 October	4:30pm	Last day to drop a course (Registrar's Office)
2-6 November		Student Evaluation of Instruction
13 November		Last Day of Classes
16-20 November		Final Examinations
20 November		Fall Semester 2020 Ends
21 November		Commencement

**Fall 2020 Calendar adjusted for COVID19 allowances - subject to change*

CLASS TIME	DAY	DATE	TIME
MWF/MW/W/F 12:00, 12:30	Monday	11/16	9:00am – 11:00am
M/MWF/MW/W/WF/F 9:00	Monday	11/16	12:30pm – 2:30pm
T/TTH/TH 9:15, 9:30	Monday	11/16	3:30pm – 5:30pm
MWF/MW/WF/M 11:00	Tuesday	11/17	9:00am – 11:00am
T/TTH/TH 2:15, 2:30, 3:00	Tuesday	11/17	12:30pm – 2:30pm
T/TTH/TH 1:00, 1:30	Tuesday	11/17	3:30pm – 5:30pm
MWF/M-F/M/MW/WF/W/F 8:00	Wednesday	11/18	9:00am – 11:00am
M-F/M/MWF/W/WF/MW 10:00	Wednesday	11/18	12:30pm – 2:30pm
M/T/WTHF/MW/W 4:00, 4:15, 5:00, 5:30	Wednesday	11/18	3:30pm – 5:30pm
M/W/MW/MWF/WF/F 1:00	Thursday	11/19	9:00am – 11:00am
TTH/TH/T 8:00	Thursday	11/19	12:30pm – 2:30pm
M/MW/W/MWF/F 2:00, 2:30, 3:00	Thursday	11/19	3:30pm – 5:30pm
T/TTH/TH 12:00, 12:30	Friday	11/20	9:00am – 11:00am

Note: Final examinations for all evening classes not listed above will be held on the day and time for each class during the week of November 16 – 20.

While an individual student may reschedule a specific exam time with his/her professor, no faculty member may reschedule an ENTIRE class exam time without PRIOR clearance from the Academic Dean.

As the University continues to respond to the COVID-19 pandemic and to plan for the 2020-2021 academic year, it must limit the use of its event and meeting space as outlined in this interim policy. The following uses shall be given priority, in the order below, in the reservation and assignment of meeting and event space:

- Classroom use, including those spaces not traditionally used as classrooms
- Other academic uses
- University administrative and operational uses, excluding routine meetings
- Student support uses

The University will not host any third-party events on campus during the fall of 2020. For purposes of this interim policy, a third-party event is an event organized and/or sponsored by any organization other than Bethel University or any individual who is not a current student, faculty, or staff member of Bethel University. Exceptions may be made with approval from University Events.

Events being held on or off-campus must be at 50% capacity of the space. Additionally, 6 feet of social distancing must be maintained throughout the event, which will impact the number of persons that may attend. While room capacity is stated in all available on-campus spaces, the number posted is the number of persons that can stand in the room and does not take into account tables, chairs, or spacing.

*For example, the stated capacity of The Board Room is 297 people. 50% of that is 148. Our 120" rounds seat 8, but at half can only have 4 people per table. Each table must be spaced 6 feet apart, thereby decreasing the number of people to 37. If an 8-foot long table is used, two people may be seated at each end, with each table spaced 6 feet apart, decreasing the number to 74.

Whenever possible, events should be held outside or divided into smaller groups and repeated to be able to maintain the capacity restrictions and limitations. All persons are strongly encouraged to use online platforms when possible.

Room Reservations:

All room reservations for meetings and events are to be made through Janice Wilcox or Myra Carlock at least two weeks prior to the gathering taking place. When making a room reservation, set up needs must be communicated and must fall within the guidelines above.

Food Service for Events:

All catering requests are to be made through Myra Carlock as usual. MMI Dining has the right of first refusal for all events: this includes snacks, beverages, desserts, etc. For the Fall Semester, there will be no buffets or self-service options. Meals must be plated or boxed, and all utensils and plates will be disposable.

Office Hours

- Based on office space size and structure, occupancy will be limited and, in some cases, will be one (1) member/student at a time. Office hour requirements may be reduced.
- You must have an appointment to meet with the Director. You can schedule that appointment via email at mcgillk@bethelu.edu.
- Masks are required to be worn while in all buildings and offices on the campus of Bethel University.
- No visitors in offices where only one person can be in the space.

The Director of Student Engagement will hold the following office hours:

Monday - Friday: 8:00 AM - 4:30 PM

COE Class - TR - 9:30 AM - 10:20 PM

Lunch each day 12 PM - 1 PM

Student Organization Meetings

- All SGA & Greek Council Meetings will be conducted virtually on the Zoom platform.
- Student Organizations/Clubs/Fraternities/Sororities should consider hosting meetings virtually, or in smaller groups, to allow more social distancing.
- Student Organizations/Clubs/Fraternities/Sororities that plan to host their meetings face-to-face must find a room that will accommodate the size of their organization.
- All meetings must be conducted with social distancing guidelines in place. Everyone is required to wear a face covering and maintain six (6) feet of distance between each person.
- Each meeting should have the option of virtual participation for any members who are not comfortable attending face-to-face meetings. Any meetings with a requirement that members attend must have a virtual option.
- An attendance sheet (Google Form – sent to organization email) of all who attend a face-to-face, in-person meetings or events must be kept and reported to the Director of Student Engagement. This attendance sheet must be submitted within 24 hours after the meeting/event.
- Room capacity reductions might restrict the number of members who can be in a space for face-to-face meetings. (See additional document about room capacities.)
- Student Organizations/Clubs/Fraternities/Sororities should make sure members and guests know that if they are sick, they should not attend face-to-face activities, events, or meetings.
- Student Organizations/Clubs/Fraternities/Sororities should provide the following information to all members regarding appropriate action steps if a member reports being ill/sick and/or may have been exposed to COVID-19: If you are experiencing COVID-19 symptoms or if you need to be tested based on potential exposure, please contact your primary care provider or Student Health Services at 731-352-4027. You may be instructed to come in for an appointment or go to another designated testing site. If you need emergency care, you should contact 911.

Face Coverings

- Face coverings are required in all facilities and in every area of the Bethel University campus.
- Student Organization/Club/Fraternity/Sorority members are required to wear face coverings for all events and activities that take place indoors, or those outdoors with physical distancing in mind. Physical distancing requirements are at least six feet between individuals.
- Some members may not be able to wear a face covering, and this should not prohibit participation. Please provide a virtual participation opportunity when possible.

Organization Events

- Student Organizations/Clubs/Fraternities/Sororities must plan all events/meetings with the Director of Student Engagement no later than 14 days (2 weeks) prior to their event to determine if the event can happen. Please show up for your scheduled appointment with the following information:
 - Expected Number of Attendees
 - Room Choices and logistics (how you plan to maintain social distancing & room capacity)
 - Technology and other needs
- Event registration is required of all campus activities so that organizations can better prepare to maintain social distancing guidelines.
- Those who do not schedule their event with the Director of Student Engagement will be subject to disciplinary action determined by the Director of Student Engagement and the Dean of Student Development.

Student Organization Activities that Bring Guests to Campus

- Due to capacity limitations and safety concerns these events may not be hosted on campus.

Speakers and Guest Lectures

- At this time, guest speakers and lectures shall be held as virtual events only. No in-person speakers or lectures are permitted at this time.
- Physical distancing seating and face coverings are required for all attendees if there is a gathering to view the virtual event. Attendance sheets shall be maintained and submitted for these activities.

Speakers and Guest Lectures

- Info tables will have a restriction of one host/member and one guest at the table at a time.
- Only one table will be allowed in the Vera Low Student Center lobby to cut down on congestion in a high-traffic area.
- The table hosts and visitors are required to wear a face covering.

Bake Sales and Other Fundraising Activities

- Sales should only be hosted in the Vera Low Student Center and should operate similarly to any tabling activity. One host at the table and one guest at a time.
- Baked goods should be individually wrapped and purchased from a vendor. No homemade goods will be permitted to be sold or distributed on campus.
- Host is required to wear a face covering and gloves.
- Hand sanitizer should be available for guests and the host.

Student Organization Travel

- Conferences, service trips, competitions, or other organized activities outside of Bethel University are strongly discouraged and may require students to self-isolate for two weeks upon return to campus.
- In-state travel will be reviewed on a case by case basis.

Dances

- Dances, or events of this nature, are not permitted for the Fall 2020 semester due to social distancing guidelines.

Banquets and Other Catered Events

- Must be planned with the Director of Student Engagement. The recommendation is that banquets, philanthropy events, luncheon/dinner type events be suspended for Fall 2020.
- Catering must be individually wrapped/plated.
- Self-serve buffets are not permitted for the Fall 2020 semester.

Performance-Based Activities

- The Director of Student Engagement is currently working on a plan for performance-based organizations to host their regular showcases.
- Indoor practices must adhere to the room capacity requirements as well as social distancing and face covering guidelines. Student Organizations/Clubs/Fraternities/Sororities should seek the largest space available if you must practice indoors.

Large Scale Events and Campus-Wide Activities

- All events must be planned with the Director of Student Engagement and the Director of University and Alumni Relations (Myra Carlock).
- Events will follow the Bethel University Events Policy.
- A COVID-19 compliance plan for face coverings and social distancing should be prepared by the organization prior to this meeting. An attendance sheet should be maintained (Google Form sent to organizations) to assist with contact tracing on campus.
- Events are encouraged to be held outside to allow for six feet social distancing.
- All hosts and participants are required to wear face coverings.
- It is encouraged to provide staggered attendance times.
- Giveaways should be handed out one at a time by one member of the organization to eliminate multiple handoffs.
- Events that encourage attendees to gather closely or share objects such as inflatables, carnival rides, and games are suspended for the Fall 2020 semester.

Off-campus events hosted by Student Organizations/Clubs/Fraternities/Sororities

- Student Organizations/Clubs/Fraternities/Sororities hosting off-campus events are expected to follow the current Bethel University Events Policy regarding event location/attendance/activity. All events must be approved by the Director of Student Engagement and the Director of University and Alumni Relations (Myra Carlock).
- Events that do meet the parameters of the Bethel University Events and Return to Campus Plan should be conducted with the health and safety of members, attendees, and the vendors/staff in mind.
- We expect our students to make good choices and encourage behavior that will help prevent the spread of COVID-19 on our campus and in our community.
- Face coverings are required at all activities, meetings, and gatherings. Physical distancing should be encouraged at all events, meetings, and activities.
- Hosting events at a private residence that bring a large number of participants is strongly discouraged. These types of events have proven to be a source of rapid community spread.

RUSH Week

- Rush Week will consist of both virtual and face-to-face activities so that students are able to get to know the different Fraternities and Sororities we host on campus. A schedule will be posted closer to Rush Week to inform students of where and when these events will occur.

New Member Education

- All New Member Education for the Fall 2020 semester will be held virtually. Fraternities and Sororities are expected to meet with the Director of Student Engagement to plan their New Member Education process.

Student Organization Advisor Guidance

- Student organization advisors are expected to ensure that the organization follows the guidance of Bethel University and the local governing orders regarding the prevention of COVID-19 spread.
- Advisors are expected to encourage organization members to be conscientious of physical distancing and avoid high-risk activities.
- Advisors should make their level of comfort with their organization clear. If you prefer to meet virtually, that option should be made available to you. Advisors are expected to continue to meet with organization leadership regularly.
- Advisors are expected to enforce that all students wear masks when holding meetings or other activities.
- Advisors should help the students better understand why face coverings are important and how they can slow the spread of COVID-19.
- Assist students in planning virtual options for their events in case there are students who are unable to attend face-to-face activities.
- Assist students in their approach to encourage other students to wear face masks.

Intramural Sports

- Different sports have been chosen this semester to keep faculty, staff, and students safe to participate in.
- Some of the changes that will take place include reduced capacities in the facilities and during events, enhanced check-in systems, increased cleaning procedures, and the requiring of masks at certain events.
- Online programming will be available this semester.
- New opportunities:
 - Trivia Nights – Join us on Zoom every Monday at 8 p.m. for Trivia Night! \$25 CASH PRIZES to each team member!
 - Fitness & Wellness Classes – Get moving, have fun, and connect with friends when you join our FREE weekly fitness classes!
 - Low-Contact Sporting Events - Look for more information coming soon on specific events.
- In order to participate in an Intramural event you must register for that event through the IMLeagues App.

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RESIDENCE HALL CHECKLIST

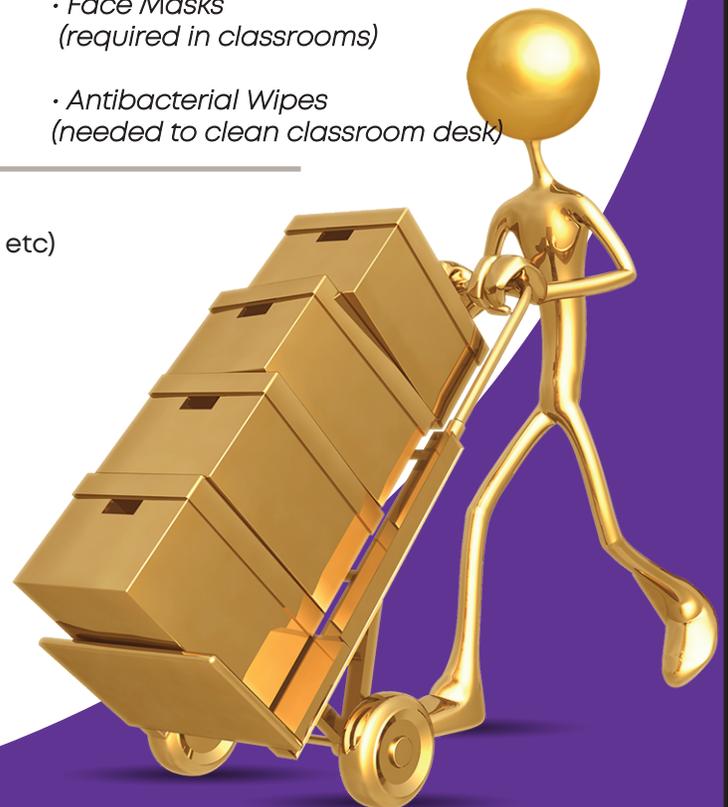
These are just a few things that you might want to bring along with you. It's always easier to check prior to coming with your roommate so you don't bring two of everything.

FEEL FREE TO BRING THESE ITEMS

- Compact Refrigerator (4.2 cubic feet or smaller)
- Microwave (No convection microwaves)
- Sheets (36" x 80")
- Pillow & Pillowcase
- Blanket/Quilt
- Towels & Wash Cloths
- Iron & Ironing Board
- Laundry Basket & Detergent
- Personal Hygiene Products & Bathroom Caddy
- Surge Protectors (2)
- Medications (Tylenol, Pepto Bismol, Cold/Flu Medicine, etc.)
- Recreational Equipment (see restrictions below)
- Prescription Medications (Required to notify Director of Housing of any prescriptions medications.)
- Cleaning Supplies - Students are responsible for cleaning rooms and bathrooms. (Mop, broom, dustpan, toilet cleaner & brush, etc.)
- Posters, Pictures
- Utensils, Bowls, Cups
- Sticky-Tack, 3M Command Strips
- Television (No larger than 37")
- Rugs (Rugs cannot be taped to the floor)
- Paper Towels
- 3-5 Gallon Trash Can & Bags
- *Face Masks (required in classrooms)*
- *Antibacterial Wipes (needed to clean classroom desk)*

PLEASE DO NOT BRING THESE ITEMS

- Small Appliances (toasters, convection ovens, crockpots, rice cookers, etc)
- Recreational Items that can be used as weapons (Hockey Sticks, Baseball Bats, Tennis Racquets, etc.)
- Offensive items/posters
- Anything with an open flame
- Candles
- Extension Cords
- Pets



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