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Introduction
At the beginning of the pandemic I noted that we are Brescia will get through this with resilience and patience. I know that these changes pose a challenge for everyone but I believe they are in the best interests of everyone’s health and safety. We have been continuously guided by the principle that we will do what we can to keep folks as safe as possible with a minimal disruption to the educational experience of our students. For that reason, we have been in constant contact with health officials and our higher education counterparts. All decisions have been made on the best information that we have to mitigate risk and provide a meaningful and substantive educational experience. I want everyone to know that our faculty and staff have worked incredibly hard all summer to make this fall semester successful. I know that they will continue to do so as we make our way through these historically unprecedented times. The Brescia spirit of resilience is strong and vibrant and I know that will translate into the experience of the next few months. Because of this incredible planning, the educational experience will be of the same high quality to which our students are accustomed. It will certainly be different but there was no decrease in the amount of work and dedication that our faculty and staff put into its design and implementation.

In the Spirit of St. Angela,

Fr. Larry Hostetter, President Brescia University

About This Handbook
The policies and procedures outline in this handbook have been created to minimize the disruption of the educational experience of Brescia University students, and to protect the health and safety of our community.

Given the constantly changing nature of the COVID-19 pandemic, we learn new information about best practices on how to keep our community safe. This handbook will be reviewed and revised as the academic year unfolds. Updates on policies and procedures will be sent through Brescia email, the official means of communication for the University. Any policy or procedure updated via email will supersede this handbook until policies are reconciled. The Vice President of Student Affairs/Dean of Students will be the final interpreter for student policies and procedures for students, and their judgement over which policy/procedure to follow is final.

Health and Safety
Coronavirus (COVID-19) Symptoms
CDC: COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization.

Most common symptoms include:

- Fever (100.4 or higher) and/or chills
- Dry cough
- Fatigue

Serious symptoms:
• Difficulty breathing or shortness of breath
• Abdominal or chest pain and/or pressure
• Loss of speech or movement

Less common symptoms:
• Muscle or body aches
• Sore throat
• Congestion or runny nose
• Diarrhea, nausea or vomiting
• Conjunctivitis
• Headache
• Loss of taste or smell
• Rash on skin, or discoloration of fingers or toes

Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility.

On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days

Stay home or in your dorm room if you are sick with COVID-19 symptoms or if you have been exposed to someone who has tested positive for COVID-19. Students who are sick must contact the Vice President of Student Affairs, Dr. Joshua Clary at josh.clary@brescia.edu

**Coronavirus (COVID-19) Prevention**

To prevent infection and to slow transmission of COVID-19, do the following:

- Wash your hands regularly with soap and water, or clean them with alcohol-based hand rub.
- Maintain at least six feet of distance between you and other people.
- Avoid touching your face.
- Wear a mask.
- Stay home or in your dorm room if you do not feel well.
- Avoid unnecessary travel and avoid social gatherings of 10 people or more.

**COVID-19 Accommodations**

Students may request accommodations for COVID related issues (i.e. immunocompromised, high risk for COVID based on CDC guidance, and/or diagnoses covered by the Americans with
Disabilities Act). Students will email the Office of Disability Services
disability.services@brescia.edu to request a review for COVID related accommodations. Students will follow instructions from their assigned Disability Services officer in submitting appropriate documentation and paperwork. Disability Services officers will follow their policies and procedures for notifying faculty and staff with a need to know.

Any student who is required to self-isolate due to a positive COVID-19 test must notify the VP of SA/DOS and may choose to request accommodations through the Office of Disability Services.

**Face Coverings/Masks**

While on Brescia University property, face coverings/masks will be worn unless alone in a room, while eating or drinking, or when it would interfere with curricular requirements and activities, including athletic practice or competition. In short, students should adopt the mantra “If you move, you mask.” Students will wear face coverings/masks (as defined below) while attending in person courses, even if seating is socially distant.

Face coverings/masks should cover the mouth and nose completely.

N95 or respirators are not required. Neck gaiters, bandanas, surgical masks, cloth/fabric masks, or face shield are acceptable forms of face coverings. **For the best protection, cloth masks**
should be at least 2 layers and light should not shine through. Masks with openings (crocheted) or tears are not to be worn.

Any student who has a medical condition they believe prohibits them from wearing a face covering/mask should follow the COVID-19 Accommodations process in the COVID-19 Student Handbook and work with the Office of Disability Services.

The CDC recommends a face covering be worn whenever leaving your residence.

Where should I wear a mask on campus?
- Classrooms, lecture halls and labs
- Walking across campus
- Conference, meeting, and break rooms
- Personal, faculty, and staff office space where physical distance of 6 feet cannot be maintained
- O’Bryan’ Dining Hall, when not eating or drinking
- Hallways and lobbies
- Public restrooms
- Residence hall communal bathrooms
- Cardio Room and Weight Room
- Locker rooms and indoor practice spaces

In short, if you move, you mask!

COVID-19 Testing Information
Brescia University, upon consultation with the Green River Health District, and guidance from the state of Kentucky and the CDC, is not requiring students to obtain a COVID-19 test before returning to campus. Students may get a test, if they choose, before returning to campus. Note that if students are tested before returning, they should isolate until you receive test results.

Students should avoid large groups and follow other guidance for social distancing, isolating as much as possible, before returning to campus to lower your chances of catching COVID-19. Always wear a mask when leaving your home or residence hall.

All resident students and guests will be screened and have their temperature taken when they move-in. All on-ground students will receive information later this week on how to complete daily COVID-19 screenings.

Student athletes will be tested prior to return to competition, as required by the NAIA. Saint Camillus Urgent Care will provide these tests for student athletes’ on-campus, at a later date to be arranged with each athletic team.

Any student who tests positive for COVID-19 must notify the Vice President of Student Affairs/Dean of Students, Dr. Joshua Clary (josh.clary@brescia.edu). This includes BU Online students. We want to provide assistance, as we are able, to all Brescia students who contract COVID-19.
Testing Sites in Owensboro Area

Saint Camillus Urgent Care: 3600 Frederica Street Owensboro, KY Phone - (270) 684-0023

Saint Camillus provides “walk-in” COVID-19 tests. Anyone needing a test calls the clinic, and they will provide information on when to arrive at the clinic. Tests are performed in your vehicle so you do not need to enter the clinic. Saint Camillus does take insurance, and as long as you have health insurance, a COVID-19 test is free. There is a small fee if you do not have proof of insurance.

Saint Camillus is open 8am-6pm, Monday-Friday, Saturday 8am-12pm, closed on Sunday.

Green River District Health Department: Phone: 1-800-722-5725 (state COVID-19 hotline)

The Green River District Health Department schedules COVID-19 tests by appointment. Check their website (see the blue link above) for information on drive-up test sites and dates. These test sites change every few weeks, so please always check their website or call the state COVID-19 Hotline for testing locations in our area 1-800-722-5725.

Owensboro Health (hospital): Phone: 1-877-888-6647 (24-Hour Hotline)

Owensboro Health has a 24-hour COVID-19 hotline (see above) where a nurse will answer questions or refer you to a physician if you have COVID-19 symptoms. Note that Owensboro Health only provides COVID-19 tests with a note from a doctor, unlike Saint Camillus which will take “walk-in” patients. If the triage nurse determines that you should seek medical care, they will give you instructions on where to go and what to do.

Other testing sites may pop in the area, so be on the lookout for more information as it becomes available.

Transportation: Brescia University will not transport students who are sick or think that they may be sick to a testing site. This is protect the health and safety of Brescia employees.

Students who need transportation to a testing site for COVID-19 or are sick with COVID-19 and need transportation, the only service in Owensboro that will transport you is Owensboro Lyft. The only requirement from Lyft is that passengers are required to wear a mask while in the vehicle. While not required, Lyft asks that students notify the driver of your health status so they know to properly sanitize their vehicles. Using the Lyft app is required to use their service.

In emergency situations, local EMT will transport patients with COVID-19, but this 9-1-1 services should not be used for routine testing or doctor’s visits. If students would not have called for an ambulance prior to COVID-19 for their health condition, they should not call just because for COVID-19.

Isolation Protocol

Students who require a COVID-19 test will be instructed to on their next steps, which may include:

- Going home after being tested for COVID-19, if practical. The health department recommends that any student who is test of may be positive for COVID-19 go home as a
first option, if at all possible. I recognize that for students from a distance, International Students, or students who have immunocompromised family members may not be able to go home. Brescia will provide isolation housing for students who need it. Students will continue their course work virtually.

- **Students who are placed in isolation housing MUST NOT leave their housing unit cleared by Student Affairs staff.**

- Students who have been in close contact with someone who has COVID-19 will be asked to isolate, per the Green River Health District’s protocol
  - Close contact is: being within 6 feet in an enclosed space for 15 minutes or more without wearing a face covering

- Students waiting for test results staying on campus will be moved to isolation housing assigned by Residence Life. Meal delivery will be arranged and instructions on what to bring with you will be given. Students will continue their coursework virtually.
  - If a student tests negative and no longer has symptoms, they will be allowed back into their original housing unit.
  - If a student tests negative but still has symptoms may be required by the health department and/or Brescia to continue isolating until cleared. Each student will be evaluated on a case-by-case basis.
  - If a student tests positive, they will be required to isolate for 14 days from the date of the positive result and/or until cleared by the local health department and Brescia Student Affairs staff. Some cases require longer isolation periods based on lingering symptoms.
  - If a student tests positive, they may return home to isolate until cleared to return to campus by the health department and Brescia Student Affairs staff.

- While in isolation students will continue coursework online, and if staying is isolation housing on-campus, will have meals delivered.

- In all instances of testing, students will cooperate with the health department with contact tracing. Refusal to cooperate with local health officials may result in Student Conduct sanctions.

- The daily COVID-19 screening survey and notification will be sent out each morning at 6am Central Time (for some fall sports athletes who practice early, you will receive the survey at 5am Central time). If you do not have a cell phone or a US cell number, you will receive an email notification at your Brescia email.
COVID-19 Contact Tracing

*When is contact tracing necessary?*
In the event of a positive case of COVID-19, we as an institution, with the assistance from the individual, may assist in contact tracing and monitoring as an internal protocol to ensure the health and safety of our college community. Brescia will also work in unison with the local health department who will take the lead on all contact tracing.

*What steps are taken for contact tracing?*
Contact tracing for COVID-19 typically involves:

- Interviewing people with COVID-19 to identify everyone they had close contact with during the time they may have been infectious
- Notifying contacts of their potential exposure
- Referring contacts for testing, if appropriate
- Connecting contacts with services they might need during the self-quarantine period
- Monitoring contacts for signs and symptoms of COVID-19 (symptoms may appear 2-14 days after exposure)

Contacts should monitor their temperature twice daily and record the presence of any symptoms:

- 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
- Conjunctivitis
- Rash on skin, or discoloration of fingers or toes
- Nausea or vomiting
- Diarrhea
- Abdominal pain

**Daily COVID-19 Screenings**
Students will follow the link provided and complete the brief screening, which should take 1 minute or less.

- Students will complete the survey by 8am Central Time, or prior to enter campus if before 8am Central Time.
- Entering campus means: leaving the residence hall for any reason (going to the Dining Hall, Computer Lab), going to athletic practice or training (on-campus or off, i.e. Kamuf
Park or other location), arriving for in person classes, or any other reason that brings
students onto Brescia property

- The survey will auto populate the student’s name every day. Students will be asked to
answer two questions and list any symptoms you have that are unexplained:
  - Unexplained symptoms are those like muscle or body aches, but without
work out prior to screening, or congestion or runny nose not associated with seasonal
allergies.
  - If students are unsure, please select the appropriate symptoms and staff will
reach out to discuss.

Students who complete the screening with
no symptoms, will receive a notification
clearing them to enter campus:

- Students should keep their clearance
notification every day. Students will
not have to show their clearance
notification every day, but may be
asked to display it by a University
official.
- The Link provided in the text/email
notification will also display the
clearance.
Students who complete the screening and have Critical symptoms (fever over 100.4, exposure to someone diagnosed with COVID-19, or a combination of symptoms) will receive a notification instructing them to stay at home or in their residence hall:

- Student Affairs staff will be notified of all Critical screenings and a designated staff person will reach out to each student.
- Staff will discuss symptoms and provide information on COVID hotlines so the student can speak with medical professional to triage symptoms to determine if a COVID-19 test is required.
- Students will not enter campus until cleared by Student Affairs staff.
- Students may be given instructions from Residence Life on moving to isolation housing, pending symptoms.

Student affairs staff will be monitoring the daily COVID screenings and will be contacting students who do not complete their daily screenings. Repeat offenders who do not complete their COVID screenings will be subject to Student Conduct sanctions, including possible suspension from the Residence Halls or suspension from campus.

Academic Information

Here are key points to note to prepare for fall for students enrolled in mixed enrollment (on-ground) courses (Start Date: 8/18/20):

- On-ground courses will meet face to face only during the primary meeting day and time. Students will need to follow the online published schedule, not what is in Netclassroom.
- On the remaining days the course would typically meet face to face, the instructor will schedule a synchronous session or plan for an alternative virtual learning activity. It is imperative for students to check their student email account at least once daily.
- Students will be able to attend live class meetings on primary meeting days face to face, synchronously or by watching a recording of the session. Student participation is required regardless of the deliver mode chosen. This means students will be expected to participate using a webcam and microphone if participating synchronously. If students choose to participate virtually, the simply need to send a courtesy email their instructor, letting them know you will participate in your on-ground class virtually.
- If forced to transition to fully remote/online learning at any point in the semester, the primary meeting days will be used for synchronous sessions. Students will be expected
to participate using a webcam and microphone, so please be prepared. Having a headset will significantly help with quality sound.

- Classroom location has changed for several courses. This is because of the physical distancing capacity of classrooms and trying to allow more time between classes in the same room when possible. Classrooms are marked with tape indicating where students can sit within physical distancing guidelines.
- Some instructors will teach courses remotely. We will offer face to face sessions on primary meeting days with the instructor teaching via a videoconferencing format. The instructor will be able to interact with students in the classroom.
- Ceramics is a unique course that requires hands on activity. This class will meet twice weekly with physical distancing and other guidelines.
- **Students will be expected to wear face coverings during face to face sessions.**

Follow this link to learn how to best prepare for the Mixed Enrollment delivery of Fall 2020: [https://libguides.brescia.edu/uctl/mixedenrollmentstudents](https://libguides.brescia.edu/uctl/mixedenrollmentstudents)

Here are key points to note to prepare for fall for students enrolled in online courses:

- The start date for your courses is 8/10/12.
- If you need to request an accommodation for COVID-19 related issues at any point throughout the fall 2020 semester, please contact the Office of Disability Services: [disability.services@brescia.edu](mailto:disability.services@brescia.edu).

Please check your student email account frequently for reminders from BUOnline, your instructors, and academic advisor.

**Residence Life**

Students are expected to be responsible for their conduct at all times. This includes compliance with CDC regulations to maintain a safe and healthy environment. Healthy protocols are encouraged for all students. This includes but, is not limited to, frequent handwashing for at least 20 seconds; the use of hand sanitizer; avoiding touching eyes, nose and mouth; and the practice of social distancing (a minimum of 6 feet apart) at all times.

**Face masks are MANDATORY anytime you are outside of your personal living space (room in Merici/Saffer/St. Ann/Greenwell/Reisz/Philby; apartment unit in Young/Trustees).**

Roommates/suitemates/apartment mates are encouraged to interact with each other as they do with their families while thoughtfully practicing good healthy habits.

Visitation is restricted to only one guest (Brescia student) per resident in all facilities to limit social gathering; no more than 8 students may be in one apartment unit at a given time.

**No outside guests are permitted for visitation in residential facilities.**

Visitation hours have been adjusted to create a healthier climate — (Mon-Thurs: 4 pm-10 pm; Friday: 4 pm-12 midnight; Saturday: 12 noon-12 midnight; and Sunday: 12 noon-10 pm).
Residents will complete a revised roommate agreement in which they are able to share any concerns and agree upon conditions related to Covid-19. With the space in the room, residents will be able to social distance with the understanding that they may come in contact with their roommate - which will be considered a member of their household or family unit.

In residence halls with common bathrooms, students will be assigned to use designated bathroom to reduce cross contamination. Signage will be posted in Merici and Saffer Halls designating which rooms are assigned to which bathrooms.

The cleanliness of residential spaces will be essential for a safe and healthy living environment. Housekeeping will provide additional cleaning shifts in all common access bathrooms in Merici and Saffer Halls. Other common use locations will be cleaned at least one time daily.

Hand sanitizer stations have been installed at the entrances of all facilities including residence halls. Residence Life staff will perform safety checks weekly to assure students are maintaining a safe, clean living environment. It is everyone’s responsibility to help maintain the cleanest environment possible.

Room Changes will be limited to only health/safety related issues only for the Fall 2020 semester. Room changes may be requested before the start of the Spring 2021 semester.

**Daily Expectations**

Take your temperature. Thermometers are provided to all resident students in their Res Life COVID Kit upon check-in.

Complete the Daily COVID-19 screening survey as detailed in the Daily Screening section of this handbook.

As a student we expect you to be responsible for you actions and to love and protect your Brescia family. It is through this sense of responsibility that you will be required to take your temperature daily before attending class or entering campus and follow the Daily COVID-19 Screening instructions.

**Dining Services**

Fresh Ideas will continue to provide quality dining options for students. After the first two weeks of the semester, O’Bryan’s Dining Hall may operate with limited seating in compliance with state health department regulations and is only available to students. **Until determined safe to have dine-in by Fresh Ideas, Brescia University, and the local health department, all meals will be carryout.**

Entrance into and exit out of the facility will be strictly enforced; please follow directional traffic flow to maintain social distancing by utilizing the floor decals when forming a line.

Please enter O’Bryan’s at the Frederica Street entrance, begin by choosing your beverage and allow the Fresh Ideas team to prepare a carryout meal. Multiple serving stations will be available with carryout options (no self-service is available). All items will be served in a to-go box.
Commuters, faculty, staff, and outside groups will not be able to eat meals in the dining hall due to the limited capacity created by social distancing.

Barney’s Café will operate (starting the 2nd week of classes), except during Lunch Hours, where it will operate as an additional serving line for Lunch, offering similar carryout options to the main service line in O’Bryan’s.

The daily menu can be viewed at: https://bresciadining.nutrislice.com/

Operating hours through Friday, August 14 are:

Lunch: 11-12pm
Dinner: 4-5:30pm

Normal operating hours for Dining Services are:

**O’Bryan’s Dining Hall**

- Monday- Friday: 
  - Breakfast 7:30am-9am
  - Lunch 11am-1:30pm
  - Dinner 4:30pm-7pm
- Weekend: 
  - Brunch 10:30am-1:30pm
  - Dinner 4:30pm-7pm

**Barney’s Café—will not open for coffee service until the 2nd week of classes to ensure meal service as the priority**

- Monday-Thursday: 8am – 7pm (closed for coffee service during Lunch hours)
- Friday: 8am -6pm (closed for coffee service during Lunch hours)

**Cardio Room and Weight Room**

During Covid-19, a commitment to your health and wellness has never been more important. The Athletics Department supports this commitment and will continue to hold normal hours of operation with noticeable adjustments to comply with state health department regulations.

The Cardio Room, Weight Room and select equipment have been positioned to maintain 6- feet social distancing. Directional flow signs have been placed throughout the facility and additional cleaning supplies are available. Team sport activities that do not promote social distancing are currently not allowed.

**General Information on Cardio and Weight Room**

- Capacity for each room is posted and follows state guidelines for social distancing
- Cardio Room Capacity: 10
- Weight Room Capacity: 16
- All users are responsible for wiping down their equipment thoroughly after each use.
• Face coverings must be worn at all times while in the Cardio and Weight Rooms. This rule follows state guidelines.
• Wash hands before entering and using equipment
• If you have any COVID symptoms, do not use the Cardio Room or Weight Room
• Hours will be adjusted throughout the semester, look for signage at each facility for up to date information

Gym and Walking Track
The Gym may be used for students for general workouts, but not for close contact activity until permission is given by the state and local health department. Face coverings must be worn at all times while using the Gym or Walking Track.

Guidelines for Athletic Team practices are different than general student use, which is the intent of this section.

What are some examples of allowed activities in the gym and walking track?
• Lap walking or running, all walkers/runners should be moving in the same direction
• Individual work outs:
  o Skill workouts such as shooting drills
  o Speed workouts
  o Agility or technical workouts

What are some examples of activities that are not allowed in the gym and walking track?
• One-on-one basketball games
• Pick-up basketball games
• Any activity where social distancing cannot be maintained
• Group gatherings of over 10 individuals, as mandated by the state government

Athletics
Please reference the Brescia Athletics webpage for the most up to date information on Brescia University Athletics. The Athletic Department will post updates on games, travel, and other information for student athletes there.

Basic Precautions being taken for Student Athletes include:

• Daily COVID-19 screenings (please see the Daily Screening section of this handbook)
• Temperature checks before every:
  o Practice
  o Competition
  o Conditioning session
  o Team Meetings
  o Weight Training
  o University sponsored trip
• Face coverings will be worn to and from all athletic activities and worn as much as possible without interfering with practice or activities
• Vehicles for travel will be disinfected before and after every trip
• Hotel stays are reduced to only when necessary, with two students per room
• When possible, food will be delivered to the team hotel
• Student Athletes will be tested for COVID-19 within seven days of their first competition, in alignment with the NAIA requirements and local health department recommendations

TRAINING & CONDITIONING- WEIGHT ROOM AND CARDIO ROOM
In planning practice sessions, coaches must follow state guidelines regarding social distancing and maximum number of people in or on a facility. This may require coaches to plan several practice sessions to accommodate all of their student-athletes. It is the responsibility of the coaches to communicate training session times, locations, or changes with the athletic training so that the staff may provide appropriate coverage.

ALL SOCIAL DISTANCING SPORTS PRACTICES PLANS FOR THE SEASON MUST BE APPROVED BY THE ATHLETIC DEPARTMENT PRIOR TO CHECK-IN OR THE START OF THE SPORTS PRACTICE SEASON.

Cardio room- Coaches must adhere to social distancing and sanitation practices in the cardio room. In furthering efforts to mitigate the spread of the virus, the cardio room will be limited to 10 athletes per session for the entire academic year. Coaches should expect to facilitate several S&C sessions throughout the day to accommodate all student-athletes. Sanitation stations with disinfecting wipes and hand sanitizer will be available in each fitness center. All racks and equipment must be sanitized prior to use and following use by each student-athlete.

Weight room- Coaches must adhere to social distancing and sanitation practices in the weight room. In furthering efforts to mitigate the spread of the virus, weight rooms will be limited to 16 athletes per session for the entire academic year. Coaches should expect to facilitate several S&C sessions throughout the day to accommodate all student-athletes. Sanitation stations with disinfecting wipes and hand sanitizer will be available in each fitness center. All racks and equipment must be sanitized prior to use and following use by each student-athlete.

Locker rooms
Brescia University student athletes will not have assigned lockers in the locker room. They can use the locker room to change clothes or use the rest room but cannot go over the locker room capacity assign. Athletes will be asked to shower at their dorms and dress for practice/games before coming to the facility if they can.

Capacity for locker rooms:
The Moore Center Locker Rooms: 7 people
Kamuf Park Locker Rooms: 8 people

Locker rooms will no longer serve as a “hang out” or “lounge” area for student-athletes. Student-athletes must enter for purposes of changing or collecting gear or equipment for practices only.
**Game Management**

- All game management personnel will wear masks and gloves while in the facility. They will also be required to have their temperature taken prior to clocking in. A temperature of 100.4 F or higher will require them to go home immediately.

**SPITTING**

- Please refrain from spitting in traveled areas or in areas that others may come into contact with (i.e.-parking lots, locker rooms, training rooms, weight rooms, dugouts, team benches, hallways).

- The consumption and spitting of sunflower seeds are prohibited in any team or spectator area.

- The consumption of tobacco products is prohibited by the NAIA in any team area BUT will be regulated more closely because of COVID-19 sanitation guidelines.