

# Guidelines for Students Living in Chestertown or On Campus

Dear Student,

You are receiving this because our records indicate you are either living in the Chestertown area or on campus for the fall 2020 semester. As a reminder, all courses are being provide remotely this fall, even for students living nearby or on campus.

We want you to be particularly aware of some important guidelines and expectations that specifically impact you as students who are living on campus or in the Chestertown area. ***As a reminder, as currently enrolled Washington College students you are accountable for your own conduct under the College's Honor Code which includes a provision for following all local, state, or federal statutes.***

In addition to existing state laws, we are also bound by additional statutes or guidelines that have been implemented since the beginning of the pandemic. We've provided a link to Governor Hogan's coronavirus page with updates, FAQs and other important information that can help you stay up to date on the latest developments and how you can comply with the orders.

<https://coronavirus.maryland.gov>

On July 29, the Governor issued a travel advisory, recommending that all Marylanders refrain from non-essential travel outside the state. It also recommends that out-of-state visitors obtain a COVID-19 test within 72 of their arrival into the state and cancel if they get a positive result.

<https://phpa.health.maryland.gov/Documents/07.29.2020%20-%20MDH%20Notice%20-%20Out%20of%20State%20Travel%20Advisory.pdf>

Per this advisory, we are requiring all students who are going to live on campus or in the Chestertown area to comply with protocols and be aware of the additional guidance provided in the following pages.

Stay healthy and safe,

Contingency Planning Group

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## TESTING PROTOCOL

Washington College COVID-19 testing protocols must be followed by students who are living on campus or in the Chestertown area. **All students should arrange to get SARs-COV2 PCR testing completed in their home state before arrival.** We are requesting that all students quarantine at home after getting the specimen collected and until they arrive to campus/Chestertown.

For students who have been approved to live on campus, you are required to undergo free COVID testing even if you have submitted a test result already. You must call the Health Center at 410-778-7261 to schedule testing. Testing will occur on Tuesday, September 1 and Wednesday September 2, 2020. Testing times will be available from 9:00 -11:30 a.m. and 1:00 – 3:00 p.m. each day. You should come to the Health Center for testing, which will be conducted outside at our front door (Queen Anne's). You must complete the form emailed to you by Health Services and submit it to [health\\_services@washcoll.edu](mailto:health_services@washcoll.edu) by Sunday, August 30, 2020. You do not need to fill in the testing dates on the form.

For students who are already in the Chestertown area, you should contact the Kent County Health Department and arrange for a free COVID-19 test by calling 410-778-1350 (M-F 8:00 a.m. – 4:30 P.M.) for an appointment. Appointments are available Mondays and Thursdays, 8:30 a.m. – 12:30 p.m. at 514 Washington Ave., #5, Chestertown, MD. There are no walk-ins and you must have an appointment for a test.

1. All test results should be sent to [health\\_services@washcoll.edu](mailto:health_services@washcoll.edu)
2. Tests should be collected, and results should be sent at least 48 hours before your planned arrival on campus/Chestertown. If you are already in Chestertown, you should self-quarantine until you have test results and then should contact Health Services for next steps.

**Students who test positive for COVID-19 but had NO symptoms will be cleared to come to campus/Chestertown only if:**

- 10 days have passed since test results, **and**
- The student has submitted those results to [health\\_services@washcoll.edu](mailto:health_services@washcoll.edu) and has received emailed confirmation from Health Services that you have been cleared to come to campus.

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Students who test positive for COVID-19 and had symptoms, will not be cleared to come to campus until ALL the following conditions are met:

- It has been at least 10 days since symptoms first appeared **and**
- It has been at least 24 hours with no fever without the use of fever-reducing medication **and**
- ALL symptoms have all improved **and**
- The student has submitted those results to [health\\_services@washcoll.edu](mailto:health_services@washcoll.edu) and received emailed confirmation from Health Services that you have been cleared to come to campus.

***Any student who is approved to come to campus to live in the residence halls, but cannot get a test in their home state or where they are currently residing, will need to contact Health Services to discuss your options. Once testing equipment is procured on campus, we will have the ability to perform the 2-step protocol as outlined below.***

**Step 1:** Antigen testing is performed with nasal swab upon arrival to campus by a member of the Health Center. This test will take about an hour and students will not be permitted to offload any personal items or move into their residence hall or attend classes. The cost of this test will be billed to the student's account at \$50.00. *Students needing an itemized copy of their bill for insurance reimbursement purposes, can make the request via email to [vanderson2@washcoll.edu](mailto:vanderson2@washcoll.edu).*

**Step 2:** Since Antigen testing is a less sensitive and specific test than PCR testing, a second swab will be collected which will be sent for confirmatory PCR testing through the University of Maryland Genomes Science lab. The cost of this test will be an additional \$50.00 and will be billed to the student's account. *Students needing an itemized copy of their bill for insurance reimbursement purposes, can make the request via email to [vanderson2@washcoll.edu](mailto:vanderson2@washcoll.edu).*

**If the student receives a preliminary negative antigen test result on site and the confirmatory swab has been collected,** the student will be permitted to move into their residence hall room following the protocols set forth by Residential Life and the campus-wide masking policy. Students **will not** be quarantined to their room.

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If the student receives a preliminary antigen test on arrival that is positive, the student has 2 choices:

1. Return home with their family until the results of the confirmatory PCR testing is available (average 72 hours) or
2. Be required to isolate in the campus-designated isolation residence hall space (Kent House) until the confirmatory test results are available. If the isolation residence hall has reached capacity, the student will be required to go home to their permanent residence

If the confirmatory test result is also positive, the student will be required to go home to their permanent residence (or current US residence) and remain there until they meet the following criteria:

- It has been at least 10 days since the positive test result **and**
- It has been at least 24 hours with no fever without the use of fever-reducing medication **and**
- ALL symptoms have improved **and**
- You have received two negative test results in a row, at least 24 hours apart **and**
- You have received emailed confirmation from Health Services that you have been cleared to come to campus.

***NOTE: This testing and guidance is fluid and subject to change throughout the year based on the most current CDC and local guidelines.***

## **Sequential testing through the semester:**

Students living on campus will be required to be tested throughout the semester based on risk assessment and at the request of our local health authorities based on community risk factors. We may also perform testing of off-campus students during the fall semester as well.

Students will also be offered sequential antigen testing with follow-up confirmatory testing done throughout the semester if they have concerns. Students who test positive during the semester will be required to follow the same process as those who test positive on arrival as outlined above.

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## ISOLATING AND QUARANTINING ON CAMPUS

As required of facilities who have residential occupancy when a Public Health pandemic emergency is declared, Washington College has identified spaces for students who must isolate or quarantine. An on-campus residence hall has been repurposed to accommodate students needing to isolate or quarantine. Students are expected to comply with all isolation and quarantine guidelines if ordered to do so by a Washington College official.

If you are living at home or with your parents or guardians, you will be permitted to quarantine or isolate at your family home. **All other students are required to follow our campus quarantine and isolation protocol.**

**Isolation space** (1st floor of Kent House) is for students who are ill or are showing symptoms or have been confirmed to have COVID-19.

**Quarantine space** (2nd Floor of Kent House) is for students who are not ill but have had a potential exposure or have been identified as a close contact.

If a student becomes ill and tests positive, our first goal would be to try to get the student back home with their families if at all possible. While understanding that ill students would not be able to use public transportation, this would require family members to pick them up. The student can be housed in the Isolation & Quarantine Residence Hall until the time they can be picked up to travel home.

COVID Care Coordinators will provide care and monitoring for our students required to stay in our designated Isolation & Quarantine residence hall.

These services will include but are not limited to:

- facilitating pick up of ill students and their necessary belongings from their residence hall room and transporting them to the isolation space;
- meal deliveries that will be ordered through College catering services;
- daily observation /check-ins with professional staff who will directly communicate with Health and Counseling as needed;
- provide over-the-counter medicines if needed;
- cleaning and linen services;

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- coordinate and will be assisting with contact notifications for faculty, staff and students;
- notification of faculty when a student is unable to attend in-person classes or on-line classes;
- notification of faculty when the student is cleared to return to in-person classes;

Students will be provided with 24 hour on-call number for our COVID Care Coordinators when they check in to campus and that number will be posted on our COVID website.

**NOTE:** The Kent County Health Department has established a protocol whereby the health officer can serve anyone who is deemed a public health risk with a mandatory isolation/quarantine order that is enforceable under law and carries stiff penalties if not followed. **This applies to students living on our campus or in town** (as it does for anyone living in Kent County).

## FACE MASKS

All students, employees, and visitors to campus, are **required to wear a mask any time they are on campus or any Washington College property (indoors and outdoors.)** Washington College will be providing all students and employees who will be on campus with two washable and re-usable cloth masks before the beginning of the fall 2020 semester. Masks should adhere to [CDC guidelines](#) and be worn covering the mouth and nose completely.

## SYMPTOM CHECKING & ATTESTATION

Students living off campus must have approval to come on campus which will only be permitted in limited situations. Everyone who comes on campus (including visitors) will be required to demonstrate proof that they have completed the symptom checklist by completing the symptom attestation on a smart phone app. We will provide you with additional information about this app when it is activated.

As a reminder, the following reflect the wide range of symptoms that have been reported and may appear 2-14 days after exposure to the virus. **Older adults and people who have severe underlying medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

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- 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

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Students who believe they have contracted COVID-19 should immediately self-isolate in their room and call Health Services (410-778-7261) during normal office hours (or the COVID Care Coordinator on duty after hours) for further instructions. Students will be advised about how and where to get tested and next steps.

## CONTACT NOTIFICATION & TRACING

Washington College will work closely with the Kent County Health Department to conduct contact notification and training in the event of a positive or presumed case of COVID-19 or if someone is symptomatic. The process of contact notification will include outreach to anybody that the person identifies as a potential contact both on campus and off-campus.

Contact notification will begin when an individual either becomes symptomatic and /or is found to be COVID positive. Washington College has several employees who are trained as contact tracers and will begin the process of notifying those who may have had contact with the individual. Contact tracers will contact individuals by phone using the primary contact number supplied to the College. They may also use other methods to contact individuals and all students, faculty, and staff who are contacted are expected to comply with the contact notification or tracing requests. If an individual tests positive for COVID-19, the case triggers a contact tracing investigation which will be taken over by the Kent County Health Department.

***All students are expected to comply when contacted by a contact tracer. Failure to do so may be considered a violation of College policy.*** If you are unsure about

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whether someone contacting you is a legitimate contact tracer, please call Health Services at 410-778-7261.

## CAMPUS ACCESS

Access to campus will continue to be restricted and vehicular traffic can only access the campus via the main Washington College entrance on Washington Avenue. All buildings will be locked and only those with permission to access those buildings will be provided access. Pedestrian traffic throughout campus is permitted, however, anyone on the campus is required to adhere to the campus mask policy which requires everyone to wear a mask on campus, indoors and outdoors. As a reminder, students will need specific permission to have access to College facilities during the fall 2020 semester. Students are not permitted to be in any Washington College facility unless they have been approved by the College in advance. **Students should carry their Washington College ID card with them at all times while on campus.**

## HEALTH SERVICES OPERATIONS

Health Services will be open on campus in Queen Anne's Hall with modified appointment times and procedures to allow for additional cleaning and safety measures. All students entering the Health Center will be required to wear a mask and will be temperature screened.

In order to protect the safety of our campus, there will be no walk-in appointments allowed. Students must call 410-778-7261 from 8:30-12:00 or 1:00-4:30 to schedule an appointment and to have a COVID phone screening questionnaire completed. Upon arrival, students will need to enter the glass lobby and call to be let in. After hours, students should contact the COVID Care Coordinator on duty.

Health Services will be offering well appointments, prescription refills and allergy injections during morning hours. Psychiatric Mental Health Nurse Practitioner appointments will also be available.

Sick visit appointments will be held during late morning and afternoon hours. We will not be able to permit anyone to accompany students during their appointment as we cannot have anyone waiting in our lobby. The exception would be for a minor student to be accompanied by parent or legal guardian. Scheduled telemedicine appointments may be utilized for low risk, non-COVID related concerns such as



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nutritional counseling, support to help manage chronic conditions, and follow-up visits from the ER.

**NOTE:** These protocols may change prior to your arrival or after student arrival on campus as the CDC and our local Health Officials update requirements.

## STIGMATIZING

It is critically important to not stigmatize anyone who requires isolation or quarantine. These procedures are for the health and safety of everyone in our community. Stigmatizing, identifying or profiling anyone placed in isolation or quarantine by way of social media, verbally, electronically or otherwise has no place on our campus and, in some cases, may also be a violation of conduct policies.

## COUNSELING SERVICES

Counseling appointments are available to all students including those in isolation or quarantine. Counseling appointments will be conducted via telemedicine sessions. Students who have never seen a counselor on campus before can email [health\\_services@washcoll.edu](mailto:health_services@washcoll.edu) or call 410-778-7261. Students who already have an established counselor on campus can email their counselor directly to schedule appointments. There will be no walk-in counseling appointments available. Students experiencing a mental health emergency who would like to speak with a counselor can call Counseling Services during weekday hours at 410-778-7261. After hours and on the weekends, Public Safety (410-778-7810) will assist students with locating a counselor with whom they can speak.

## STUDENT EDUCATION & TRAINING

### Pledge

All students will be required to sign a student [pledge](#) stating that they will comply with all College guidelines that have been instituted in response to the pandemic. With a focus on their role in caring for others in the community, the pledge requires that students comply with the following (at a minimum): the masking policy, maintaining social distancing, restrictions on guests and gatherings, testing and contact tracing protocols, as well as isolation and quarantine guidelines.

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By signing this agreement, they acknowledge that they agree that if they do not adhere to the guidelines that they may increase the risk of contracting COVID-19 for themselves and those with whom they come into contact both directly and indirectly. They also attest that they understand that non-adherence to the guidelines may be considered a violation of the Washington College Honor Code.

Those not adhering to the required College guidelines and public health practices are reminded that their actions could endanger other community members. While taking disciplinary action against those who do not comply is not our highest priority during these times, they still may be subject to the student conduct process.

## Training & Education

All students, faculty, and staff are expected to educate themselves on the basics of COVID-19 spread mitigation and to be knowledgeable about the actions they can take to mitigate the spread. The CDC has many resources and videos. The following is a short video on basic steps that everyone can take:

<https://www.youtube.com/watch?v=S8plkFsAD4>

More educational video materials from the CDC, on a variety of topics, can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html?Sort=Date%3A%3Adesc>

Students will also be asked to sign an agreement stating that they understand the importance of the safety measures instituted by the College and their intention to follow those guidelines for the safety of others and themselves. The agreement includes the necessity of complying with any requests around contact tracing or other efforts to gather information to ensure the safety of our campus and community members.

## TRANSPORTATION SERVICES & SAFE RIDE

The weekend shuttle and SafeRide will not operate during the fall 2020 semester to help mitigate the spread of COVID-19 that could occur with students leaving campus and becoming exposed to more people and other communities. If students encounter a personal emergency requiring transportation to an off-campus site, they can contact

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the transportation office at (410) 778-7838 or transportation@washcoll.edu and request assistance.

## PUBLIC SAFETY

The Department of Public Safety continues to operate in-person 24/7. The office is located on the ground floor of Cullen. **Whenever possible, call 410-778-7810 instead of going to the office in person.** There is a key drop box located outside of the Public Safety door.

## CENTRAL SERVICES

Central Services, on the ground floor of the CAC will be accessible only to approved students Monday – Friday from 1:00 – 3:00 p.m. for mail and package pickup and delivery. **Off-campus students should NOT have packages delivered to the College** but should have them delivered to their off-campus address. If a student’s off-campus address does not have a mailbox, the student should go to the Chestertown Post Office and obtain a PO box to receive mail and packages.

## VISITOR’S POLICY

Washington College has formalized a Visitor Policy outlining the procedures for receiving visitors to campus. Generally, visitors are those whose presence on campus is essential to the operations of the College and any of its approved programs. To ensure the continued health and safety of all in the WC community, administration is working hard to ensure that visitors will:

- Be registered to be on campus 24 hours prior to their arrival
- Complete a Wellness Check, composed of a symptom checklist, prior to being granted access to campus
- Wear a face covering for the duration of their visit to campus in compliance with the Mask Policy.

## GUIDANCE FOR LIVING ON CAMPUS

Washington College is allowing a small number of students to live on campus in the fall of 2020 and those students must have approval before coming to campus and

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must follow all guidance from Health Services and Residential Life regarding when and how they may move in.

Fall room assignments for on campus students **are only for Fall 2020** and these students should expect to move to a new assignment prior to the spring semester. There will be new assignments made through the Spring 2021 housing process.

On campus students are required to have a 14-meal plan and will comply with procedures issued by the Dining Hall (via email) for picking up and eating meals. Questions should be directed to [dining\\_services@washcoll.edu](mailto:dining_services@washcoll.edu).

**On campus students are not permitted to have guests in their rooms or suites.**

Small gatherings of less than 10 people may occur on campus **outdoors** with proper social distancing measures including the wearing of a mask at all times while on campus. On campus students are advised to not go to the residences of other students living off campus or to participate in any off-campus activities that violate local or state laws or social distancing guidelines.

All other rules and guidelines published in the Student Handbook apply to students living on campus, including those regarding drugs and alcohol. Students who fail to comply with College policies, including COVID-related policies, will be referred to the Honor Board and may have their on-campus housing terminated.

Students living on campus should attempt, if at all possible, to meet friends or families at an off-campus location in the Chestertown area and are expected to abide by all local and state laws and adhere to social distancing measures, including the wearing of masks in stores and in public outdoors where social distancing is not possible. ***The visitor's policy is primarily for visitors essential to the operations of the College.*** Meal deliveries from off campus should be kept to a minimum and the student receiving the delivery must be present at the gatehouse at the Washington Avenue entrance to receive the delivery. Staff at the gatehouse or any other employees of Washington College will not be able to accept food deliveries and if the student is not present, the delivery will not be accepted.

Transportation will not be provided for students living on campus and if they wish to have food from Acme delivered, they should utilize Instacart.

Students are strongly discouraged from any non-essential travel and traveling outside the Chestertown and Kent County during the Fall 2020 semester.

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## GUIDANCE FOR LIVING OFF CAMPUS

**Students living off campus are not permitted to host gatherings in their off-campus houses or apartments.** Small gatherings of less than 10 people may occur **outdoors** with proper social distancing measures including the wearing of a mask at all times while on campus. On campus students have been advised to not go to the residences of other students living off campus or to participate in any off-campus activities that violate local or state laws or social distancing guidelines.

All other rules and guidelines published in the Student Handbook apply to students living off campus, including those regarding drugs and alcohol. Students who fail to comply with College policies, including COVID-related policies, will be referred to the Honor Board and students who live off campus who have violated local or state laws or guideline associated with COVID-19 may also face charges from local law enforcement.

Students are strongly discouraged from non-essential travel and traveling outside the Chestertown and Kent County during the Fall 2020 semester.

The Kent County Health Department has provided the following important information specifically for students living off campus:

*While we are in the midst of the global COVID-19 pandemic, students residing in off-campus housing must make responsible decisions and not put themselves and others in harm's way. We applaud every student who has done their part in being a responsible member of our greater Chestertown community and we ask that each of you set an example for others around you by not engaging in risky behaviors that could put you or others, particularly those members of our community who are most vulnerable, at risk. The Town of Chestertown and Kent County Health Department are here to support you and are offering guidance on how you can do your part:*

### **Wearing a Mask**

*Wearing a mask or facial covering is one of the easiest things you can do to help protect yourself and others. In addition to any on-campus rules, students should comply with local and state regulations regarding masking when they are off-campus. Masking is required in all indoor public spaces and is also required in outdoor public spaces when physical distancing is not possible.*

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## **Physical Distancing/ Living Arrangements**

- *Physically distancing yourself from others is critically important. Stay at least 6 feet apart from others when possible and avoid large gatherings.*
- *Consider having no more than one person per bedroom.*
- *Avoid sharing items with roommates or others. If you do, clean and disinfect before sharing or using.*
- *Keep your social gatherings low-key. Limit the number of non-resident visitors who can visit at one time. Avoid large parties or groups where individuals cannot effectively physically distance (be at least 6 feet apart from each other). The smaller the size of the gathering, the better.*
- *Keep a log of your visitors. If you or someone you know tests positive for COVID-19, you'll be able to help contact tracers slow the spread.*
- *Group transportation can be a high-risk activity for COVID-19. Be aware of those you are riding with and wear masks for extended group trips. If the weather conditions permit, open one or more windows.*

## **Preventive Hygiene/ Cleaning/Disinfecting**

- *Washing your hands for at least 20 seconds with warm water and soap or using hand sanitizer with at least 60% alcohol can help keep yourself and others safe.*
- *Keep an ample supply of hand soap, alcohol-based sanitizer, and disinfectant in the residence.*
- *Routinely clean frequently touched surfaces like countertops, door handles, etc.*
- *Have a plan for cleaning and disinfecting the residence if someone gets sick.*
- *Make sure your hot water is working and is available at all sinks, dishwashers and washing machines.*
- *Have paper towels and trash cans available at sinks in communal bathrooms for visitors. Empty the trash cans regularly.*
- *Keep a supply of facial tissues/kleenex in visible, easy to access locations.*
- *Do not share dishes, drinking glasses, cups, or eating utensils.*
- *Avoid keeping toothbrushes on counter surfaces. Keep toiletries and other personal care items in a personal tote bag.*

## **Know what to do if you have symptoms of COVID-19**

- *If you have a 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, you might have COVID-19. Most people have mild illness and are able to recover at home.*
- *If you think you may have been exposed to COVID-19, contact your healthcare provider who may recommend you get tested. If you have tested positive or have*

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*been exposed to the coronavirus and need to isolate or quarantine, please follow the College's instructions about and comply with their protocols.*

- *Keep track of your symptoms. If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.*

## **For additional guidance, please visit:**

Kent County Health Department  
Maryland Department of Health  
CDC

<http://kenthd.org/covid-19/>  
<https://coronavirus.maryland.gov/>  
<https://www.cdc.gov/coronavirus>

## **OFF-CAMPUS STUDENT MEETING**

A mandatory meeting of all students living off campus in the Chestertown area occurred on **Tuesday, August 25<sup>th</sup> at 5:00 p.m.** If you missed this meeting, you should contact the Residential Life Office at [residential\\_life@washcoll.edu](mailto:residential_life@washcoll.edu) to let them know so they can provide you with any information that was presented at that meeting. It is your responsibility to follow up with the office for that information.

## **ADDITIONAL QUESTIONS**

If you have additional questions about anything in this document or about guidelines for the Fall 2020 semester, please email: WC\_Response Team.