



YOUR ULTIMATE GUIDE TO THE 2021 SPRING SEMESTER



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Dear Student,

In order to help you through the Spring 2021 semester, we have developed the Campus COVID Handbook for all students. With all classes being taught online at least through spring break, some students living on campus, others living in the local Chestertown area, and still others opting to stay home for the semester, this is a semester like no other.

It will look different, feel different and the way we go about our day-to-day routines will be different. And the success of our spring semester depends on every one of us embracing this different approach and doing our part as individuals. We are all being called upon, and we know that as a flock, we are **better together**. Together we can embrace the positive behaviors that will lead to a successful on-campus experience. We can focus on the things we still get to do instead of the things that have been lost.

We can – and will – stand strong and resilient in the face of this challenge, because we are doing it together...just 6 feet apart!

This document is meant to be a comprehensive guide to the spring 2021 semester at Washington College. It outlines policies and processes that are in place to mitigate the risks associated with the ongoing pandemic, as well as resources to help you and your peers navigate through this semester, academically, socially, and in all other aspects of your life as a Washington College student.

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. Additionally, all students are expected to have reviewed and agree to comply with the Student Health Pledge and the Covid Conduct Code which are both described in more detail in this document.

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 understand that there is a lot of information here. As always, we're here for you if you have questions that aren't answered by this handbook.

You can always email us at wcresonseteam@washcoll.edu and someone will respond to you quickly with an answer or refer you to someone who can help.

Stay healthy and safe,

Contingency Planning Group



BETTER TOGETHER

We are launching an initiative to remind everyone within our community of the importance of doing their part to limit the spread of COVID-19. You will see this messaging throughout the semester. We encourage you to help spread the word - feel free to add #BetterTogetherWC to any mask-wearing social media posts!

Together, we are better. Together, we are stronger. And by working together, we will have a great spring semester!

For more information about this campus-wide campaign and how you can help support it, [click here](#).



COVID DASHBOARD & ALERT LEVEL

The Contingency Planning Group (CPG) will continuously monitor key metrics (indicators) in order to determine our Alert Level. By taking a data-driven, comprehensive view of these health and resource indicators, we can align and adjust College operations in accordance with the guidance provided.

There are a multitude of factors that contribute to our ability to monitor and manage this evolving situation. Therefore, no one metric alone is enough to signal our Alert Level; rather, a broad view of key indicators on campus, locally and regionally will inform our status.

We recognize that there will be positive cases within our community; therefore, testing, positivity rate and quarantine and isolation capacity are considered key indicators in establishing our operational response to each Alert Level. While there is no single intervention that can prevent the spread, compliance with defined health and safety practices will also be measured and guide the College's operational response.

All of these individual strategies targeted towards prevention and mitigation are designed with the health and safety of our community as a top priority. The intent with this framework of indicators is to objectively evaluate and communicate our Alert Level, and then be ready to deliver a quality educational experience in whatever manner is deemed to be in alignment with that status.

COVID DASHBOARD

The Washington College COVID Dashboard will be available [here](#). The Dashboard will be updated weekly, and will report on the number of COVID tests administered by WC Health Services, the number of positive cases and overall positivity rate, as well as the counts and capacity within Quarantine & Isolation housing.



ALERT LEVEL

Washington College has developed a set of Alert Levels that will be used to determine College operations throughout the semester. The Alert Level will be evaluated on a daily basis and updated as needed, based on the data from a key set of indicators. These indicators will track key metrics that can quickly detect changes or trends on our campus and in the surrounding community.

The current alert level will be displayed on our Dashboard. This will then be used to guide College operations. Any change in status will be broadcast via the WAC Alert System, on the website and through social media. Alert Levels are as follows:

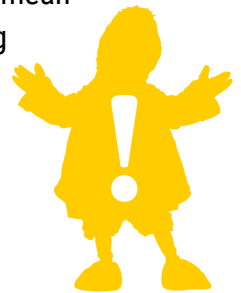
GREEN:

Campus is considered stable and should continue with all COVID prevention best practices. All students, faculty and staff should continue to observe standard safety measures such as physical distancing, face coverings and symptom attestation, but some in-person operations are approved following the de-densified guidelines.



YELLOW:

Campus is on alert that risk factors are trending higher. This does not mean that the virus is uncontrolled, but it does mean that counts are trending in the wrong direction and it's time to increase compliance to our health and safety protocols. Failure to do so will likely necessitate heightened campus restrictions. A Yellow Alert may also indicate that one specific critical area of operations – such as Dining Services or Health Services – has been impacted.



ORANGE:

Campus is reaching a threshold that requires stricter intervention. An Orange Alert may indicate that we are close to capacity in our Quarantine & Isolation space, that we are currently unable to get test results back in a timely manner, or a surge in positive cases.



RED:

Campus is effectively locked down to essential activities only. Students living on campus should follow quarantine-in-place protocols. No in-person instruction. Campus access is restricted. Dining Services is Grab & Go only.



KEY INDICATORS - OPERATIONS CHART

You can find the Operations chart [here](#). This chart provides guidance on how all areas of the campus will operate, based on the current Alert Level.

ANY CHANGES TO THE COLLEGE'S ALERT LEVEL WILL BE BROADCAST USING THE WAC ALERT SYSTEM, EMAIL, THE WEBSITE AND SOCIAL MEDIA CHANNELS.



COMMUNICATIONS & UPDATES

We are committed to providing timely updates about the College and overall operations throughout the spring semester. We will continue to publish the **CPG Update** on a regular basis. Students can access these updates [here](#). A PDF version of each Update will be posted to the Communications & Updates page on our website ([coronavirus/communications](#)) and will also be distributed to WC Families via email and posted to the Parent Facebook page.

HEALTH & SAFETY

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 Spring 2021 semester. Masks should adhere to [CDC guidelines](#) and be worn covering the mouth and nose completely.



FLU SHOTS

In addition to our usual vaccine requirements, all students must provide proof of annual influenza vaccine given at least two weeks prior to their scheduled move in date or the first day of classes. We know that there are many people who get sick with the flu who can have significant consequences, particularly those with underlying medical issues. This new vaccine requirement is another important safety measure to reduce flu-related illness and the overall impact of respiratory illness during the COVID-19 pandemic.

Students who have been at home and are returning to campus or Chestertown and will be on campus in the spring must have proof of a flu vaccine presented to Health Services no later than Feb. 1st. If you received your annual flu shot any time between September, 2020 and Feb. 2021 you do not need to have an additional flu shot before returning. For any student seeking a medical waiver to exempt them from the flu vaccine, please email HS at Health_Services@washcoll.edu.

SOCIAL DISTANCING

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. Since people can spread the virus before they know they are sick, it is important to stay at least 6 feet away from others when possible, even if you—or they—do not have any symptoms.



Maintaining social distance - at least 6' - is critical to mitigating the spread of the virus, and all Washington College students, staff and faculty are expected to adhere to this practice whenever possible.



COVID TESTING PROTOCOLS

Washington College COVID-19 testing protocols must be followed by students who are living on campus or in the Chestertown area. Failure to participate in the testing program may be grounds for immediate conduct action (including removal from residence hall, parental notification, or suspension). Additionally, any student who doesn't live on campus or locally but who may wish to access campus on a regular basis will also need to be included in the surveillance testing. Testing will be administered as follows:



GATEWAY TESTING

Upon arrival, every student living on campus or in off-campus housing in Chestertown will be given a COVID test. For students living on campus, this will happen before you receive your key. (**Reminder that a 2-week quarantine at home is also required.**) Off-campus students will be contacted by ResLife to schedule gateway tests. All students will then be tested again around Day 12.

SURVEILLANCE TESTING

50% of the student population (to include those in off-campus housing) will be tested weekly throughout the remainder of the semester. Participating in this testing is required. We will be conducting testing out of the Kirby Stadium in the area under the stands adjacent to the parking lot. Under the supervision of a medical professional and with the assistance of testing workers, students will be scheduled to come for a Covid-19 test once every two weeks. The testing process will only take a few minutes but students should be on time for their scheduled test and observe social distancing while waiting. Additional information about the logistics of the testing process, as well as notification of results, will be emailed from Health Services prior to the start of the semester.

SYMPTOMATIC TESTING

Any student who is exhibiting symptoms of COVID will be tested by the Health Services Team. Symptomatic students should assume they are positive and follow all guidance for isolation while they await test results. Symptomatic testing is available Mon-Fri only, but if a student does become ill over a weekend, all other support and resources will be available.

NOTE: If a student who is ill is able to safely travel home to recover, they are encouraged to do so. For students with symptoms, clearance to return will only be granted once it has been at least 10 days since symptoms first appeared, it has been at least 24 hours with no fever (without the use of fever-reducing medication) and all symptoms have improved. Return to campus is only permitted once you have been sent an email confirmation from either health services or the Q&I coordinator confirming the date that you may return to campus.

QUARANTINE & ISOLATION

For the spring semester, there are three different types of quarantine that all students should be familiar with and adhere to. They are:

QUARANTINE PRIOR TO ARRIVAL: All students living on campus or in the Chestertown area are expected to quarantine at home (or their place of residence) during the 14 days prior to their scheduled arrival to campus or Chestertown. This is to minimize to the greatest extent possible the number of students who test positive upon their return. Students will be scheduled for a staggered return and testing from January 19-Feb. 1.



QUARANTINE & ISOLATION (cont'd)

QUARANTINE UPON ARRIVAL: All students arriving on campus or in the Chestertown area will go through a mandatory 14-day quarantine (this is along with the gateway testing). This is to mitigate asymptomatic spread of the virus and ensure that we return to campus operations gradually and safely. Additionally, the (albeit small) chance of a false negative from the gateway test makes this quarantine until the second test is administered a critical element of this protocol.



QUARANTINE DUE TO EXPOSURE: If a student is determined to have been exposed to the virus, or has been identified as a close contact, they will be required to quarantine. Depending upon the student's current living arrangements and the nature of the exposure, this may mean a quarantine-in-place or moving into the designated Quarantine Housing.

QUARANTINING & ISOLATING

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. For students living on campus, there will be a total of 68 beds for quarantine and isolation.

- Corsica will serve as the isolation hall (for students who are ill and/or tested positive).
- Kent will serve as the quarantine hall (for students who are not ill but have had a potential exposure or have been identified as a close contact).
- Off-campus students will be able to isolate and quarantine at their off-campus residences but will be expected to follow the same protocols as on-campus students.
- Students are expected to comply with all isolation and quarantine guidelines if ordered to do so by a Washington College official.

ISOLATION: If a Washington College student tests positive for COVID-19, they are required to isolate for at least 10 days and monitor for symptoms. If symptoms persist, the isolation period could extend beyond 10 days. They can isolate in the designated on-campus isolation housing, in their off-campus housing, or return home (if it is safe to do so).



If a student becomes ill and tests positive, our first goal will 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 Residence Hall until the time they can be picked up to travel home. Students and families concerned that returning home may present health risks to other family members should communicate those to the Quarantine & Isolation Coordinator or a staff member in Health Services.



QUARANTINE & ISOLATION (cont'd)

QUARANTINE & ISOLATION COORDINATORS

Quarantine & Isolation Coordinators will provide care and monitoring for our students required to stay in our designated Isolation & Quarantine residence halls. 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
- coordinating meal deliveries through College dining services
- daily observation/check-ins with students in the Q&I residence halls and coordinating services with Health and Counseling as needed
- provide over-the-counter medicines if needed
- coordination of cleaning and linen services
- coordination of and assistance with contact tracing for faculty, staff and students
- notification of Provost's Office when a student is unable to attend classes
- notification of Provost's Office when the student is cleared to return to classes

Students can contact the Quarantine & Isolation Coordinators group at 443-480-1196.

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).

AFTER-HOURS/WEEKEND CARE

The College will be staffed with Quarantine & Isolation Coordinators 24/7. Any student who requires care or intervention will have access to this team at any time, day or night (**PH:443-480-1196**). The Q&I Staff, in turn, will have access to on-call medical personnel. They will consult with those professionals as needed. Should any student need more urgent care, the Q&I Coordinators will assist in transporting them to the local hospital.

COVID testing is only available Mon-Fri during normal business hours.

QUARANTINE UPDATE: We understand that the CDC agreed that there may be situations where the quarantine time after an exposure could be reduced. However, the CDC still supports the 14-day quarantine as the safest option when possible and the Kent County Health Department continues to use the 14-day period as the standard to which we adhere. We believe that our current return to campus plan that includes a 14-day quarantine at home and then again after arrival on campus remains appropriate to minimize the risk to all of our campus community members during a time when the virus continues to spread at dangerous levels throughout the country.

We may re-visit our quarantine policy for students who have had exposure during the semester but will base that decision on guidance from the CDC, our local health department, and the data from our campus.

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.



QUARANTINE UPON ARRIVAL - DO'S & DON'TS

All students arriving to live on campus or in Chestertown are required to quarantine in place for the first 14 days. The two week self-quarantine begins on the day of each student's arrival to campus. As noted, a COVID test will be administered as part of the arrival process, and then repeated on Day 12. Repeating the test - and the self-quarantine - helps protect against false negatives from the initial test.

We understand that some students will be coming in via air travel and therefore technically "breaking quarantine", but would ask that even in those circumstances, the exposure prior to arrival still be limited. Entering quarantine upon arrival is a continuation of this effort to keep our baseline numbers low.

DO:

- Come prepared with whatever essential supplies you need for two weeks (contact lens solution, hygiene products, medications, etc.)
- Bring plenty of your favorite snacks!
- Get your Grab & Go meals from the dining hall (wear your mask of course)
- Attend medical appointments or mandatory athletic trainings
- Pick up mail/care packages
- Laundry
- **Plan for outdoor breaks for exercise and/or fresh air - bring your cold weather gear.** If cold weather exercise isn't your thing, find a fitness app that will let you get in a good workout indoors. It's a great time to learn/practice meditation!
- Plan video chats with family and friends to stay connected
- Get a jump-start on your reading for the semester!

DO NOT:

- Don't congregate with other students (with the exception of suitemates, if applicable) during the self-quarantine window.
- Don't attend gatherings off-campus

OUTDOOR EXERCISE BREAKS APPROVED

Students who want to take an exercise break outside (alone) to walk, run or bike are encouraged to do so.



Once the 2nd COVID test confirms a student is negative, the self-quarantine will be lifted. Students will then be encouraged to form "pods/families" and to still limit social activities to stay within these groups.

BE QUARANTINE-READY!

Beyond the requirement to self-quarantine for 14 days upon arrival to campus/Chestertown, all students should come prepared with a quarantine/isolation plan. An Isolation & Quarantine Planning Guide will be distributed to all students prior to the start of the semester. This planning should include assembling a **Go-Kit** with:

- | | | |
|---|--|---|
| • Medications - any prescriptions you take regularly and/or OTC medications | • Comfort Food (meals will be delivered, but your favorite snacks can be helpful!) | • Spare Set of Twin XL Sheets |
| • Cleaning Supplies | • Comfortable Clothes | • Phone, Laptop and other device chargers |
| • Thermometer | • Hygiene Products | • Self-care items to support your overall well-being (art supplies, puzzles, crafts, exercise equipment, books, etc.) |
| • Face Coverings/Masks | • Towels | |



CONTACT TRACING

Washington College will work closely with the Kent County Health Department to conduct contact notification and tracing 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 close contact with the individual. Contact tracers will contact individuals by phone using the primary student contact number supplied to the College. They may also use other methods to contact individuals. 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 whether someone contacting you is a legitimate contact tracer, please call Health Services at 410-778-7261.

it is important to understand the difference between "close contact" and "community contact" as it relates to contact tracing. Close contact is when someone was closer than 6' to a person who tested positive or is suspected to be positive. This contact had to last more than 15 minutes, masked or unmasked. Community contact is similar to what you experience in going to a grocery store or other retail outlet. Passing someone in the hall or speaking for a few minutes while maintaining proper social distance represent community contact.

Contact tracers will make direct notification ONLY to those who are identified as having had close contact with a person who has tested positive for COVID or is suspected to be positive.

CAMPUS CLEANING PROTOCOLS

Washington College has adopted enhanced cleaning protocols as an additional protection against the spread of COVID-19. (See Campus Life: Cleaning section on Page 14 for further details on cleaning within the Residential Halls.) Within all other campus buildings, the protocols include:

- Cleaning of all bathrooms twice a day
- Cleaning of all touch points in the buildings at least twice a day
- Hand sanitizers and surface wipes for self-sanitizing purposes will be available for near all bathrooms and classroom areas
- Following the initiation of any in-person classes, those rooms will be cleaned twice a day. This will include wiping down and rearranging all furniture.
- This is in addition to the normal cleaning schedule, which will continue as normal.



SYMPTOM CHECKING & ATTESTATION VIA EMOCHA APP

In order to help keep you, your fellow students and the larger community safe, all students - living on campus or in Chestertown - will be required to monitor their health daily for symptoms of COVID-19. That daily monitoring will be enabled through the use of a digital health tool called emocha. Using the app daily (to include weekends) is the cornerstone of our campus safety plan.

Daily and accurate completion will allow us to track COVID cases, ensure that we are supporting all of our campus members, and respond quickly and efficiently to cases or suspected cases of COVID.

VIRTUAL CHECK-INS - 3 Days of Green!

The expectation is that this self-monitoring tool will be used daily (to include weekends) and that anyone accessing campus facilities will have at least 3 days of "green" via the emocha app, which will indicate that they are free of any symptoms of COVID-19. It is also a helpful tool for tracking the onset of symptoms and identifying the virus exposure window.

The emocha solution is HIPAA-compliant, meaning the data is secure and not shared with anyone outside of Washington College. We maintain strict confidentiality of all protected health information.

ACCESSING EMOCHA

By the first week of January, you will receive a text message from emocha that will walk you through enrollment. Please respond to the message by downloading the app within 24 hours before the link expires. Once you have downloaded the app, you will be provided

with step-by-step instructions on how to use the program. When you enter the requested information on your health status, you will receive a color-coded digital badge through the mobile app to clear you to leave your residence hall or off-campus housing.

Emocha's staff will be available to answer any of your questions about the app and provide technical support between the hours of 9 a.m. and 5 p.m., Monday through Friday. They can be contacted at 240-343-3755. Please visit this landing page [Click here](#) for additional info.

Using your mobile device and the emocha app, you can easily and quickly check in every morning.

Digital Badge Check-Ins

Students and staff will check in via their mobile phones or tablets on a daily basis and receive color-coded digital badges to indicate their status for return-to-campus

emocha Health®



Gray Badge



No check-in reported

Yellow Badge



Symptom, fever, or exposure to COVID-19 reported

Green Badge



No symptom, fever, or exposure to COVID-19 reported

Green Badge with Thermometer Icon



Check-in with no temperature reading



KNOW WHAT TO DO IF YOU SHOW SYMPTOMS OF COVID

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- 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

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 Q&I Coordinator on duty after hours @ 443-480-1196) for further instructions. Students will be advised about how and where to get tested and next steps.

Seek medical care immediately if you are experiencing any Emergency Warning Signs, which include trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake and bluish lips or face.



ATHLETICS & RECREATION



We are planning on having all of our athletic teams practicing during the spring semester. Practices will begin after the two week quarantine period ends and run through the end of April. Only students who have been cleared by the department may do so. Student-athletes in isolation or quarantine may not participate in practice or any other team events. Student-athletes who test positive for COVID must clear all health protocols, including cardiac clearance, before returning to practice.

The Centennial Conference Presidents Council has decided to cancel conference competition and championships for all fall and winter sports during the 2020-21 academic year. Sports impacted by this decision include, field hockey, men's and women's soccer, volleyball, men's and women's basketball, and men's and women's swimming. A decision about the possibility of Centennial Conference spring sports competition will next be evaluated in January.

We will be evaluating the option to schedule competition with other conference schools. This will be dependent upon conditions locally and regionally and will be guided by our alert level. We will provide updates on this as we know more.

Because of the extraordinary circumstances surrounding the pandemic, the NCAA has approved a blanket waiver for all student-athletes for the 2020-21 academic year so that participation in practices or competitions will NOT count as a season of competition under NCAA eligibility rules. Student-athletes who have questions about this waiver of their NCAA eligibility should talk to their coach, Athletic Director Thad Moore, or Compliance Director Cory Beddick.

The Maryland Department of Public Health has stated that spectators at collegiate sports competitions may only be members of the campus community which means that only students, faculty, or staff members with approval to be on campus could attend as spectators.



ACADEMICS



Academic plan for Spring 2021:

Tue, Jan. 19 – Sat, Jan 30	Student move in (staggered)
Mon, Feb. 1	First day of courses (online only)
Thu, Mar 25 – Fri, Mar 26	Spring break (no classes)
Mon, March 27	In-person instruction can begin, dependent on campus operating status
Wed, May 5	Last day of MWF and MW classes
Fri, May 7	Last day of TuTh classes (one extra Friday session for these classes: note that Thu, May 6 is a regular instruction day for TuTh classes)
Mon, May 10	Reading Day (final exam preparation)
Tue, May 11 – Sat, May 15	Final exams
Sun, May 23	Commencement

As the calendar above shows, our Spring 2021 semester reflects several changes in response to the Covid-19 pandemic:

- Classes are starting one week later than usual, on Monday, Feb. 1.
- Instruction will begin online only.
- To enable the semester to end as previously scheduled, Spring Break has been reduced from five days to two days.
- After Spring Break, if campus operating status permits, faculty have the option of shifting to in-person instruction. But online teaching will continue uninterrupted for all remote students.
 - Students are not required to come to campus or be physically present in classes.
 - Individual faculty will decide whether to shift to in-person instruction, based on campus conditions and faculty situation. The course plan will be clearly communicated to students.
 - Our number one priority is safety; our number two priority is effective teaching and learning for all students throughout the semester, wherever those students are and however they interact with the course learning experience.
- Access to campus learning spaces will depend on campus operating status, and will adhere to the guidelines for access to campus spaces during the Spring semester.
- There will be no day off for Spring Advising.
- One additional day will be added to the course calendar: Friday, May 7th, which will count as a Tuesday-Thursday day. Thus Monday-Wednesday-Friday (MWF) and Monday-Wednesday (MW) classes will end on Wednesday, May 5. Tuesday-Thursday (TuTh) classes will conclude with two straight days of classes—Thursday, May 6 and Friday, May 7.
- Reading Day will be shifted forward to Monday, May 10.
- Final exams will take place from Tuesday, May 11 to Saturday May 15.



Any student who wishes to remain at home for the duration of the 2021 Spring semester may do so. Should the opportunity to move to some in-person instruction become available, faculty members will continue to provide instruction online, in addition to the in-person components.



CAMPUS LIFE

The following section covers information about what students who are living on campus or in off-campus housing in town can expect during the spring semester.

LIVING ON CAMPUS

Washington College is operating under a low-density model in the residence halls in the Spring of 2021 (singles only) and those students must have approval before coming to campus and must follow all guidance from Health Services and Residential Life regarding when and how they may move in.

Even after the opening quarantine period is over, on-campus students are not permitted to have guests in their rooms or suites. After students have been released from quarantine at the beginning of the semester they are permitted to participate in small gatherings of less than 10 people on campus outdoors with proper social distancing measures including the wearing of a mask at all times. 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 student conduct process and may have, at a minimum, their on-campus housing terminated.

LIVING OFF CAMPUS

Students living off campus are initially not permitted to have guests or host indoor or outdoor gatherings in their off-campus houses or apartments. After February 15, the College will re-evaluate whether or not small gatherings (limit of 10 people) may occur outdoors off-campus with proper social distancing and mask wearing, but indoor visitors will remain prohibited. After Spring Break, the college will re-evaluate and if conditions allow, revise this policy to accommodate indoor visitors. 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 student conduct system 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.

A MESSAGE FROM THE KENT COUNTY HEALTH DEPARTMENT FOR OFF-CAMPUS STUDENTS:

While we are in the midst of the 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.



MOVE-IN PROCESS

Move-In Dates - A staggered move-in schedule (Jan. 19 - Jan. 30) has been worked out by Residence Hall, and students living on campus will sign up for a specific move-in time. The ResLife Team will communicate directly with students once the sign-ups are ready. Please be aware that the move-in times you are going to be choosing from are specific to the Hall. So if you have requested a change, that will impact the move-in schedule.

Move-In Procedures - Campus move-ins will be staggered, beginning Jan. 19. Students may have two helpers with them. Everyone must wear a mask at all times during move-in, and helpers will not be permitted to remain on campus once the belongings have been dropped off. A reminder as well that all students must have verification of a flu shot and all other health forms and Conduct forms turned in prior to move-in. They will also be administered a COVID test upon arrival, before getting their keys.

Move-In Procedures: Off-Campus Housing - Students living in off-campus housing may plan their arrival at their convenience. However we do ask that you also limit those helping you and adhere to all Town and county guidelines. Please remember to also observe the 2-week quarantine window at home, prior to arrival. Gateway tests will need to be scheduled as well.

QUARANTINE UPON ARRIVAL

As detailed in the Quarantine & Isolation section (Pages 5-8), all students arriving back to campus or off-campus housing are required to adhere to a 14-day self-quarantine.

SAFE SOCIALIZATION

We are committed to helping to identify and/or facilitate safe socialization opportunities for students in the spring. This includes (but is not limited to):

- Identifying and preparing informal indoor spaces where students can go for a change of scenery when studying, working on assignments
- Identifying and preparing indoor spaces that are intended for socializing
- Providing organized outdoor activities such as walking trips, evenings at the Fire Pit for S'mores
- The use of the JFC and the Swim Center (this will be done through a reservation system)
- Plans for the placement of tents (after March 1) that can be used for social activities.



TIPS!

Because being back on campus for the spring semester doesn't mean being back to normal, we have a few tips for things you can do and/or bring with you to help make the experience fun and memorable.

- Bring a tailgate-style chair (or two, one for a friend!) so you can easily set up outside for some social time.
- Pack a few extra cold weather layers so that you can take advantage of outdoor time even when it's cold.
- Get matching masks for you and your friends.
- Find a fitness app and some personal workout gear that travels easily, that way you always have some options for physical fitness. Now is a great time to learn and practice meditation which is a great stress reliever.
- If you need support, reach out, either to a friend or family member or through the [Counseling Center](#). Know that you are not alone.



CAMPUS LIFE

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. 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.

Campus building access will be determined on a building-by-building basis, and those restrictions are subject to change based on the current Alert Level.

Students living on campus and those in Chestertown will have access to various buildings throughout the semester, as outlined in the Operations Chart. Students should carry their Washington College ID card with them at all times while on campus.

CLEANING PROTOCOLS

The Housekeeping team will be increasing the frequency of routine cleanings in the Residential Halls as well as other buildings on campus that are in use. They will be cleaning bathrooms in traditional corridor-style halls twice a day, and suite bathrooms once a week.

For students in common non-suite halls:

- Spray disinfectant will be provided and students are encouraged to use it on high-touch surfaces within the BR before and after use. This particular disinfectant can be left to sit and do its work with no wipe-down required. However, every bathroom does have paper towel dispensers for students to use.
- Students should clean their rooms regularly as usual but pay extra attention to wiping down high touch surfaces- door knobs, computers, phones, game controls, etc.
- Every student will be assigned to a set of BR fixtures and should use only those. This will aid in contact tracing efforts in the event of a positive case, as well as limit sharing.

For students in suite halls with suite bathrooms:

- Although housekeeping staff will deep clean bathrooms once a week, students need to plan to supplement that full cleaning periodically during the week.
- Students are required to clean high touch surfaces twice a day -- this includes sinks, toilet handles, shower handles. Cleaning materials will be provided for this purpose and will be restocked as needed.
- Suites have paper towel dispensers by the sinks that are filled by housekeeping staff once a week.
- Every student will be assigned to a set of BR fixtures and should use only those. This will aid in contact tracing efforts in the event of a positive case, as well as limit sharing.



DINING SERVICES

Hodson Hall will be open for student dining with safety modifications. Operations will be determined by the College's overall Alert Level. Changes may include shifting to serving pre-packaged meals only, limited beverage service to bottles/disposable cups only, and/or distancing of tables and chairs within the dining room.

On campus students are required to have at least 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 pjohnson4@washcoll.edu.

DINING SAFETY AND OPERATIONS:

A "Path to Open" plan has been created in order to support students on campus, while still complying with necessary safety standards and social distancing measures that will help reduce the spread of COVID. The below outlines the enhanced safety standards will be in place daily in Hodson Hall.



ASSOCIATE SAFETY

Daily Wellness Checks -

- Every associate will receive a wellness check to include self-reported illnesses and a contactless temperature check.

Personal Protective Equipment -

- Face coverings will be provided and expected to be worn at all times by associates.
- Gloves will be worn at all times when handling food.
- Plexi health shield barriers used at all registers and points of service.
- All visitors to Hodson Hall will be required to wear a mask/face covering, except when eating or drinking.

CLEANING & SANTIZING

- Associates wash hands and change gloves every 30 minutes, or less.
- Associates continuously cleaning tables, chairs and all high-touch surfaces with sanitizer.
- Sanitizer stations are available for guests to use at the entrances and exits and in the production areas for associates.
- Upon closing for the day, the team will disinfect the entire facility utilizing Diversey disinfectant.
- Back of house cleaning procedures will take place every 30 minutes.
- The culinary team will clean and sanitize surfaces and high-touch areas.
- Restrooms will be sanitized every 30 minutes.

SOCIAL DISTANCING

- One-way traffic management to help guests navigate dining and seating areas.
- Social distancing in our kitchens and other back of the house areas.
- New capacity thresholds for each dining location.
- Elimination of cash handling.
- Signage visible at all hand washing sinks and time clocks.
- Floor decals and signs for guests to follow proper distancing and flow of service.

During the initial two-week quarantine period, all student meals will be Grab & Go only. This will include hot meals.

OTHER DINING SERVICES NOTES:

- Seating in Hodson Hall will be limited, and there will be no seating at other retail food areas
- All food stations have been altered to either pre-packaged items, or will be served by an attendant
- Hand sanitizing stations are available and use is required by anyone entering the dining area
- Hodson Hall will not be accepting cash as payment

SCHEDULED PICK-UP & MEAL TIMES IN EFFECT!

In order to better manage traffic flow, students, staff and faculty will need to sign up for a time slot for meals - once to pick up Grab & Go meals during the initial quarantine; and again for dining or pick-up after the quarantine window ends. Please pick this time based on your schedule and try to stick to it for the entire semester. Sign-ups will be managed via SignUp Genius - link will be provided in an email from Dining Services. If a student is Covid positive, Dining Services will reach out via email with their menu and delivery options.



QUARANTINE & ISOLATION PREPARATION

As noted, all students arriving on campus or to Chestertown should be prepared for the following:

- An initial 14-day self-quarantine period (**See Page 7 for more details**). During this time activities should be restricted to only what is essential, such as:
 - Picking up meals from Dining Services (Grab & Go service only during this initial quarantine)
 - Picking up mail/packages
 - Essential errands to the pharmacy
 - Doing laundry
 - Attending medical appointments or mandatory athletic training appointments
- A move into Quarantine or Isolation Housing (**see Pages 5-7 for more details**), should a positive COVID test or exposure through a close contact require it. An **Isolation and Quarantine Planning Guide** will be distributed to all students directly. We strongly encourage you to review that document carefully and share it with your family/support system as well.

VISITOR POLICY

Washington College has formalized a COVID 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.

Guests at on-campus events and activities, including performances and athletic competitions, are restricted to members of our campus community (students, faculty, staff) with the exception of events that have the primary goal of student recruitment and enrollment, such as open houses and info sessions held by the Admissions Department.

ON CAMPUS STUDENTS PLEASE NOTE:

Students living on campus or in Chestertown should not plan on having family and friends visit during the semester. If it is absolutely necessary, they should plan 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 official visitor's policy is primarily for visitors essential to the operations of the College.**

Meal deliveries to on-campus students by outside restaurants/vendors are not considered essential and delivery personnel will not be permitted on campus for this purpose.

OFF-CAMPUS STUDENTS PLEASE NOTE:

Students living off campus are not permitted to host gatherings either indoors or outdoors in their off-campus houses or apartments. After February 15, the College will re-evaluate whether or not small gatherings with those outside of their household may occur outdoors off-campus with proper social distancing and mask wearing. Indoor gatherings (initially prohibited) will be re-evaluated after Spring Break.



TRAVEL POLICY

All students are strongly discouraged from non-essential travel and traveling outside the Chestertown and Kent County during the Spring 2021 semester. Students who do travel outside of the area may be subject to a 14-day quarantine when they return.



ADDITIONAL GUIDANCE FOR STUDENTS OFF-CAMPUS

The below guidance for off-campus students is from the Kent County Health Department. **Please note that a restriction on indoor visitors remains in effect by WC, until at least Spring Break. Therefore portions of the below advice are only applicable should this be lifted.**



FACE MASKS: 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 are expected to comply with local and state regulations regarding masking when they are off-campus - **this is applicable whether a student is living off-campus or simply visiting town.** Masking is required in all indoor public spaces and is also required in outdoor public spaces when physical distancing is not possible.



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.



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.

Some of the below guidance is only applicable should the WC restriction on gatherings be lifted:

- 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.

ACCOUNTABILITY, EDUCATION & TRAINING

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 personally to reduce their risks and to mitigate the spread. The CDC has many resources and videos available and through our **BETTER TOGETHER** campaign, we will be reinforcing the safety practices and behaviors that are required to help our entire community safe and healthy.

We know that by working together, we are better and we are stronger. But we also know that COVID-19 is controlled or spread as a result of individual choices – choices that have the power to impact the entire community. As such, it is our responsibility to ensure that every member is aware of the expectations around following all health and safety protocols for the spring, and that we have the appropriate guidelines in place to respond to any instances of non-compliance.

A committee that is representative of all facets of the Washington College community convened to create a **Student Health Pledge** and a **COVID Code of Conduct**. All students required to review and agree to them. We strongly encourage you to share these documents with your parent(s) and/or guardians, so that your family support system is also aware of these requirements.

Please note that the COVID Code of Conduct is supplemental to the standard Code of Conduct, which also remains in effect.

STUDENT HEALTH PLEDGE

ALL students must agree to follow a set of expectations to minimize the spread of COVID-19. These standards are recommended by medical and public health professionals and meet or exceed federal and state guidelines. All students who plan to return to campus in any form during the spring semester must commit to the expectations.

COVID CODE OF CONDUCT

As an addendum to the Honor Code, there will be a Covid Conduct Code in place starting January 1, 2021. The Covid Conduct Code spells out the specific guidelines for students during the pandemic. It will include requirements, violations and possible outcomes for not complying with the Code. Details about the Code and Pledge have been emailed to every student to include a link to an agreement to abide by the Covid Conduct Code that all students are required to electronically sign before return to campus.

OTHER RESOURCES

- [A short video featuring Surgeon General Jerome Adams](#)
- [Other educational videos from the CDC](#)
- [Centers for Disease Control and Prevention Resources](#)
- [State of Maryland COVID-19 Resources](#)
- [BETTER TOGETHER: Video Messages from WC](#)



CAMPUS EVENTS, PROGRAMS & MEETINGS

Until further notice, all on-campus events will be approved by a subcommittee of the Contingency Planning Group – the Events Working Group. The Events Working Group will use the criteria and regulations established in this document to evaluate the necessity and safety of all proposed events. Event requests will be evaluated following the designated campus alert level at the time. Please refer to the full **WC Event Policy Document** for full details.



GREEN / YELLOW

Selected curricular and student engagement activities requiring in-person gathering will be allowed only if they are deemed essential for student learning or the student experience. Faculty, staff, and students may hold approved on-campus events provided they are mission-critical. Varsity athletic practices or competitions will be permitted utilizing NCAA, Maryland Department of PublicHealth, and CDC guidance around re-socialization of collegiate sports. Practices will be held under the direct supervision of athletic department staff and sports medicine staff, incorporating strict safety measures.



Guests to events may only be members of our campus community unless the primary goal of the event is student recruitment. Outdoor events are preferable, but will follow capacity restrictions. Indoor events are less preferable to outdoor events; however, events and activities in indoor spaces will be considered, following capacity restrictions. Attendees must have the ability to maintain social distance and the mask policy will be in effect.



ORANGE

All scheduled campus events and group activities will be conducted virtually. This includes regularly-scheduled committee meetings, student organization meetings, group trainings, workshops, lectures, performances, panels, and social events.

Selected curricular activities requiring in-person gathering will be allowed only if they are deemed essential for student learning. Indoor events, with the exception of certain academic curricular activities, will not be allowed. Varsity athletic practices or competitions will be permitted utilizing NCAA, Maryland Department of PublicHealth, and CDC guidance around re-socialization of collegiate sports. Practices will be held under the direct supervision of athletic department staff and sports medicine staff, incorporating strict safety measures.

Indoor events, including athletic competitions, are not permitted with the exception of certain academic curricular activities. These activities must be approved by the Events Working Group. Outdoor events will be allowed but will be limited to 10 people, regardless of the maximum capacity of the space being used. Attendees must have the ability to social distance and must follow the mask policy.



RED

All scheduled campus events and group activities must be conducted virtually. This includes regularly-scheduled committee meetings, student organization meetings, group trainings, workshops, lectures, performances, panels, and social events.

On-campus events are not permitted. There will be no athletics of any nature including competitions and practices.



CAMPUS EVENTS, PROGRAMS & MEETINGS



Please note that all in-person events are subject to last minute postponement or cancellation due to changes in the College's operations as a result of a shift in the alert level (yellow to orange, or orange to red) or at the discretion of the Events Working Group or the Contingency Planning Group. As part of the planning process, event organizers are encouraged to develop a "rain plan" for in-person events should the campus alert level shift to a level that allows few or no in-person events.

EVENT REQUESTS / RESERVATIONS

To secure approval for an in-person event, event organizers must submit the appropriate reservation form, which can be found on the [Campus Events planning webpage](#). This must be done regardless of the space the event organizer hopes to reserve for their event. All outdoor spaces - including tents added for the spring semester - must be reserved through the Office of Campus Events.

OTHER CAMPUS OPERATIONS

CENTRAL SERVICES

Central Services, on the ground floor of the CAC will be accessible to students Monday – Friday from 1:00 – 3:00 p.m. for mail and package pickup and/or 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.

TRANSPORTATION SERVICES & SAFE RIDE

The weekend shuttle and SafeRide will not operate during the Spring 2021 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 the transportation office at (410) 778-7838 or transportation@washcoll.edu and request assistance.

Transportation Services is working to provide shuttle services to the college for those students who will reside on campus this Spring and who will travel from the following: PHL, BWI and Dulles airports, as well as from New Carrollton Station and the Wilmington Train Station in Delaware. Seating will be very limited due to COVID 19 restrictions. The shuttle will be provided during the move-in dates of 1/19-1/30/2021 only. Students have received an email asking to confirm whether or not transportation is required and from what location. Please respond to the email as soon as possible if you require shuttle services so that they can begin coordinating the shuttles. Include the location you will need to be picked up from: PHL, BWI, Dulles, New Carrollton Station or Wilmington Train Station. Responses are required no later than Friday, January 1, 2021.



OTHER CAMPUS OPERATIONS

PUBLIC SAFETY

The Department of Public Safety continues to operate in-person 24/7. The office is located on the ground floor of Cullen. Unless it is an emergency, please call 410-778-7810 instead of going to the office in person, as all non-emergency walk-in traffic will be restricted. There is a key drop box located outside of the Public Safety door.

LAT (LIBRARY & ACADEMIC TECHNOLOGY)

Library and Academic Technology (LAT) is excited to welcome students back on campus!

Your safety is our greatest concern, so Miller Library will only be accessible to WAC students, staff and faculty swiping in with their WAC ID cards and who agree to abide by COVID safety protocols. The first floor of the library has been reconfigured to allow for socially distanced study space, including a small number of open-air group study pods. We currently are investigating booking system software so students can reserve what will be a limited number of study spaces in the library. Specifics about the reservation solution and library building hours will be announced closer to the beginning of the spring semester.

Books and other materials will be retrieved upon request from the ground and second floors, which will be off limits to maximize student safety. All course reserves will be digital, the same as fall semester. The lending of physical Interlibrary Loan (ILL) items continues to be challenging because of disruptions throughout our lending network, so we expect to limit ILL to digital articles and book chapters.

Librarians and Miller Library staff will continue to be available to provide virtual research help, virtual library instruction, ILL, and other library services. Research help can be requested via Ask-a-Librarian form, online chat service, or by email.

NEED ASSISTANCE?

- Archival research and consultation are available from Lindsay Sheldon, Director of Archives and Technical Services, by appointment; email lseldon@washcoll.edu.
- Academic Technology (Educational Technology, Digital Media Services, IDEAWORKS) staff are available for consultation via email or Zoom. Email individual staff members directly for support.
- HelpDesk staff are available by appointment; email helpdesk@washcoll.edu.



OTHER CAMPUS OPERATIONS

HEALTH SERVICES

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

COUNSELING SERVICES

Please note the following information and updates from the Counseling Center:

- Counseling appointments are available to all students, including those in isolation or quarantine.
- Counseling appointments will be conducted via telemedicine sessions.
 - The Counseling Center will provide 1:1 counseling, as well as group counseling as determined by student need.
- Students who have never seen a counselor on campus before can email 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.
- Due to COVID, there will be no walk-in counseling appointments available.
- The Counseling team will continue to adjust staffing patterns to accommodate student schedules.
- Emergency and crisis response will continue to be coordinated between counseling services, res life, public safety, and student affairs.
- Referrals to external resources will continue using our remote platform.
- The College has a contract with a psychiatric Nurse Practitioner in place; however, she is on sick leave currently. We will keep you updated as we learn more from her about her availability. Health Services will work with students for prescriptions as they are able, and continue to make referrals out as needed for circumstances that require a greater level of expertise or intervention.



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.



SPRING 2021 CANCELLATION & REFUND POLICY

The refund policy of Washington College for the Spring semester is as follows:

- **If the College closes housing after the start of the term:** If a student has to leave campus due to a campus shutdown from COVID-19, a room and board pro-rated refund would be given. Tuition and fees will not be refunded.
- **If a student chooses to leave on-campus housing before the end of the semester:** If the College remains open (there is no shut down), no refunds will be issued if a parent/guardian/student decides to have their student move out.

HOUSING CHANGE REQUESTS - HOW TO PROCESS



Request to cancel housing contract:

To submit a formal request for a Spring 2021 housing cancellation, students will need to email Residential_Life@washcoll.edu. The email should include the reason for the cancellation. All requests are reviewed on a case-by-case basis and Residential Life will provide a response to the student within 2 business days of submitting their request. Once a student moves onto campus, their housing and meal costs become non-refundable. (Should Washington College make the decision to close campus and send students home, pro-rated refunds will be issued for the housing and meal plan portion of the fees only.)

Request to cancel housing contract and live off-campus:

Students who have signed up for housing and are requesting to be released from their housing contract in order to live locally off campus will need to get approval from Residential Life. At this time for Spring 2021, only seniors with minimum GPA of 3.0 qualify to apply for a housing exemption to live locally off campus.

Request for a room change:

For room changes, students can sign up on room change waitlist via the housing portal. Room changes will be made by staff pending space availability. Students seeking a room change but have already signed up for a move in time, will need to sign up for a new move in time specific to their new assignment once it has been completed.

Request to change meal plan:

Changes to the meal plan can be made within the housing portal.

Please note that any need-based financial aid packages will be impacted if a student makes a change in their housing and/or a meal plan status at this time. Any questions about student bills, the payment plan, and other the billing issues should be directed to Jenny Hutton, accounts receivable manager, at jhutton2@washcoll.edu.

New Housing Requests:

We currently still have space to house students (all singles) who have not yet signed up for campus housing, but would still like to do so. You can contact Residential Life to submit your application.



contact us

If you have additional questions about anything in this document or about guidelines for the Spring 2021 semester, please email: **wcresponseteam@washcoll.edu** or call us at **410-778-7844**.

This document and associated guidelines may be updated throughout the semester. Changes will be posted on the website and communicated to students in other ways including via email and other electronic notices.

