

MARIAN UNIVERSITY

Keeping **Our Sabres** Safe



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# President's Message

To the Marian University community,

After months of considerable work by a University-wide task force comprised of University leaders and your peers, I am pleased to announce that Marian University has finalized its operational plan for the fall semester. While nothing can stop us from offering the high-quality education our Sabres need and deserve, some aspects of the standard semester are being modified to better promote the health and well-being of our students, faculty and staff.

In March, COVID-19 forced the Marian University campus to abruptly close and convert all instruction to online. However, our students made it overwhelmingly clear that they prefer face-to-face courses. We have taken this feedback to heart while planning for the Fall 2020 semester, and while we realize converting back to online instruction may become necessary at some point, we are doing everything we can to prevent that need from arising. Regardless, please know that you will be notified of any immediate modifications to our operational plan as soon as any decision is made.

One particular modification to the upcoming academic calendar is that we have moved up the start of the Fall semester by one week, with classes now starting August 24. The move-in dates for new residential students are August 20–21, and the last week of face-to-face classes will end just prior to Thanksgiving, followed by one more week of online courses and one week of final exams.

One of the five Marian University core values is Community. We all share in the responsibility to help minimize the risk of others contracting COVID-19. To this end, we are requiring everyone on campus to wear a mask, indoors and outdoors, when in the presence of others. Physical distancing is also in effect on campus, and we ask that everyone on campus maintain a minimum of six feet between each other. Classrooms and all other campus settings have been rearranged to allow for appropriate physical distancing, as recommended by the CDC. Modifications to housing options took place with triple occupancy in student housing eliminated. Only single and double room occupancy will be allowed this year. Deep cleaning of all residential housing is in the process of being completed.

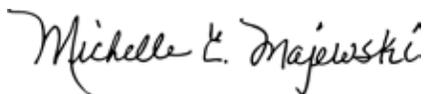
COVID-19 testing will be available at local clinics and will be coordinated through Marian University Health Services and SSM Health. In addition, all members of the Marian University community must cooperate with contact tracing, as requested by Marian University and the Fond du Lac County Health Department.

For now, first year students will mostly be offered face-to-face classes this Fall, while sophomores, juniors, and seniors will have a combination of face-to face, hybrid, and online courses. The pandemic is a fluid situation, so please know these plans may change to minimize the risk for everyone within the Marian University community.

We value you as a member of the Marian University community, and we believe you recognize the importance of having a Marian University education. To that end, we ask for your support, flexibility, and commitment.

Please carefully review the following operational plan so you are adequately informed of the changes coming to campus this Fall. Like you, we look forward to the start of the Fall semester. I hope you enjoy the remainder of your summer. Please stay healthy and safe!

Sincerely,



Michelle Majewski, PsyD  
*Acting President*

# Academics

Marian University's priority is to provide students with a high-quality educational experience that enables them to continue their academic progress, with minimal delays or disruptions. We are committed to providing a robust curriculum, as well as advising and other academic supports to facilitate students' academic success, within an environment that promotes the health and safety of our community. Creating this environment requires a number of public health behavioral guidelines that all members of the Marian University community will be required to follow.

The delivery of face-to-face classes to freshmen level students is being prioritized in order to provide a solid foundation for higher education success. However, much of the Fall 2020 curriculum will be either fully online or delivered using a hybrid format (*some face-to-face and some online*), with labs, studios, performance, and hands-on courses offered in-person for sophomore, junior, and senior students.

## Academic Calendar

The Fall 2020 academic semester will begin August 24 with all face-to-face classes concluding November 24. Courses will then continue with a fully online format for two weeks (*one week of classes, one week for finals*), concluding December 11. Fall break is October 8–9. Students will be strongly encouraged to remain on or near campus until Thanksgiving recess, at which time most students will be encouraged to leave the residence halls. Final exams will be conducted online.

## Course Format

Students will be notified by their instructors of course expectations and delivery methods. Students may experience different course formats depending on the unique characteristics of the course and course outcomes (*i.e. one course may be delivered face-to-face, while another may use a hybrid format*).

**Face-to-Face:** These courses have been designated by colleges/departments as essential for in-person delivery in the Fall. To ensure physical distancing, some face-to-face courses may have students attending on alternate days and learning online on other days, as determined by the instructor. All face-to-face courses will have a parallel online offering to allow students to continue their courses with minimal delays or disruptions to their academic schedule should they require isolation or quarantine.

**Online:** These are courses with no face-to-face instruction. Technology (*e.g., Zoom, Moodle, MS Teams*) will help engage students and deliver the curriculum, with a combination of synchronous engagement (*i.e. designated class meeting times*) and asynchronous engagement (*i.e., student learning occurring on the students' timeline*). Faculty will make accommodations for students for whom synchronous engagement is difficult (*e.g., international or in other times zones*).

**Hybrid:** These are courses with a combination of face-to-face and online instruction.

## Graduate Students

Graduate-level courses will be offered online or in a hybrid format. All oral exams, including comprehensive exams and dissertation and thesis defenses, will be conducted online.

## Labs, Studios, Performance, and Hands-on Essential Face-to-Face Courses

The essential labs, studios, performance, and hands-on courses have been identified by department chairs and faculty. These courses will utilize physical distancing and cloth face coverings guidelines in addition to reduced close contact time (*less than 6 feet*) and limited to no sharing of equipment. Sanitizing procedures will be used on all equipment and surfaces.

## Clinical, Practicum, Internships, or Field Study

Students scheduled for off-campus experiential learning should contact their program directors for more specific information. Our community partners have developed their own policies and procedures for when and how clinical placements will proceed. Each department is working with their clinical organizations to determine the best way for students to return to these settings.

## Classrooms and Schedules

Classroom capacities will be limited to adhere to physical distancing guidelines. Students should plan their time between courses to reduce interactive foot traffic and gathering outside classrooms. Students are encouraged to be patient and flexible regarding classroom assignments and course schedules.

## Attendance

All students, faculty, and staff should who have symptoms of COVID-19 or have tested positive should refrain from attending face-to-face courses and isolate as instructed by Campus Health, Fond du Lac County Health Department, or their local Health Department (*for individuals residing outside of Fond du Lac County*). Students are to notify their course instructor promptly of any absences and plan to continue course activities online, without delay or disruptions to their academic progression, as possible. Faculty will work with students to adapt schedules as needed.

## Options for Student Learning

Students who have underlying medical conditions, family safety concerns, travel concerns, or feel unsafe coming to campus and have face-to-face or hybrid course(s) in their schedule should meet remotely with their advisor to discuss their situation. If students choose this delivery for the entire semester, they should notify their faculty to inform them of their choice to participate and engage in their courses in an online format one week prior to the start of their class. At any point of time, a student may opt into remote study. They should notify their instructor and advisor within 48 hours of that decision. The student will work with faculty to develop a plan of how they will engage in the class, meet expectations, and complete assignments and tests. If a student is ill, documentation for medical excuses is not required unless absence is longer than seven days or required by their instructor.

## Advising and Student Support Services

All academic advising will be performed remotely, either by phone or use of another platform (*e.g., Zoom*). All faculty office hours for students in their courses, advising, or other consultative purposes will be performed online. The Learning and Writing Center will provide online services (*e.g., supplemental instruction, tutoring*). Face-to-face advising or support services will be provided if agreed upon by all parties (*all meetings need to be scheduled ahead of time*).

# On-Campus Housing

Residence Life, in consultation with local, state and national health care experts, has created plans to help ensure students living on-campus have the best possible chance at staying healthy and safe during the Fall semester. As Marian University looks to give students a positive on-campus experience, it will abide by all local, state, and national mandates, and those plans may change as the recommendations and guidelines determined by local and state health officials change. More information will be shared with incoming residents via email as details are finalized.

## *When will the halls open and how will students move in?*

Residence Halls will open based on the University academic calendar. Move-in will be scheduled by appointment to help achieve optimal physical distancing throughout the process. New students will arrive August 20–21 and returning students will return August 22–23. Students are strongly suggested to self-isolate seven days prior to moving in. Students who reside in an area with a high number of community spread cases are asked to self-isolate for 14 days prior to moving in.

## *What changes are occurring to help reduce the possible spread of COVID-19?*

To reduce the possible spread of COVID-19, Marian University Residence Life will implement the following policies and protocols:

- Residence hall occupancy will be **limited to two students per room**.
- **Face coverings or masks will be required** in Residence Halls when outside an individual's room, suite, or apartment. This expectation is for all students and staff.
- The **cleaning and disinfection** of common "high touch" areas, including elevator buttons, exterior door handles, and community restrooms, will increase throughout each day.
- Signage will be placed in public areas, including elevators and floor lounges, to **limit occupancy**. Each lounge will have a new maximum capacity posted. While in the lounges and other common areas, every person must wear a face covering and continue to practice physical distancing and clean/disinfect areas prior to leaving. If there are more students than the designated capacity in the lounge at one time, residents must remove themselves to stay within the capacity guidelines. If residents do not abide by the posted capacity in each lounge, they will be asked to disperse. All lounge furniture is strategically placed to maintain physical distancing guidelines. Furniture must remain in place and at no point should it be moved or rearranged.
- Shared community spaces such as laundry rooms and floor lobbies will be equipped, via Residence Life staff, with **cleaning supplies and instructions for students** to disinfect the space or equipment before and after every use.
- The **guest policy has been modified** to one guest per resident, who must be a Marian University student. It will be the responsibility of residents to ensure they and their guest maintain proper physical distancing guidelines and obey public space occupancy maximums while in the Residence Halls. Signs will be posted throughout public spaces in Naber Hall and the Courtyard with the maximum occupancy of that space. Students are expected to abide by

these occupancy guidelines and residents are responsible for monitoring their guests while in these public spaces. Guests should be limited to public/common student spaces and lounges where physical distancing and room capacity guidelines can be maintained. It is not recommended that residents invite guests to their residence hall room or on-campus apartment.

- Marian University is providing each student a **PPE kit**, and items will be available for purchase in the bookstore. Students are being asked to bring 5–7 of their own masks to campus.

### ***Will students return to their residence after Thanksgiving break?***

Due to changes to the Marian University academic calendar, students will be encouraged to leave the residence halls just prior to Thanksgiving when all buildings shift to limited operations and the semester concludes through online instruction. Students with an internship/job/clinicals in the area, internet reliability concerns, travel restrictions, and graduation are reasons to potentially stay on campus. A registration process to stay after Thanksgiving will be established. Students who are returning for the Spring 2021 semester will be permitted to leave their belongings in their rooms over the extended break period. If students need to return for items after Thanksgiving, they will need to contact the Office of Residence Life.

### ***What happens if a student becomes sick or tests positive for COVID-19?***

Health Services is making changes to accommodate sick students. More information to come. If students have COVID-19 symptoms, Health Services will assist with getting students tested. Those with questions or anyone wanting more information on Health Services, contact Jodi Schrauth at [jsschrauth11@marianuniversity.edu](mailto:jsschrauth11@marianuniversity.edu) or (920) 923-7615.

A limited number of rooms are being set aside in Marian Housing to provide quarantine and isolation space to residents who are being tested for or are already confirmed positive for COVID-19. The use of appropriate physical separation will be as directed by Health Services, as well as our local, state, and national health care partners. We are highly recommending students stay on campus during the academic year to help reduce the risk of coming in contact with someone who has COVID-19.

### ***Will Student Housing provide cleaning supplies?***

Students will be responsible for bringing personal cleaning supplies, hand sanitizer, and other disinfectant products for use within their room. Shared community spaces such as laundry rooms and floor lobbies will be equipped, via the Residence Life staff, with cleaning supplies and instructions for students to disinfect the space or equipment before and after every use.

# What's Staying Similar

Students choose to attend Marian University not only for the quality of the faculty and the academic programs, but also for the enriching co-curricular and extra-curricular opportunities. As a result of the COVID-19 pandemic, the university is now balancing the student experience with the health and well-being of the entire campus community. Given this situation, campus life will be a different experience in the Fall, with all members of the community playing an important role in mitigating the infection and spread of the virus.

Even though we all will be adjusting to a new normal on campus, some things will stay the same for our students:

## Advising and Academic Support Services

Marian University's first priority is that one on one meetings are virtual. All meetings need to be scheduled ahead of time. If there are extenuating circumstances that an in-person meeting takes place, all participants must:

- Agree to the in-person meeting.
- Maintain 6 feet of social distancing.
- Wear a mask.
- Sanitize prior to vacating the space.

## Third Spaces

Third Spaces are those areas that are often used for studying, meeting friends, and relaxing and can be located in office spaces and within buildings. Policies impacting these areas will include:

- Individuals must maintain the six feet physical distancing guidelines.
- Mask must be worn at all times.
- Signs will be placed in space with capacity and expectations.
- Individuals will need to sign in and out of the third space for the purposes of contact tracing if the need would arise.
- Furniture should not be moved within the space and should not be used if marked as such.
- Shared objects should be limited. If a shared object is used, it must be sanitized after usage.
- Prior to departure, individuals must sanitize the space and any shared objects they used.

## Outdoor Spaces

Outdoor Spaces are often used as an additional third space. This could include volleyball and basketball courts, fire pits, picnic tables, grills, quad, and any other space where community members congregate. Policies impacting these areas will include:

- Individuals must maintain the six feet physical distancing guidelines.
- Mask must be worn at all times at events or when physical distancing is not possible.
- Outdoor furniture should not be moved within the space and should not be used if marked as such.
- Shared objects should be limited. If a shared object is used, it must be sanitized after usage.
- Prior to departure, individuals must sanitize the space and any shared objects they used.

## Shared Items

Shared items could include computers, craft supplies, games, sound system equipment, outdoor equipment, etc. Shared items should be limited. Ideally each person will get their own item when possible. Shared items need to be sanitized after each use.

## Events, Activities, Meetings, and 1:1 Sessions

Events, Activities, Meetings, and One-on-One Sessions (*EAMOS*) consist of anything that is organized and implemented by an office or a student (*including as part of a job requirement, group, class project, etc.*). We highly encourage all *EAMOS* to happen virtually when possible. One-on-one sessions and meetings should be scheduled ahead of time (by appointment) except in the case of a safety emergency. Policies impacting *EAMOS* will include:

- All *EAMOS* need to fill out a Student Continuation of Operations Plan (SCOOP) and be approved two weeks prior to the *EAMOS*. This is in addition to any other requirements put in place by offices/departments.
- All *EAMOS* must follow COVID-19 guidelines which include six feet of physical distancing, wearing a mask, and room capacities.
- All *EAMOS* planners must avoid high-risk activities such as tabling, singing and other activities known to increase the likelihood of COVID-19 transmission.
- *EAMOS* should not be planned if COVID-19 guidelines will be unable to be followed.
- No furniture should be moved.
- *EAMOS* are limited to only members of the Marian University community and official Marian University guests.
- *EAMOS* hosts are responsible for maintaining these standards for the entirety of the event.
- All *EAMOS* hosts need to track participants for the purposes of contact tracing.

## Food

Food includes all items at an event or in offices, and restrictions will include:

- No items in a shared container (*ie. candy bowls*).
- All food being served by departments, offices, and organizations must be purchased from Sodexo, or be approved by Multi-Service Director Nikki Kramer to be brought to campus.
- Food that will be considered for approval must come individually pre-packaged from a regulated kitchen or retailer.
- All items need to be provided one at a time using a one-touch delivery method to decrease the amount of contact.
- No buffet or self-serve stations.

## Giveaways

Giveaways can include handouts, trinkets, food (*that meets food policies*), etc., and are subject to the following restrictions:

- All items need to be provided one at a time using a one-touch delivery method to decrease the amount of contact.

## Guests

Guests are all individuals who are not members of the Marian University community through degree seeking programs or employment. Policies impacting guests include:

- Only invited official Marian University guests are allowed.
- Official guests can only be invited through University offices through a formal invitation, a contract, or through library privileges.
- Guests must follow the same policies and protocols as the University community. This includes all physical distancing, wearing of a mask, and quarantine requirements if coming from out of state.
- Guests will need to complete the [On Campus Guest/Visitor Protocol Home COVID-19 Screening Tool](#) ahead of time and check-in upon their arrival. Guests will be asked to leave if they cannot successfully complete this task.

## Travel

Travel includes anytime a member of the community travels on behalf of the University. This would include both sponsored travel and travel done under Marian's name and includes local travel.

- Essential travel is defined as participating in an off-campus activity or event that is required to meet job responsibilities, coursework, and degree requirements. The travel should be considered foundational to those programs and/or courses.
- Essential travel is permitted dependent on local, regional, and national conditions at the time of travel.

- All travel needs to be attended by a professional staff or faculty member employed by Marian University. This person will be the Responsible Party of the trip.
- The Responsible Party needs to make sure appropriate protective measures can be employed at the both the hosting site and through the means of transportation.
- All travel needs to be approved two weeks prior by completing a SCOOP that details this information.
- Travel that does not meet the essential travel standards is not permitted at this time.

## **In-Hall Staff**

- Resident Assistants will still welcome and be a resource for students who need assistance. They will connect with and support students throughout the academic year.
- Resident Assistants will provide on-call duty response if there are emergencies in the hall.
- Resident Assistants will be fully trained in all the new health, safety, cleaning, and physical distancing policies and procedures we have adopted, and are there to help make sure we keep these standards in place at all times.
- A Residence Hall Director will welcome and be a resource for students.

## **Hall Activities**

Programs and community engagement will still occur. How this is handled may be different than previous years, but we will still engage and connect with students and the residence hall community.

## **Meeting Spaces**

In order to mitigate risk to the immediate Marian University community, rental/use of Marian's indoor meeting rooms, classrooms and other facilities by external parties will not be permitted for the foreseeable future. Any appeal of this policy should be submitted to Carey Gardin at [cgardin@marianuniversity.edu](mailto:cgardin@marianuniversity.edu).

# Athletics

The offering of athletic competition is a critical component of the Marian University student experience, whether for the student-athletes competing in the contests, or those able to observe the action from the stands. As such, steps have been taken that align with best practice protocols and guidelines from local, state, and national health officials.

## Sadoff Gymnasium

To promote the health and well-being of those who enter this often-used facility, entrance-only and exit-only doors will be designated, along with hand sanitizer and cleaning stations located throughout, and hand washing being recommended upon entering. A half door will be created as an entrance to the training room to create a barrier, as well as allow the athletic training staff to monitor traffic outside the training room. Sign-ups for the facility's offerings is highly suggested and available on the athletic department website. Designated times for workouts will be limited to a maximum of one hour, with a half hour break between for cleaning of equipment by a staff member. Athletic training room appointments will be scheduled and student-athletes will wait outside until a member of the athletic training staff meets the individual and allows entrance. Coaches and staff members will monitor the open times of the facility, but rules will also be posted to let everyone know:

- Locker rooms will be locked at all times.
- A maximum of 5 student-athletes will be allowed in the work out area, as well as the performance floor, while four will be allowed in the athletic training room.
- Equipment used (*dumbbells, weight bars*) by a student-athlete will remain on the floor and a staff member will sterilize and return equipment to the storage racks.
- No more than one coach will be allowed in an office at one time (*additional office space will be created if needed, and potential athletic training space may be available on the first level*).
- Conference rooms will be used for coach's meetings with student-athletes, with the space needing to be signed up for and the door to remain open.

## Lenz Field House

Similar to Sadoff Gymnasium, entrance-only and exit-only doors will be designated, along with hand sanitizer and cleaning stations located throughout, and hand washing being recommended upon entering. Any equipment used will be kept in a designated space to allow a staff member to thoroughly clean the equipment used, and potential spaces to relocate staff members working in the same office as someone else are being explored to keep physical distancing standards. Coaches and staff members will monitor the open times of the facility, with rules being posted to indicate:

- The maximum number of student-athletes allowed to use the performance floor area at one time, five, will be posted and monitored.
- The only activity that will be allowed in the facility is the use of the batting cages.
- Sign-ups for use of the facility will be scheduled on the athletic department website.
- Designated times for workouts will be limited to a maximum of one hour, with a half hour break between for cleaning of equipment by a staff member.

## Outdoor Fields

Despite being outdoors, restrictions will be placed on these fields. Hand sanitizing stations will be provided at each field location, but bathrooms are locked and will remain closed. Rules impacting this area include:

- A maximum number of student-athletes will be allowed at the baseball and softball fields at any given time (15), but no more than 10 in one area (*i.e. 10 in a baseball/softball infield and 5 in a bullpen*).
- The use of the dugout areas is prohibited.
- The maximum number of student-athletes at the soccer/lacrosse field is 20, with a maximum of 10 at each end of the field and no crossover into the other side.
- Open grass area recommendations will be similar to soccer/lacrosse field.
- Field usage will be limited to one hour per group.
- A minimum of a half hour break will be scheduled between groups.
- All equipment must be sanitized by a staff member before new group starts.

## Practices

Daily symptom and temperature checks will be done by a Marian University staff member prior to any student-athlete's participation in any practice. Daily temperatures will be taken and recorded. Each student-athlete will be responsible for supplying their own water bottle at practice, or they will be unable to participate. Additionally:

- Locker room and team room use is prohibited.
- The maximum number of participants will be determined by each sport.
- Water stations will be set up by a staff member and sanitized after each practice and/or before refilling.
- No laundry for practice gear will be provided by the athletic department.
- Showers will be recommended between practices for student-athletes.
- A change of practice attire (*or have it laundered*) is recommended between practices. Showering immediately after practice and before entering any academic and/or food service location is recommended.

## Competitions and Travel

Symptoms and temperature checks will be done prior to road and home competitions.

All non-essential overnight travel for the 2020–21 academic year has been suspended, but recommendations set forth by Marian's contracted travel provider will be followed during day trips.

Additionally:

- A set number of student–athletes allowed per road competition will be determined by sport.
- A set number of student–athletes allowed per home competition will be determined by sport.
- Locker room and training room use is prohibited.
- Physical distancing will be recommended for all game day staff.
- Game day guidelines will be determined by sport.
- If fans are allowed, social distancing recommendations will be placed in the seating area.
- If concession stand is allowed, a very limited selection of water, Gatorade, soda, and candy (*prepackaged*) will be offered.
- NACC and NCHA guidelines will be followed as it pertains to symptoms and temperature checks for opposing teams.
- Uniforms will be laundered by a staff member.

## Intramurals

While hopeful that intramural programming will be able to occur sometime during the Fall semester, we currently believe programs that are hosted in outdoor venues have the best possible chance at being held. Details of these plans, including dates and locations, will be released as they become available.

# On-Campus Dining

Marian University's Dining Services have adjusted their operations in response to COVID-19. These changes will be re-evaluated every two weeks and amended or maintained based on the recommendations from our local, state and national health care partners.

## Stayer Center

No catered events will be held in the Sodexo Dining Room. Catering will only be drop offs in locations for meetings, with no buffets or served meals.

## Hornung Student Center (HSC) Dining Room

While the hours of operation will remain normal, Monday through Friday (7:30 a.m.–7 p.m.) and Saturday/Sunday (11:30 a.m.–1:30 p.m./4:30–6:30 p.m.), the cafeteria will close Monday through Friday (between 10–11 a.m. and 3–4 p.m.) for sanitation purposes. No dine in will be available, only to-go, credit only, with one swipe per meal trip through the line — no double swiping for multiple meals will be allowed. A tent will be set up outside HSC with limited seating, should weather permit, but only students will be allowed to enter — no outside groups. Faculty and staff are asked to come through on Tuesday and Thursday to avoid Sabre Hours and students only during the other days. Self-serve stations will be staffed by Sodexo personnel, and menus will be collapsed to allow for safety and speed of service — options will be limited. The main doors into the dining room will be entrance only, and the fire door by the pizza station will be exit only.

## Sammie's-Starbucks

Credit and to-go only, hours of operation will be 7:30 a.m.–9 p.m. for the coffeehouse and 10:30 a.m.–8 p.m. for Sammie's, Monday through Friday. The Coffeehouse will close 9 a.m.–10 a.m. and 2 p.m.–3 p.m. for sanitation purposes, and it will not be open on weekends. The main doors into the coffeehouse will be entrance only, and the fire door by the fireplace will be exit only. There will be no panini presses to toast sandwiches, and menus will be collapsed to allow for safety and speed of service — options will be limited. The implementation of BITE+, a phone app for ordering ahead of time for pick up that works on either meal plan flex or through credit card, is being explored.

## Dining Hours

### HSC Dining Room

#### Monday through Friday

7:30 a.m.–7 p.m.

*Dining Room will close Monday through Friday (between 10–11 a.m. and 3–4 p.m.) for sanitation purposes.*

#### Saturday and Sunday

11:30 a.m.–1:30 p.m.

4:30–6:30 p.m.

### The Coffeehouse

#### Monday through Friday

7:30 a.m.–9 p.m.

*The Coffeehouse will close 9–10 a.m. and 2–3 p.m. for sanitation purposes. Closed weekends.*

### Sammie's-Starbucks

#### Monday through Friday

10:30 a.m.–8 p.m.

*Sammie's-Starbucks will close 2–3 p.m. for sanitation purposes. Closed weekends.*

# Counseling Services

The Counseling Center remains committed to helping and being available for students, and as such will offer services in two formats — **Telehealth** and **In-Person**. Before a student's first appointment of the academic year, the student will need to complete the following paperwork:

- [Informed Consent](#)
- [Informed Consent for Telehealth](#) (*if using telehealth services*)
- [Intake Form](#)
- [Outcome Questionnaire](#)
- [Registration Form](#)

These forms can be found on the [Counseling Center's webpage](#), emailed to the student ahead of time, or picked up by appointment in the Counseling Center. Students will be asked to complete this paperwork before their first appointment and either bring it with them at the time of their session or return it via email before their appointment.

## Telehealth Services

This 60-minute format is being recommended as a way to decrease person-to-person contact. To begin the session, students will follow a link to a confidential online portal accessible via laptop or smartphone. Due to state licensing laws, telehealth sessions are available only to Wisconsin residents, and students should plan to hold the session in a private area void of possible interruptions. Out-of-state students can still receive supportive services through telehealth, but cannot schedule counseling sessions through the Counseling Center. For students who are ill or in quarantine, telehealth services will be the only format offered.

## In-Person Services

This format will be offered to students who are not good candidates for telehealth services due to limited access to privacy, technology limitations, acute state of distress, or other circumstances determined by the counselor. In compliance with Marian University's policies, face coverings will be required, and a Plexiglass shield will be in place between the counselor and the student throughout the session so that the student is able to remove their mask should they begin crying, experience a panic attack, or be in high distress.

These sessions will last 30–45 minutes to allow for office cleaning in between sessions. Students will enter the Counseling Center through the west door in the lower level of Regina Hall at the time of their appointment. Students should check in with Becky Holl, Secretary of Wellness, Health, and Counseling, in Room 007, but should not arrive more than five minutes before their scheduled appointment time, as waiting space is limited. Students will be asked screening questions at the time of their in-person appointment, and those who are feeling ill or report symptoms such as headache, fever, cough, difficulty breathing, loss of taste and smell, or diarrhea will not be offered in-person services. Students who arrive for a scheduled session reporting any of the above symptoms will be asked to reschedule or conduct the scheduled appointment via telehealth instead.

The Counseling Center will not be taking non-crisis walk-in clients and all counseling services must be scheduled in advance. To limit those in the reception area, students are asked to email [baholl17@marianuniversity.edu](mailto:baholl17@marianuniversity.edu) or [rawilliams61@marianuniversity.edu](mailto:rawilliams61@marianuniversity.edu), or call **(920) 923-8799** or **(920) 923-8112** to schedule appointments.

Crisis situations will be addressed on a case-by-case basis to receive the level of care required.

# Student Health Services

Marian University will continue to follow best practice protocols and guidelines as determined by local and state health officials. Students will be able to contact the Health Office via phone, email, or telehealth, with walk-ins not being accepted — only appointments. Marian University recognizes students as key partners in this process, and our current plan includes:

## Screening

- Students are expected to conduct daily self-health checks, which includes monitoring their temperature and COVID-19 symptom development.
- Students who develop symptoms must not attend class or work, and will need to contact Marian University Health Services to report symptoms. Students will receive guidance over the phone as to the next steps regarding testing and quarantine protocol.

## Testing

- Testing will be available at local clinics and possibly on campus for students who develop symptoms and for those who are determined to be in close contact with a person who has been diagnosed positive for COVID-19.
- Testing will be coordinated through Marian University Health Services and SSM Health.
- If a student chooses to receive a test off-campus, they are expected to communicate with Marian University Health Services and provide documentation of that test result/diagnosis.

## Tracing

- All Marian University students must cooperate with contact tracing as requested by the state or local health department or Marian University Health Services.
- Each student must share their closest contacts (*as defined by the CDC*) with state or local health department or Marian University Health Services to facilitate contact tracing and mitigation.

## Tracking

- Students who need to quarantine or isolate will be required to comply with local or state health departments, which will enable Health Services to assist with monitoring symptom development/changes and provide appropriate care.
- The quarantine and/or isolation experience may be challenging both physically and emotionally. Health Services, Campus Ministry, Student Support, Sodexo, Residence Life, and other Marian University personnel as applicable will help each student remain connected to our community and provide support to best meet their individual needs.
- Health Services will track COVID-19 cases within the Marian University population and report to designated leaders any increase in diagnosed cases. Additional testing may be implemented based on the reported data.

## Quarantine

- Students who develop COVID-19 related symptoms and are awaiting test results/diagnosis must quarantine.
- Students who have been in close contact with a person who has tested positive for COVID-19 are highly encouraged to monitor for COVID symptoms. Close contact is defined as persons being less than 6 feet apart for 15 or more minutes in an enclosed space. The activities involved during the contact will also determine risk.
- If a student resides in campus housing, Health Services will collaborate with Residence Life regarding quarantine housing needs. The local health department will provide guidance regarding the student's on-campus residence or the need to temporarily move to another on-campus residence.
- Students may choose to temporarily move off-campus/to their permanent home address for the duration of their quarantine.
- Quarantine length will be determined by local health department guidelines. Students must strictly adhere to quarantine protocol and comply with all directives from health authorities.

## Isolation

- Students who test positive for COVID-19 will be required to isolate.
- Resident students will be required to isolate off-campus if their permanent/home residence is within four (4) hours from Marian University. Exceptions may be made.
- Health Services and Residence Life will work to provide necessary housing accommodations for students who are unable to isolate at their permanent residence.
- The local health department will provide guidance regarding the student's on-campus residence or the need to temporarily move to another on-campus residence.
- Isolation length will be determined by the local health department. Students must strictly adhere to isolation protocol and comply with all directives from health authorities.

## Return

- Students must meet specific health requirements prior to their return to campus and/or regular activities. Local public health guidelines will determine when criteria has been met.
- Appropriate documentation may need to be provided.

Any questions should be directed to Director of Student Health Services, Jodi Schrauth, RN, BSN at **(920) 923-7615** or [jsschrauth11@marianuniversity.edu](mailto:jsschrauth11@marianuniversity.edu).

# Campus Health Services FAQs

## *Do I have to wear a mask?*

Yes — Marian University will require face coverings to be worn on campus, with the exception of when individuals are alone outside, alone in a personal office, or alone in a residence hall room. Please make sure the face covering fully covers the mouth and nose, and remember that even if individuals are not showing symptoms of having COVID-19, they could still be spreading the virus.

Cloth face coverings, surgical masks and N95 type masks are all allowed. Individuals who opt to use cloth face coverings should purchase their own or make them from household items or common materials.

A face covering should:

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered after every use.

The CDC offers information on how to make, wear and clean your own face covering/mask, as well as how to clean a simple disposable mask.

## *What other safety precautions will I be required to follow?*

In addition to wearing a mask, all members of the community will be required to follow additional safety precautions established by the University in accordance with guidance from public health experts. These safety precautions currently include:

- Daily health status monitoring
- Physical distancing
- Hand-washing
- Cleaning
- Disinfecting

These safety precautions may change as information about the coronavirus evolves.

All members of the Marian University community will also be required to complete an online COVID-19 safety training. More information about this will be provided soon.

## *If I am living on campus, will I need to have a COVID-19 test?*

The need for testing and the frequency of testing is determined through public health and campus health guidance. Anyone needing testing should contact Campus Health Services at **(920) 923-7615** or [jsschrauth11@marianuniversity.edu](mailto:jsschrauth11@marianuniversity.edu).

### ***What should I do if I think I have COVID-19?***

According to the CDC, the most common symptoms of COVID-19 include fever or chills, coughing, 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, and diarrhea. Symptoms may appear as soon as two days after exposure and vary in severity from person to person. Students will be expected to complete a daily health status check before leaving their room each day and should stay home and call Campus Health Services if they have any symptoms.

### ***When is Campus Health Services open?***

Monday through Friday from 8 a.m.–4:30 p.m.

### ***Will I have to go home if I test positive for COVID-19?***

Yes — students whose permanent residence is within four hours of campus will be encouraged to recover at home. Exceptions may be considered for students who this creates a medical hardship.

### ***Who do I give my isolation/quarantine letter from the County to?***

A copy of your test results and letters of isolation/quarantine need to be given to Campus Health.

### ***If I am exposed, how long should I wait to be tested?***

Monitor your symptoms, which may appear 2-14 days after exposure. It is important during this quarantine time that you are separated from others in order to not infect them, because persons with COVID-19 can be infectious 48 hours before having any symptoms. Get tested if you experience even one symptom.

### ***What if someone on campus tests positive for COVID-19?***

In the event that a member of our campus community tests positive for COVID-19, we will work with the Fond du Lac Department of Health to carry out tracing for close contacts both on and off campus. Affected students will follow quarantine and isolation protocols from home or on campus in specially designated housing. Students in quarantine or isolation will take their classes online, and have their health and well-being actively monitored by Campus Health and Counseling staff. Affected faculty and staff will follow quarantine and isolation protocols at home.

### ***What is the difference between physical distancing, self-quarantine and self-isolation?***

Physical distancing is the act of limiting your interactions with others. It includes not shaking hands, avoiding crowds, standing six feet from others, working remotely when possible, and staying home if you feel sick.

Self-quarantine is for people who may have been exposed to COVID-19. You should self-quarantine for 14 days if you have traveled to a high-risk area within the past 14 days or if you have been in contact with a known or suspected case of COVID-19. During the self-quarantine period, you should stay home, take your temperature twice a day, and closely monitor yourself for signs of a respiratory illness. Self-isolation is for people who are experiencing symptoms of COVID-19 or have been confirmed to have the virus. During self-isolation, you should stay home, avoid contact with others, and closely monitor your health.

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*As a Catholic institution, Marian University is rooted in respect for the inherent dignity of each person. The University fosters a campus community that is inclusive of persons of diverse backgrounds and faiths and does not tolerate discrimination in any form by any University employee or member of the student body. The Title IX of the Higher Education Act of 1972 (Title IX) ensures the University does not discriminate on the basis of sex in its educational programs or activities. The Campus Sexual Violence Elimination Act (SAVE) of 2013 and Violence Against Women Reauthorization Act (VAWA) ensure that colleges and universities implement policies and programs to prevent sexual assault, dating violence, domestic violence, stalking, and hate crimes. While the University is committed to the principles of free inquiry and free expression, discrimination, harassment, quid pro quo, and retaliation are neither legally protected expression nor the proper exercise of academic freedom.*

*Any questions should be directed to Marian University Compliance Officer/ Title IX Coordinator,  
Jan Graunke, (920) 923-8724 or [Title\\_IX@marianuniversity.edu](mailto:Title_IX@marianuniversity.edu).*

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# MARIANTOGETHER

## MARIAN UNIVERSITY

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