



WASHBURN  
UNIVERSITY



WEAR FACE COVERING



MAINTAIN SIX FEET



SYMPTOMS OR EXPOSED?  
REPORT AND ISOLATE

## CAMPUS LIFE GUIDE 2020/2021

WASHBURN  
UNIVERSITY



## WELCOME STUDENTS

This year's campus motto comes with new responsibilities and commitments concerning everything from scheduled tests for COVID-19 to regular bathroom cleaning. The Washburn Moto Non Nobis Solum (Not for Ourselves Alone) is the phrase of the fall, and compliance is the key to a safe and fulfilling residential experience.

We all want to be able to stay together on campus but that's going to take some extra efforts this coming year. It will mean taking some basic steps like wearing face coverings and washing your hands frequently. It will mean that classrooms may look a little different and that you may be joining remotely sometimes. And, it will mean staying away from campus if you aren't feeling well and reporting any symptoms you may have.

Fortunately, we have had some time to plan and we have a very dedicated team helping us take the steps to provide a high-quality education while keeping everyone safe.

But that means you have a key role too. We need for everyone to use good judgment and recognize that decisions you make from the moment you wake up until the moment you go to sleep can impact the health of the Washburn community.

First-year and returning students will see a campus where much is new and different. You will see the effects everywhere from student residences to dining halls to the SRWC and from the Mabee Library to the Memorial Union.

For instance, there will be directional signage to show pedestrians which way to go, and for those in a stairwell, which stairs to use going up and which to use going down. Elevators will have a reduced capacity to maintain social distancing. So, if you are able to use stairs, we ask you to reserve elevator use for those who must use them.

This campus life guide introduces those changes, and many others that have been put in place so far. More changes are no doubt coming, as we develop further guidelines to promote the safety, health and well-being of the entire Washburn community. We are working continuously toward solutions, and will continue to provide our community with information. Please watch the [COVID-19 webpage](#) for the very latest information.

Remember, this is our collective responsibility and the way that we will be able to stay together. If we Stay Safe, we will be able to Stay Together and protect the health of the entire community. It will only work if we make it happen.

As the fall semester approaches, we eagerly await your arrival. We are working to make your life on campus as rewarding and inspiring as ever, and putting in place new safety precautions to support the community's well-being.

Dr. JuliAnn Mazachek  
Vice President for Academic Affairs

Dr. Eric Grospitch  
Vice President for Student Life



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## WHAT WILL CLASSES LOOK LIKE?

First of all, know that the faculty and administration have been working hard – even before the end of the spring semester – to determine the best way to proceed with classes this August. At every step, we worked to ensure the safety of the students, faculty and staff, while providing an environment as close to normal as possible. We heard many times over that our students wanted face-to-face classes if at all possible and we've worked to deliver that experience.

When you get back to campus, you're going to find your classrooms have changed. They have all been re-arranged to ensure physical distancing and we have added a great deal of technology to allow classes to be streamed online in addition to face-to-face delivery. Each faculty member worked in conjunction with their department to determine the best way to teach their classes. Most classes will be taught in a standard lecture format but with social distancing and a requirement to wear masks. But those classes will also be streamed online so that a student who isn't feeling well won't have to miss class.

You may also find that your room assignment has changed. You may be in a larger room than normal or even in a space that isn't normally used for classes, like a conference room in the Memorial Union or the Bradbury Thompson Alumni Center. Those changes will help us maintain that necessary social distancing.

Some classes may move to a hybrid model with a combination of traditional lectures and some work online. That can allow more space in the classroom for hands-on work by part of the class while the other part works with online content.

A few classes will be delivered using a remote classroom. In that case, the faculty member may not be in the same room but, otherwise, it will look a lot like a traditional lecture class.

Finally, some classes are moving fully online. There may be some face-to-face meetings with students, but online classes are delivered largely asynchronously, meaning that you can log in and complete tasks when they fit into your schedule. Some classes are easier to deliver in this format than others but it does provide extra schedule flexibility.

All classes will be making extensive use of D2L. In-class handouts will be a thing of the past and D2L will be the communications hub for each of your classes. It may also be a secondary or even a primary place for class discussions.

In addition, the schedule has been adjusted so that in-person classes will all end at the Thanksgiving break. And, that break will be a little longer than normal since the traditional fall break has been moved back and combined with Thanksgiving. Success Week – which is used for review – will take place remotely after Thanksgiving and finals will all be done online or replaced by projects or other assignments.

These changes will help us keep everyone safe while we meet the educational goals of each class. And, they will give us the flexibility to meet any safety requirements which might be imposed later in the semester by public health officials.



## SHARED COMMON SPACES

To comply with physical distancing guidelines, all shared common spaces on campus will have reduced density. Gatherings in lounges, and other informal spaces will be limited to no more than 45 people, and students must maintain physical distancing at all times and wear a face covering over the nose, mouth and chin.

In common areas of a residence, where it is not possible to maintain six feet of physical distance from others – entryways, corridors, stairwells, elevators, for example – students must wear a face covering.

And, whatever you do, please don't move the lounge furniture in campus residences. It has been carefully positioned to maintain at least six feet between chairs.

Mabee Library will limit the number of occupants at any one time to reduce density, orchestrate traffic flows, and has installed plexiglass barriers where appropriate.





## FACE COVERINGS



Face coverings are one of the simplest yet most effective means of controlling the spread of COVID-19. What's more, the state has mandated the use of face coverings in all public spaces. Since the university is committed to promoting a safe campus environment for students, faculty, and staff, face coverings (see definition below) must be worn at all times: in any shared spaces, in Washburn student residences, in all university buildings, as well as in public spaces.



Wearing a face covering does not replace the need to maintain physical distancing and observing safety protocols in shared spaces. Washburn is providing one cloth face covering for all students, but students are expected to provide their own cloth face coverings as needed, whether made at home or purchased.



Students are advised to avoid touching their eyes, nose, or mouth when removing their face coverings, and wash their hands immediately before and after removal. Face coverings should be changed daily and stored in a clean paper bag when not in use. Disposable face coverings should be discarded daily.



**The term face covering is used to include any cloth face covering that meets the following criteria:**



- Fits snugly but comfortably against the sides of the face and covers the nose, mouth, and chin
- Fastens securely with ties or ear loops
- Includes multiple layers of fabric
- Allows for breathing without restriction
- Can be laundered without damage or change to shape





## LIVING ON CAMPUS - WHAT'S NEW?

Residential Living has made some changes to our [policies and procedure](#) with the safety of the community in minds. Move-In Day will be separated into three days to reduce the traffic in our buildings at a given time (See Move-In Section on page 7 for additional information.) If residents need to meet with staff members, they will have the option to do so over Zoom rather than in person. Programming and interactions with Resident Assistants may occur virtually or physically distanced. Washburn University is requiring all students to wear a face covering in all indoor public and common spaces, which includes the residence halls. While in the residence hall, you are required to wear a face covering everywhere besides your suite/apartment. Additionally, overnight guests that are not on-campus residents will not be allowed unless prior approval has been given by the Residential Living Coordinator for your building.

**Please note that our current practices may be revisited throughout the semester as we monitor how COVID-19 is impacting our community. If changes are made, you will be notified through your Washburn email address.**





## MOVE-IN

The new safety precautions begin, appropriately, with Move-In Day.

To allow all students, families, and staff to maintain a safe physical distance, the Move-In process this year will look slightly different. Instead of having all students move in on one day, Move-In has been extended over the period of three days: Tuesday, August 11, Wednesday, August 12, and Thursday, August 13. Students will be emailed their assigned Move-In timeslot in late July. In order to ensure there are not 4 – 6 students, and their guests, all moving into the same suite at the same time, Residential Living has been intentional with the creation of each student's Move-In timeslot. For the health and safety of all involved it is important that students adhere to the timeslot that has been assigned to them (please no swapping of time slots). Options will be provided for students who are not able to move in during the time slot that was assigned to them. Additional information will be sent to student's Washburn email address in the next couple of weeks. Also, please be sure to check [Residential Living's website](#) for additional information such as what to bring, the check-in process, and tips on meeting roommates and suite mates.

On their assigned Move-In day, we strongly encourage students to limit the number of people that come with them to two guests. Every person involved in Move-In Day must wear a face covering and must follow posted guidelines.

Starting on the first Move-In Day (August 11, 2020) and throughout the academic year, Residential Living will be infusing CDC guidelines in all that we do. In addition to limiting the number of guests that a student may bring into their residence hall on Move-in days, we are also requiring everyone, who is able, to wear face coverings. Move-in day volunteers, known as the Move Crew, and all Residential Living staff members will be wearing face coverings as well. We ask that all students and their guests follow posted signage for guidance on capacity limits (e.g. elevators).





## WHAT IS A MOVE CREW?

It is a Washburn University tradition to have students, faculty and staff volunteer to welcome incoming students by helping to them to move all their belongings to their new room. This group of volunteers are referred to as the Move Crew! This year's Move Crew members will be wearing face masks and will only lend their help to those who agree to have their belongings carried to their room. We encourage all students to label their belongings (building, room number, and letter – Lincoln, 314A). If you prefer not to utilize the help of the Move Crew with carrying your things, that's OK. They are still available to help answer questions and to welcome you to Washburn!

A couple of other helpful tips on Move-in day is while unloading your vehicle, do not leave it unattended. After your car is unloaded, please park it in any lot that does not have a guardrail.



## A NEW NORMAL, SIX FEET APART

For the health and safety of students, student staff and the Washburn community, Residential Living promotes and practices the CDC's recommendations on "How to Protect Yourself and Others."

This means students will see stickers on the ground reminding them to stand six feet apart while waiting to pick up a package or to speak to someone at their building's front desk. Students will see stickers on loveseats, sofas and chairs in common spaces that designate which pieces of furniture are available to sit in to keep a safe social distance. Students will also see modified capacity signs in common areas such as study lounges, lobby spaces, and elevators. And of course, everyone must wear a face mask everywhere within the residence hall, except within their own suite.

Students who are unable to wear a face mask should speak to the Office of Diversity and Inclusion, 785-670-1622 or [diversity.inclusion@washburn.edu](mailto:diversity.inclusion@washburn.edu), to make alternative arrangements.



## RESIDENT ASSISTANTS

This fall, Resident Assistants (RAs) will be regularly checking in with you to see how you're doing and to help you get adjusted to campus and help you get involved within our residence halls.

When your RA reaches out, please be sure to let them know how you are doing. Students should be mindful that help is nearby. RAs serve as role models, resources and friends to students. Contact information for the RA On-Duty will be posted in your residence hall. Students are encouraged to get to know their RA, who will be an excellent source of information and support. As student staff members, they play a unique role in guiding, encouraging, directing and helping other students.



## CLEANING PROTOCOLS

The CDC recommends routine cleaning of high touch surfaces such as light switches, handles, and doorknobs. Per the CDC's recommendations, you should wear disposable gloves while cleaning. First, clean these surfaces with soap and water. You should then use a disinfectant on these surfaces. It is recommended that you open windows when cleaning with disinfectants. For safety tips on using disinfectants, please visit: <https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>.

You should also clean items like your cell phone, laptop, and/or tablet. Consider getting wipeable covers for these and/or using alcohol wipes on your electronics.

Students should ensure they are doing laundry routinely to keep their face coverings, clothing, sheets, and towels clean. You should practice physical distancing in the laundry rooms. Residents are encouraged to sanitize their hands before and after touching the machines in laundry rooms. Residents should limit the amount of people in a laundry room at a time based on their building.

The Laundry Tracker is available to show the availability of machines in the laundry room. Through this [website link](#), you can also receive notifications when your laundry is done. Additionally, you may see Facilities Services staff in your residence hall more often. High touch areas and surfaces will be cleaned at least twice a day. Special events may require additional cleaning.



## PREVENTION

### STUDENTS:

**The best way to prevent illness is to avoid being exposed to this virus. The CDC recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:**

- Maintain social distancing by staying six feet away from others. Avoid contact with others, such as handshakes and embracing.
- Stay home when you are sick.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a face mask.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- For information about hand washing, see CDC's Hand washing website.
- For information specific to healthcare, see CDC's Hand Hygiene in Healthcare Settings.
- These are everyday habits that can help prevent the spread of several viruses.

If you do not have any cloth face coverings, you can make one following [these instructions](#). Cloth face coverings should be washed after each use. They can either be washed with your regular laundry or washed by hand by mixing 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or 4 teaspoons household bleach per quart of room temperature water. Please check your bleach to ensure it is intended for disinfecting. Be sure to open a window while using bleach. Soak your face covering in the bleach solution, then rinse thoroughly with cool water. You can lay/hang the mask flat to dry, preferably in direct sunlight.

### GUESTS:

**In an effort to limit the spread of COVID-19, Residential Living does not recommend having guests visit who do not live in your residence hall. However, if you do choose to have guests, there will be [limitations](#) designed to reduce the spread of COVID-19. All suitemates must approve of having guests in the suite.**



## ADDITIONAL TIPS

Residential Living also recommends residents consider limiting their amount of travel off campus. Residents should consult the Kansas Department of Health and Environment for travel guidelines.

We also recommend you practice physically distancing as much as possible. Consider taking the stairs instead of the elevator whenever possible. We do not recommend you ride elevators with residents who do not live in your suite. Consider limiting your time in common spaces.

In addition to extra precautions you can take, Residential Living has made modifications to keep our community safe. Some of these include hanging plexiglass sneeze barriers at our front desks, taping off 6 feet from the desks, designating doors as entrance/exit doors, and hanging signage encouraging social distancing, [mask use](#), and other ways to reduce the spread. Residential Living also will be offering meetings over Zoom to reduce face-to-face contact when requested. Our staff will be wearing face masks unless medically exempt. Move In-Day will be separated into three days to reduce the traffic in our buildings at a given time (See Move-In Section for additional information.) We are also taking measures like planning socially-distanced programs and limited occupancy in designated areas. Additional information can be found at the [Residential Living's website](#) and will also be included in the [Res Living Handbook](#) that is coming out soon.





## HEALTH AND SAFETY

As students consider their decision to come to campus for the fall semester, please carefully review the important rules and guidance regarding community standards and expectations for our residential population, along with the “households” you will be asked to participate in and manage. Important information will be provided regarding our approach to symptom screening, symptom monitoring, quarantine, and isolation.

All members of the Washburn University community should report any suspected symptoms of COVID-19. If they are COVID-19 symptomatic, they will be referred to Student Health Services. Student Health Services is located in Morgan 140. Clinic hours are 8 AM – 5 PM, Monday – Friday. Please call 785-670-1470 prior to coming to the clinic.

Students with positive symptoms may be asked to go to one of several COVID-19 testing centers in the Topeka community. Other elements for mitigation include physical distancing, hygiene, quarantine, contact tracing, and supportive care for those infected.

Because rapid identification of infection is crucial to controlling the spread of COVID-19, the University will implement contact tracing for anyone in the WU community who is tested positive or is under investigation and has had interactions on campus. Contact tracing involves identifying and reaching out to people who have come into contact with an infected person. Individuals will be notified if they are identified as a close/direct/primary contact of a person who has tested positive, or who is under investigation and has been instructed to quarantine, isolate, or be tested for COVID-19.

**STOP** **Feeling Sick?**  
Stay home when you are sick!

If you feel unwell or have the following symptoms please leave the building and contact your health care provider. Then follow-up with your supervisor.

**DO NOT ENTER** if you have:

- FEVER
- COUGH
- SHORTNESS OF BREATH

[cdc.gov/CORONAVIRUS](https://www.cdc.gov/CORONAVIRUS)





## HEALTH AND SAFETY (continued)

**Students and employees should contact Student Health Services immediately if one or more of the following concerns apply:**

- Have symptoms of COVID-19 (see list of symptoms below)
- Have been in close contact (within 6 feet for 10 minutes or more) with someone who has tested positive for COVID-19
- Have been in close contact with someone who is symptomatic (person under investigation) who has been tested for COVID-19 and is awaiting results
- Are symptomatic and been tested for COVID-19 and are awaiting results or have been told the test was positive
- Have traveled internationally or to a high-risk location domestically
- Symptoms of COVID-19
  - Fever above 100.3 F and/or chills or feeling hot (if no thermometer available)
  - Sore throat
  - New cough not related to chronic condition
  - Runny/stuffy nose/nasal congestion (not related to allergies or relieved by antihistamines)
  - Difficulty breathing, shortness of breath
  - Diarrhea with or without respiratory symptoms
  - Nausea and/or vomiting
  - Headache unrelated to a chronic condition
  - Fatigue
  - Muscle aches
  - Loss of sense of smell or taste
  - New rash/skin changes or COVID-19 toes



## HEALTH AND SAFETY (continued)

**If, at any time, a student/employee feels sick or experiences flu-like symptoms, or is concerned they may have COVID-19 or are a close contact of someone who has COVID-19, the student should seek advice from Student Health Services, 785-670-1470. If it is after regular clinic hours, the student/employee may contact a community resource for assistance:**



- Complete the Self-Evaluation checklist located at [www.kutopeka.com/coronavirus](http://www.kutopeka.com/coronavirus) or call 833-463-9362



- Complete the pre-screening tool located at [www.stormontvail.org/covid19/](http://www.stormontvail.org/covid19/) or call 785-354-6000



Shawnee County Health Department:

### Public Health

Prevent. Promote. Protect.

- Drive-Thru testing is available Tuesdays and Thursdays from 8:00 AM to 11:00 AM at New Mount Zion Baptist Church – 2801 SE Indiana Ave., Topeka, KS 66605.
- Appointments are required and can be made by calling 785-251-4949
- Supplies and appointment times are limited. Follow signage on location upon arrival.
- Who can participate in Shawnee County's appointment drive-thru testing?
  1. Individuals living in Shawnee County; and
  2. Those experiencing two or more symptoms of COVID-19 within the last 14 days.



## QUARANTINE AND ISOLATION – A quick lesson about the language.

Quarantine housing is used when a person has potentially been exposed to an illness and needs to separate from other people in order to see if they develop symptoms and become sick. Isolation housing is used when someone has symptoms or is confirmed to have an illness. See Guidelines for COVID-19 Exposures. If a student needs to go into quarantine, and they reside in on-campus housing, Student Health Services will work with Residential Living to arrange for the student to move to a private room with a private bathroom until the period of quarantine is over.

If a student needs to go into isolation, and they reside in on-campus housing, Student Health Services will work with Residential Living to arrange for the student to move to a private room or semi-private room with another student who is also in isolation.

The University has set aside student housing that will serve as quarantine and isolation accommodations for residential students. When a residential student is temporarily assigned to quarantine or isolation, the student will receive a detailed plan from Student Health Services about the steps they need to take to prepare for their stay in temporary accommodations, including a “what to bring” list, information about self-care during the quarantine or isolation period, and contact information for assistance during the quarantine or isolation period.

While in quarantine or isolation, students will have full access to wireless internet in their accommodations, so they are able to attend classes remotely and participate in virtual student activities. If a student has to relocate to a different room or campus to meet quarantine and isolation requirements, bed linen, pillow, and towels will be provided by Washburn. The quarantine and isolation accommodations include provisions for meals.

Student Health Services personnel will monitor the progress of the student and will determine when the quarantine or isolation period has concluded, and the student may return to their academic year room assignment.

