

## **Interim Residential and Student Affairs COVID-19 Policies and Procedures (Last Updated August 10<sup>th</sup>, 2020)**

In response to the ongoing spread of COVID-19 in the United States and around the world, the Indiana Academy Residential and Student Affairs Office is making the following interim adjustments to its residential policies and procedures for Wagoner Hall.

Please understand that this document and the policies it addresses will be updated periodically on the website as we continue to develop plans and best practices to protect the health and safety of Academy students amid changing global conditions.

Students should always comply with instructions from residential staff in the dorm. When in doubt, reach out and ask questions.

Thanks for your cooperation with these items as we work together to preserve the health and safety of all in our community!

### **Academy Service**

Students will continue to have opportunities to earn hours toward the Academy Service requirements. Faculty and staff will ensure that students are able to physically distance while completing Academy Service.

### **Bathrooms**

Residential floor bathrooms will be sanitized twice each day. If a custodial cart is in the doorway of a bathroom, students are not permitted to enter the bathroom and should make use of the other bathroom(s) on the floor.

### **Dining**

Beginning with the 2020 fall semester, Academy students will be permitted to use their meal plan to eat at any BSU Dining Location.

BSU Dining has a wide range of COVID-specific policies in place. Please visit their website ([BSU Dining COVID Response](#)) for more information.

### **Face Check**

The Academy's standard face check procedure requires students to spend a significant amount of time in close proximity to one another in the hallways around SLC apartments. To alleviate this congestion point, the following adjustments will be in place for the fall 2020 semester:

1. Students must be in their own room with the door open at the designated face check time (6:30pm, 10:30pm, or 12:30am).
2. Students must remain in the room until checked by an SLC.
3. SLCs will verify each student's presence from the doorway of the student room.
4. Students needing special permission to miss face check must communicate this to floor SLCs prior to the designated face check time.

## Face Masks

In compliance with Ball State's return-to-campus plan, anyone in Wagoner Complex will be required to wear a mask. Detailed information on Ball State's mask policy is available in the return-to-campus plan ([Ball State Return to Campus Plan](#)). Ball State University and the Indiana Department of Education have provided a supply of masks that will be distributed to students at move-in.

Students are permitted to remove masks in their dorm room if the door is closed and there are no visitors in the room. Faculty/staff are permitted to remove masks in their own office if the door is closed and there are no visitors present.

## Gold Forms

In order to minimize the amount of time parents need to spend in the building when picking up or dropping off a student, the following adjustments will be in place for the 2020 fall semester:

1. Parents should always call in and verify gold form information before arriving to pick up a student, even if the parent is the one picking the student up. This will allow forms to be filled out in advance.
2. Desk workers will fill out all items on the gold form except for the parent signature. Parents should review all the information on the gold form to ensure it is correct before signing.
3. Desk workers will fill out the overnight clipboard using information from the gold form.

## Item Check-Out

The Academy front desk offers a wide range of recreational items students may sign out, including board games and sporting equipment. Items will be sanitized on intake. Some items (board games, puzzles, etc.) may be removed from circulation for up to three days after each use.

## Programming

SLCs will continue to provide a wide range of wellness programming for students, both online and in-person. Some in-person programs will include online participation options.

When possible, in-person programming will take place outside. Sally Conference Room and Elliott Commons will also be used as programming spaces with physical distancing guidelines and space limits in place.

All in-person programs will require students to sign up in advance.

## Room Checks

In order to better space out trash removal and limit the need for students to use the 2<sup>nd</sup> floor dock door, the following adjustments will be in place for the fall 2020 semester:

1. Each SLC will conduct room checks for their custodial students on a designated weeknight.
2. This room check will take place during 10:30pm face check on the designated night.
3. When the SLC arrives to conduct the room check, the room should meet all room check standards explained in the handbook. If the SLC needs to look inside of a cabinet or fridge during room check, students will be asked to open these doors for a visual inspection.
4. Students may request to have a room checked earlier than 10:30pm on their assigned evening pending SLC availability.

## Signage

Students will notice a lot of additional signage around the building upon return to Wagoner Complex:

- Masks Required signs will be placed at entrances to the building and in public spaces
- CDC guidelines on hand-washing, symptom recognition, and physical distancing will be posted throughout the building
- Six-foot physical distancing reminders will be in place on the floor in the front desk area
- Occupancy limits will be posted prominently in shared/public spaces

## Sign-In/Sign-Out

The Academy's standard sign-in and sign-out procedure requires students to spend a significant amount of time in close proximity to one another while signing out and retrieving cards in the busy front desk area. To alleviate this congestion point, the following adjustments will be in place for the 2020 fall semester:

1. Students will keep their own sign-in/sign-out card in a designated location in their dorm room when inside the dorm building.
2. When a student wants to sign out, they will fill out their card completely and accurately before proceeding to the front desk.
3. If a student needs special permission (SP) on the card, the student should seek out an SLC to fill in and initial the SP on the card before proceeding to the front desk.
4. In order to sign out of the building, a student will bring their filled-out card to the front desk and hand it to the desk worker. The desk worker will quickly verify that the student has correctly filled out the card and instruct the student that they are clear to leave the building.
5. While the student is out of the building, the card will be kept behind the front desk in the appropriate card slot.
6. Upon return to the building, students will proceed to the front desk. The desk worker will timestamp and initial the card before handing it back to the student. The student should then return the card to its designated storage location in their room to avoid losing track of the card.

## Space Limits

Students, staff, and faculty should always maintain physical distance of at least six feet from others.

Burkhart and Jeep Lounge: Furniture has been rearranged in Burkhart and Jeep lounges to facilitate physical distancing. The maximum seating capacity of these lounges is defined by the number of seats present in the lounge. Students are not permitted to move furniture from its marked location. Only one student may sit on a chair/sofa/bench/etc. regardless of its designed capacity.

Floor Lounges: Floor lounges will remain open with limited capacity. Lounge capacity will range from 3-6 depending on the size of the lounge. Each lounge's capacity will be clearly indicated on signage in the space. Students are not permitted to move furniture from its marked location. Only one student may sit on a chair/sofa/bench/etc. regardless of its designed capacity.

Student Rooms: No more than three individuals are permitted in a student room at one time.

SLC Offices: No more than three individuals are permitted in an SLC office at one time.

Laundry Rooms: Laundry rooms will remain open with a capacity of two. Students should only be in the laundry room for the purpose of:

- loading/unloading washers or dryers
- brief use of mud sink
- other use cleared by floor SLC

Students should plan to transport laundry back to their dorm room for the purposes of folding or sorting.

Sally Conference Room: The maximum capacity of Sally Conference Room for programs or meetings is 8.

Elliott Commons: The maximum capacity of Elliott Commons for programs or meetings is 20.

Jeep and Burkhart Courtyard: Students must maintain physical distancing in Jeep and Burkhart Courtyard. Only one student may sit on a chair/sofa/bench/etc. regardless of its designed capacity.

## Special Events

Unfortunately, some of the typical fall semester special events have been cancelled for 2020. All dates and event plans are subject to change. See below for updates on Special Event plans for this school year:

**Academy Awards**: Academy Awards is tentatively scheduled for April 2021. We hope this will be an in-person event.

**Carnival**: The fall 2020 Carnival has been cancelled.

**Kings Island**: The fall 2020 Kings Island trip has been cancelled.

**Lil Sibs Weekend**: The fall 2020 Lil Sibs Weekend has been cancelled.

**Prom**: We are moving forward with plans for a prom in April/May 2021.

**Slideshow**: Slideshow is scheduled for April 2021. We hope this will be an in-person event.

**Spirit Week**: Fall Spirit Week will take place during the week of October 19<sup>th</sup>. We are planning to introduce a new Olympiad-style special event during fall Spirit Week in 2020. All events will follow up-to-date physical distancing guidelines in October. Spring Spirit Week will include a Talent Show/Lip Sync.

**Talent Show/Lip Sync**: This year's Talent Show/Lip Sync will take place during the 2021 spring Spirit Week. We hope this will be an in-person event.

**Winter Dance**: The 2020/2021 Winter Dance has been cancelled.

## Student Clubs

When possible, clubs should hold online meetings. All staff and faculty club sponsors have access to WebEx to facilitate online meetings. All in-person meetings must follow campus physical distancing guidelines.

Due to the indefinite closing of the kitchenette and strict food distribution guidelines, student clubs will not be permitted to sell food and/or beverages for fundraisers.

## **Temporary Closings/Shut-Offs**

Kitchenette: In compliance with Ball State's return-to-campus plan, the kitchenette in Wagoner Complex will be indefinitely closed to begin the 2020 fall semester.

Water Fountains: In compliance with Ball State's return-to-campus plan, the upright water fountains will be turned off to begin the 2020 fall semester.

Music Practice Rooms: In compliance with Ball State's return-to-campus plan, the music practice rooms in the Academy lounges will be indefinitely closed to begin the 2020 fall semester.

Charlie Conference Room: Due to its small size, Charlie Conference room will not be available as a meeting space.

## **Transportation**

Academy residential staff will continue to provide transportation to medical appointments and athletic practices when these events are not within walking distance. Masks are required at all times for anyone in an Academy vehicle.

At this time, residential staff will not be providing elective transportation to shopping or recreational locations on the weekends.

## **Visitors**

Visitors will not be permitted on the residential floors with the exception of designated move-in or move-out days.

Any visitor wishing to access the building beyond the front desk area should receive prior permission from a building administrator or one of the Student Life Team Leaders.