Return to Campus Plan

Office of Student Life

SPRING SEMESTER EDITION
December 21, 2020
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INTRODUCTION

The COVID-19 pandemic has required organizations across the globe to reconsider practices, protocols, policies and practically every element of how work gets done. Higher education is no exception. The Ohio State University’s 2020-21 academic year is taking place in-person, other than the first two weeks of spring semester using a virtual format. There are approximately 12,500 spaces for students to live on campus in residence halls. In addition to classrooms and living spaces, other facilities, services and programs are made available in ways that incorporate appropriate health and safety measures.

As the Office of Student Life makes plans for the spring semester, this document will leverage the lessons learned from autumn and guide the office’s work as we continue to navigate the COVID-19 pandemic. This document reinforces and complements the university’s overall operational decisions. Student Life’s strategy will align with university decisions and follow federal, state and local guidance. This document is intended to be organic and evolving; it will be updated as additional decisions or guidance is provided, with dates and version numbers on the front cover. This document applies to all of Ohio State’s campuses.

The content will be categorized as shown below, with general guidance and templates provided for implementation at the departmental level:

- Facilities
- Staff
- Residential experience
- Student testing
- Quarantine and isolation
- Dining
- Recreation
- Student programming
- Student support
- Student engagement

GUIDING PRINCIPLES

In addition to the university’s overarching guiding principles that express the non-negotiable primacy of safety, values, coordination, transformation, speed and being data-informed, Student Life will also keep central in our approach:

- Strategies that contribute to student learning, health, wellness, development and success
- Ohio State’s foundational and strategic positioning as a residential campus that offers a comprehensive student experience
- Our commitment to creating the extraordinary student experience
**Overview of Key Strategies**

At the core of our approach is adherence to the university’s overall return strategy, including a comprehensive commitment to the following concepts that govern and influence the specifics of this planning document:

**Individual monitoring processes**

Student Life will follow all individual monitoring guidance as outlined by the university, including daily symptom monitoring by staff and students, reported using the Ohio State mobile app or compass.osu.edu.

**Physical distancing**

A minimum of six feet of distance will be maintained between individuals (unless not feasible due to business purposes, i.e., Student Health Services). Classroom, office and common spaces on Ohio State’s campuses will allocate approximately 30 square feet of usable space per person. This will be adopted in daily practice and promoted through our facility layouts.

**Face masks**

All Student Life staff must wear face masks when working on campus in the presence of others. Face masks are not required when the employee works alone in an assigned work area. Student Life Risk and Emergency Management will work with departments to provide guidance to staff on the type of face mask required (e.g., N95 mask, disposable mask, cloth face mask). *Exceptions* to wearing face masks would include the following and all exceptions must be approved by the Office of Human Resources:

- Face masks in the work setting that are prohibited by law or regulation.
- Face masks that are in violation of documented industry standards or in violation of business documented safety policies.
- Face masks that are not advisable for health reasons.

Other campus community members, including students, staff and faculty, will be required to wear face masks in indoor and outdoor settings on Ohio State’s campus. Indoors or outdoors, exceptions are made for those dining, swimming or taking part in performance-based classes as long as physical distancing can be maintained.

**Cleaning protocols**

Cleaning protocols will follow university guidelines, including increased cleaning and disinfection of high-touch or frequently used areas. Each Student Life department will work with Environmental Services to institute appropriate cleaning protocols for their spaces.

**Virtual connection tools**

Virtual connection tools (e.g., Zoom, Skype, Teams, telephone) will be used to avoid in-person gatherings and meetings. Resources for meeting live captioning requirements for video conferences can be found on the [Digital Accessibility website](https://digitalaccessibility.osu.edu).

**Flexible work and telework**

Telework will continue to be used as much as possible to reduce population density on campus. Flexible work schedules will be used to promote physical distancing as well as support staff needs. Decisions on telework and flexible work arrangements will be determined by supervisors, with approval by the Office of Human Resources and Student Life Human Resources consultants.
FACILITIES

Building preparation

All buildings will be cleaned, disinfected and undergo a thorough inspection process prior to reopening for the spring 2021 semester that will include:

- Spaces will be cleaned utilizing Student Life’s standard ISSA’s Cleaning Management Institute (CMI) cleaning techniques. This will include using vacuums with HEPA filters and disinfection with the correct application and dwell time of EPA N-list disinfectants.
- Testing to ensure all lighting and electrical systems are operational.
- Testing all plumbing and flushing water systems as needed.
  - Prior to closing all Student Life buildings and before reopening, steps are always taken to maintain healthy water systems to prevent Legionella bacteria.
- Testing all HVAC systems and replacing all existing MERV8 air filters with MERV13 filters, which capture more particles and contaminants as air circulates through the system.
- Testing and certification of all building life safety systems, including fire alarm system.
- Testing all audio/visual and other building technology.
- Maximum capacities for spaces will be posted outside each space.

Furnishings and equipment: Building furniture and layouts will be rearranged to meet physical distancing and occupancy guidelines:

- Furniture in common areas will be marked and arranged, or removed, to support safety practices, including physical distancing.
- Only single seating chairs will be used.
- Multiple seat furnishings, such as sofas, and other excess furniture in public spaces will be removed and placed in a dedicated storage location in each building if possible.
- Freestanding and built-in furniture that cannot be moved will be marked to only allow use at appropriate physical distance.
- Signage will also be installed to help communicate layouts, the importance of furniture placement and reinforce expectations (entrances/exits, furniture should not be moved, etc.).

Signage: Clear and consistent signage will be displayed throughout Student Life facilities to communicate rules and expectations around:

- Personal safety precautions (physical distancing, face masks and good hand hygiene)
- Dedicated entry and exit points
- Space use, including room capacity and furniture layout
- Floor decals and other signage will be used to indicate traffic flow and other space navigation guidelines, including line queueing and spacing at information and reception desks.
- Signage for special uses and unique facilities will be developed in coordination with Student Life Marketing, and Administration and Planning
Cleaning and disinfection protocols

In order to maintain clean and safe environments throughout Student Life facilities, the following protocols and processes will be followed:

- All spaces will be cleaned utilizing Student Life’s standard ISSA’s Cleaning Management Institute (CMI) cleaning techniques. This will include using vacuums with HEPA filters and disinfection with the correct application and dwell time of EPA N-list disinfectants.
- Staff who clean and disinfect facilities will be provided with appropriate training and personal protective equipment (PPE).
- Frequency of cleaning will follow APPA standards (Student Life utilizes APPA standards (level 2 frequency) for all spaces).
- Public spaces will be cleaned daily with additional cleaning and disinfection of high touch points. Carpeting will be swept once daily using vacuums with HEPA filters.
- Specific space types:
  - Public restroom will be cleaned and disinfected at least three times a day. Supplies for handwashing, including soap and materials for drying hands, will be fully stocked every time a restroom is cleaned.
  - Shared common spaces within offices will be cleaned and disinfected daily by Environmental Services staff.
  - Drinking fountains will be cleaned and disinfected at least twice a day.
  - Personal office space will continue to be the responsibility of the staff member who it is assigned to; however, access to cleaning and disinfection supplies will be provided.
  - All individual or shared office spaces will require staff to take their trash and recycling from their workspace to the central collection point for their floor/building. Trash is to be bagged and deposited. Recycling is to be deposited in the receptacle without a bag.
- A maximum of a two-week supply of cleaning and disinfection supplies will be kept in a central location in each office space to allow staff to clean and disinfect their personal office space, or for additional cleaning and disinfection of shared spaces or items throughout the day by office staff.

Space usage

Office spaces: Layouts of office spaces have been provided to each Student Life department by Risk and Emergency Management and Facility Planning and Design, with an overall goal of reducing population density and promoting physical distancing. These will indicate:

- Maximum occupancy of each department office space
- Layouts of open office spaces
- Which workspaces can be utilized at the same time or on a rotational basis
- Which workspaces cannot be utilized
**Common spaces:** Common spaces, both in residence halls and public settings, must adhere to the following restrictions. Common spaces in residence halls refer to lounges, lobbies, etc.

- Capacity limits will be posted in each space to promote physical distancing and should not be exceeded.
- Furniture will be arranged/block off to maintain physical distancing and should not be moved.
- Common spaces will not be used for large gatherings or meetings that exceed 10 or more people.

**Meeting spaces:** Virtual connection tools (e.g., Zoom, Skype, Teams, telephone) should be utilized in lieu of in-person meetings or gatherings, including when staff members are working on campus. For guidance on meetings among Student Life staff, please see the staff section below. If meeting spaces need to be used, the following restrictions will be in place:

- All events or gatherings – whether on or off campus – will be virtual through at least February 1, 2021. The university will monitor virus and infection data to determine when/if there is the ability to hold events or gatherings within appropriate, i.e., events with 10 or fewer in-person participants.
  - STEP cohorts were granted an exception due to the nature of their ties to both curricular and co-curricular engagements. The maximum cohort was 18 plus a STEP mentor and meetings occurred in the NRDT STEP spaces where students can be physically distanced.
- Meeting spaces on campus, if available, must be reserved before use. Capacity limits will be posted in each space and in reservation systems to ensure physical distancing. Capacity limits must not be exceeded.
- Furniture in meeting rooms will be placed to ensure physical distancing and will not be permitted to be moved by meeting attendees.
- Meeting spaces will be cleaned prior to use and locked until needed.
- Reservation times will be staggered to reduce the number of individuals in hallways at the same time.
- Spaces will have limited reservation times available to ensure proper cleaning and disinfection time prior to use.

**Elevators:** Elevators will be marked to indicate the maximum number of individuals permitted, following university guidelines. Elevators will be subject to interruption for scheduled cleaning of high-touch spaces. Individuals are encouraged to use the stairs whenever possible.

**Reservations:** As space is made available for use, clients reserving Student Life indoor and outdoor spaces for internal or external meetings or gatherings must agree to follow federal, state and local guidelines as well as adhere to university guidance and the information listed within this document.

**Lactation rooms:** Lactation rooms will be cleaned and disinfected on the same schedule as public bathrooms, with supplies provided for users to disinfect space before and after use. For lactation rooms in office spaces or buildings that currently required reservation for use will continue to be used via reservation. Public lactation rooms will remain open for use without reservation.
STAFF

Testing: Student Life will follow all university guidelines and recommendations regarding testing for COVID-19 and coordinate closely with the Wexner Medical Center and other university officials. The university is offering a targeted employee testing program that allows for regular testing of selected asymptomatic employees whose job responsibilities require them to have consistent and/or sustained in-person contact with other campus community members. Information about the testing program can be found on the Safe and Healthy Buckeyes website.

Symptom monitoring: Staff who are working on campus must conduct symptom monitoring daily before reporting to work, and report via the Ohio State mobile app or compass.osu.edu.

At this time, symptoms include one or more of the following:

- A fever of 100.4°F or higher
- Chills
- Respiratory symptoms, such as dry cough or shortness of breath
- Body or muscle ache
- Loss of taste or smell
- Vomiting
- Diarrhea

An up to date list of symptoms can be found on the Wexner Medical Center’s website.

Training: All staff were/are required to complete Buckeye Learn safety and health training modules before returning to campus for autumn semester. All new staff and those who did not return to campus in the autumn semester will be required to complete this training before beginning to work on campus.

Personal safety practices: Student Life staff are required to practice personal health and hygiene safety, following federal, state and local guidelines and adhere to university guidance.

- **Face masks:** There are many types of face masks: N95 respirators, medical-grade surgical masks, disposable masks and cloth face masks. Each department will have detailed guidance on what type of face mask is required for staff based on their job duties. If a non-cloth face mask is required for work, these will be provided to staff by Student Life. At a minimum, all staff should expect to wear an approved face mask in all public indoor and outdoor spaces, unless they have been granted an exception. Staff will not be required to wear a face mask if working alone in an office space.

- **Physical distancing:** Physical distancing, or maintaining at least six feet of space between you and others, is one of the best ways to avoid being exposed to or spreading COVID-19. Staff working on campus or in the presence of others must keep at least six feet distance from other people at all times, avoid gathering in groups and avoid crowded places.

- **Hand hygiene:** Staff must practice good hand hygiene, which includes washing hands with soap and water for at least 20 seconds, especially after visiting a public place, using the restroom, blowing one’s nose, coughing, sneezing or touching one’s face. If soap and water are not available, hand sanitizer that contains at least 70% alcohol should be used.
Individual staff cleaning guidance and expectations: While Environmental Services staff will continue to clean Student Life facilities under the guidelines outlined above, individual staff will be responsible for the following:

- Personal office space will continue to be the responsibility of the staff member assigned to the space. Access to cleaning and disinfection supplies will be provided.
- All individual and shared office spaces will require staff to take their trash and recycling from their workspace to the central collection point for their floor/building. Trash is to be bagged and deposited. Recycling is to be deposited in the receptacle without a bag.
- While Environmental Services will continue to clean common office spaces, staff are encouraged to regularly clean and disinfect commonly used surfaces, such as refrigerators, microwaves, coffee makers, phones, shared computer keyboards and mice, printers, shared web-clocks, conference room tables, etc. It is recommended that shared or commonly used surfaces be wiped down after each use.
- It is recommended that all shareable plates, cups and silverware be removed from kitchens or other break areas.

Work schedules: Student Life will continue to limit the number of staff on campus to only those necessary to re-open and maintain operations. Student Life will utilize virtual connection and work tools whenever possible to reduce population density on campus while still providing the necessary support for students. Decisions on returning to campus or continued telework will be determined at the department level in consultation with Student Life Human Resources and Student Life’s Executive Team. The following options will be used to reduce population density:

- **Telework:** Staff will be required to continue teleworking as much as possible in order to reduce the number of individuals on campus. Arrangements for telework should be approved by the staff member’s supervisor, unit Director and the Office of Human Resources. Individuals who would prefer to telework for health or other reasons, such as childcare needs, should contact their supervisor and HR consultant. Efforts will be made to support staff teleworking as well as working flexible schedules to support staff health and well-being.
- **Alternating days:** For departments that require some presence on campus to support students or operations, alternating schedules should be created to limit the number of staff in an office or space on any one day. For example, some staff may work on campus on Monday and Tuesday, while others may work on campus on Thursday and Friday.
- **Staggering shifts:** Many Student Life operations require staff to be physically present on campus. For staff on campus, shift start and end times will be staggered to reduce the number of people in common areas or entering/exitng the building at any one time.

Meetings: As of now, all events or gatherings, including meetings, will be virtual (the university will continue to monitor and make decisions about in-person meetings). Meetings should be held virtually using virtual connection tools (e.g., Zoom, Skype, Teams, telephone) until otherwise directed. This includes one-on-one meetings or meetings where physical distancing could be practiced. The goal of using only virtual meetings is to reduce each individual’s risk of exposure to COVID-19 and reduce the need to increase cleaning and disinfection of meeting spaces. Exceptions include scenarios where in-person meetings are required for training or demonstrations, but sessions must abide by current university and state guidance regarding in-person events. (e.g., food
preparation, cleaning protocols). Exceptions must be approved by the department’s Director and/or Associate/Assistant Vice President.

Support: The Office of Student Life is committed to supporting student and staff health and well-being. There are many resources available to staff, which can be found on the Office of Human Resource’s Keep Well website. Leave program information is available on the OHR website.

RESIDENTIAL EXPERIENCE

The residential experience has been cited by research as one of the single most important pieces of the collegiate experience, contributing to critical learning and student development. In order to maintain physical distancing, strategies to reduce population density will be applied to on-campus housing, resulting in only single and double bedrooms.

ON CAMPUS

Spring Semester Move-in Process: The Office of Student Life has developed the process for spring semester move-in. The current plan and recommendations focus on scheduling move-in times to maintain safe physical distancing. Students will be required to complete a two-step test-in process including taking an at-home/mail-in test from Vault Health and taking a test on-campus directly before moving into their room. Weekly, required COVID-19 testing will continue for residential students in the spring. If a student has extenuating circumstances that require them to return to campus earlier than the established move-in times (listed below), there is an option for them to make a request for early arrival. Details for spring semester move-in include:

- All students have been asked to self-sequester for ten days prior to returning to the campuses and/or the local campus communities.
- Students will be asked to sign-up for a move-in time slot through StarRez
  - 30-minute time slots offered from 8:30 a.m. – 5 p.m. from Monday, January 18 – Sunday, January 24
    - Regional campuses will have a shorter timeframe due to smaller residential populations/fewer residence halls (January 21-24).
  - Scheduling portal will open in mid-December for students to select their move-in time
  - Resident Managers, Resident Advisors and Office Assistants will arrive January 17
  - Consolidated students from break will move January 10
  - Desk operations begin January 18
- Families are discouraged from entering the residence halls and should plan to drop their student off without coming inside
  - Should family need to enter buildings in limited numbers, masks would be required
- Staffing will be provided at each building to facilitate move-in process
- Students can utilize red carts to expedite move-in
- Students will be asked to check-in at their front desk before moving in
  - Students will be required to complete the testing protocol before moving in
Living expectations (see Facilities content for space specifics)

- All students will be expected to work together as Buckeyes to prevent the spread of COVID-19, following all federal, state and local guidelines. Residents will be expected to follow additional expectations and guidelines for housing outlined by the university.
- All students with university housing contracts are required to complete regular COVID-19 surveillance testing as outlined by the university. An exemption process is available for students as needed.
- Residents will be expected to follow the expectations and guidelines outlined on the Safe and Healthy Buckeyes website and in the Buckeye Pledge.
- Face masks are required in all common areas, such as lobbies, study spaces, laundry facilities, etc. Face masks are also required if students are gathering or socializing in rooms.
- The number of individuals congregating in a residential room should be limited to facilitate physical distancing.
- Hand hygiene: Students are expected to maintain good hygiene, including washing their hands with soap and water for at least 20 seconds, especially after visiting a public place, using the restroom, blowing their nose, coughing, sneezing or touching their face. If soap and water are not available, hand sanitizer that contains at least 70% alcohol should be used.
- Student access to residence halls via BuckID will be limited to their own residence communities.
- For the health and safety of our university community, visitors (anyone living outside of a student’s specific residential community) will not be permitted after student move-in. Overnight guests are also prohibited.
- Programming will continue to be provided to residents as a hallmark of the residential experience. Virtual connection tools will be used to facilitate programming when possible.

Reusable or shared items: Reusable or shared items, such as most kitchen supplies, board games, sports equipment, etc. will be removed from the front desk. Some small kitchen appliances and vacuums will be available for sign-out. Cleaning supplies will be provided, along with appropriate cleaning instructions (e.g., kitchen equipment).

Laundry rooms: Students should maintain physical distancing and wear face masks while using laundry facilities. Students should launder items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for items and dry items completely. Students should clean and disinfect clothes hampers and baskets according to guidance from the CDC. Students should take clothes back to their room to fold. Proper hand hygiene sanitation should always be followed.

Student testing: Students living in university-managed housing are required to participate weekly in the COVID-19 testing program. Testing takes place on all Ohio State campuses for those in university-managed housing and is required for continued residence on-campus. More information about the testing program can be found on the Safe and Healthy Buckeyes website.

Symptom monitoring: Students who are on campus must conduct symptom monitoring daily and report via the Ohio State mobile app or compass.osu.edu.
Programming for students in residence halls

Residence Life’s plan on how to engage students for Spring 2021 is as follows:

- Staff will update their Community Vision Plans to reflect what was learned Fall 2020 and from the Residential Experience Survey.
- Residence Life leadership team has created “Student Connection Guidance” for paraprofessional staff to provide direction on how to engage students.
- Involved Living Organizations will continue to engage students virtually and in person as permitted.
- Learning Communities and Honors and Scholars programs will continue to engage students virtually and in person as permitted.
- Residence Life staff will continue to engage and support students through our on-duty and on-call rotations. This engagement and support will be done primarily in person.
- Residence Life committees and work groups will continue to come up creative programs and initiatives to engage students, passively, virtually and in-person.

OFF-CAMPUS

University managed sorority or fraternity housing

Living expectations: Students with university housing contracts, living in master leased sorority and fraternity houses are expected to follow university guidance on personal safety practices and physical distancing. Though leases do not allow Ohio State to dictate housing occupancy, information will be shared with house corporations and alumni advisors on guidance being followed by Ohio State for on-campus housing and meals. It is important for all students to remember that we must work together as Buckeyes to prevent the spread of COVID-19 and keep our community safe.

Sorority and fraternity testing of those in managed properties: Students living in university managed properties are required to take part in the weekly mandatory residential testing program.

Non-university housing

Living expectations: All students have been asked to self-sequester for ten days prior to returning to the campuses and/or the local campus communities.

Students living in the off-campus area are expected to follow all federal, state and local guidelines as well as university guidance regarding personal safety practices and physical distancing. It is important for all students to remember that we must work together as Buckeyes to prevent the spread of COVID-19 and keep our community safe. More information about resources and support available can be found on the Off-Campus and Commuter Student Services (OCCSS) website.

Surveillance testing: Starting in spring semester, all Ohio State students will be required to complete COVID-19 testing weekly. An exemption process will be available for limited reasons. More information about surveillance testing can be found on the Safe and Healthy Buckeyes website.
**ISOLATION AND QUARANTINE HOUSING**

Isolation and Quarantine Housing: Isolation and quarantine refers to (as defined by the CDC):

- Isolation separates sick people with a contagious disease (COVID-19) from those who are not sick.
- Quarantine separates and restricts the movement of people who were exposed to a contagious disease (COVID-19) to see if they become sick.

**On-campus students:** Isolation and quarantine housing will be provided for students with Ohio State housing contracts as an option if students do not elect to or cannot return home to their permanent residence. Students will be moved to living spaces specifically for isolation or quarantine, respectively. Students will be moved for the safety of themselves and others to reduce the risk of spreading COVID-19.

- To reduce the spread of the virus and for the safety of the university community, no visitors will be allowed for students in quarantine and isolation housing.
- Meals will be provided to students in isolation and quarantine housing and will be delivered to the student’s location. Students with dietary restrictions or needs can contact the Dining Services team for support.
- Students will be provided additional information and further instructions upon arrival to quarantine or isolation housing, including a point of contact for questions.
- Students will remain in quarantine and isolation housing per guidance from public health officials.
- Support resources and virtual programming is available for students in quarantine and isolation. A private website exists that houses links to programming, resources, information about food offerings and FAQs. Students receive the login information upon arrival to Q/I housing.

**Off-campus students:** Students living off campus in non-university housing who are infected with or have been exposed to COVID-19 are asked to follow federal, state and local guidelines regarding self-isolation and/or self-quarantine within their residences as directed by public health officials and their physician. More information about resources and support available can be found on the Off-Campus and Commuter Student Services (OCCSS) website and on the Student Advocacy Center website.

**DINING**

Student Life Dining Services will follow federal, state and local guidance regarding health and safety while continuing to provide students with food diversity and balanced nutrition across the university. Options for students with food restrictions will continue to be provided across all locations. Students with specific dietary need are welcome to reach out to Student Life Dining Services for additional assistance.
Operations

To provide the highest level of service while facilitating physical distancing, the following changes will be made to operations:

- Mobile ordering and pick-up will be the preferred and most encouraged option for guests. There will be limited availability of other ordering methods, including ordering at kiosks.
- Traditional all-you-care-to-eat dining locations will operate as pre-order, pick-up locations. There will be a wide variety of meal options available through these locations. Meals will include beverages and side dish items.
- Guests will be asked to enter the dining locations for order pick-up after they receive notifications indicating that the order is ready, rather than waiting within the facility.
- Staff will manage guest flow during peak hours to assist with physical distancing facilitation.
- Self-serve salad bars will not be available.
- Reusable containers and cups will not be utilized or permitted.
- Limited seats will be available on a first come first served basis. Seating arrangements and capacity will be adjusted over time based on guidance from the appropriate health and facility experts. Tables and chairs will be cleaned and disinfected after each use.
- Chilled meal packages will be offered for reheating in residence hall rooms. Meal packages can be pre-ordered for pick-up at select Dining Services locations.

Full-service restaurant (Sloopy’s)

- Mobile ordering for pick-up will be encouraged
- For full-service experiences, limited seats will be available to comply with physical distancing guidelines. The following operational changes will be made:
  - All self-served items such as sugar packets, creamers, sauces, etc. will be removed from tables.
  - All condiments will be served in single serve containers.

Space use expectations

- All customers must wear face masks when picking up food. Face masks should only be removed when the customer is seated at the table and eating.
- Guests will be required to maintain physical distancing (a minimum of six feet distance from others) while waiting for food, picking up food and when dining.
- Seating will be modified following facility space restrictions to promote physical distancing.

Other information and commitments

- All student meetings to discuss special dietary needs will be conducted virtually. Dietitians will maintain virtual office hours.
- Dining Services will maintain a virtual front desk to respond to questions, comments and concerns.
• An addendum to the existing Dining Plan contract will be created to assure that all incoming and returning students understand and agree to the new expectations.
• All Dining Services staff will comply with the Ohio Restaurant Promise implemented by Ohio Restaurant Association.
• Dining Services leadership team members will routinely collaborate with Columbus Department of Health and Ohio Department of Agriculture to ensure that all updated compliance requirements are maintained.
• Staff will follow all federal, state and local health and safety requirements.
• A new safety ambassador team will be identified for all facets of Dining Services operations. All Dining Services operations follow enhanced cleaning and disinfection:
  o Dining area/front of the house tables, chairs and other surfaces
  o Kitchen/back of the house
  o Frequency guidelines
  o Disinfection guidelines for food contact surfaces vs. non-food contact surfaces
• All staff will receive additional training on new guidelines regarding cleaning and disinfection.

RECREATION

In addition to all available federal, state, local and university guidelines, Student Life Recreational Sports will also follow the guidance of national sports governing bodies to re-open recreation facilities. The indoor facilities will be open with a focus on cardio and strength experiences, individual activity and programming that can be offered with physical distancing practices in place.

Personal safety expectations

Face masks are required at all times in the recreation facilities except when in the pool.

If you have had COVID-19 (Coronavirus), you should not utilize recreation facilities until you have been checked by your health care provider for myocarditis. It is important to know:

• Myocarditis is a heart muscle inflammation that is sometimes caused by Coronavirus
• Vigorous exercise with myocarditis can increase risk for heart rhythm problems

If you have heart symptoms such as chest pain, shortness of breath, abnormal heartbeats, near passing out or passing out, please seek medical help.

Operations

The following facility changes will be made to promote physical distancing:

• Physical distancing and facility capacity:
  o Fitness equipment will be distanced at least six feet apart following state guidelines.
  o Six to 10 feet of physical distance will be maintained in all activity spaces.
  o Facility occupancy will be limited. Hours and availability may be limited. Updated information about capacity and availability can be found on the Rec Sports website.
  o Family hours will not be provided until further notice.
• Shared equipment will not be available for checkout. Users may bring their own equipment for personal use.
• Space closures
Some sport activity spaces (courts, turf fields, etc.) will be repurposed to house cardio or strength equipment.

Lounge/meeting room spaces (Nike Lounge, Member Lounge, Meeting Rooms) will remain closed except for approved reservations. A few common areas will offer limited seating.

Cleaning expectations

Recreational sports will follow cleaning and disinfection guidelines outlined in the facilities section in addition to the following:

- Staff in facilities will be stationed in areas to clean equipment and other high touch spaces regularly throughout the day. All spaces will also be cleaned and disinfected nightly.
- Cleaning supplies will be available to patrons and will be encouraged to be used on equipment pre-and post-workout.

Activities, programs and services

The following will be permitted with physical distancing guidelines in place:

- Activities with limited or no physical contact, such as cardio, strength training, running, jogging, walking, swimming, table tennis, pickle ball, bouldering, tennis and badminton.
- Use of court or turf space for individual users (may be suspended depending on university guidance)
- Group fitness classes
  - Available virtually only
- Personal training services (may be suspended depending on university guidance)
- Tennis courts
- Indoor rock climbing

The following will not be permitted until allowed by state and university guidance:

- Activities with high contact or in confined spaces (e.g., basketball, racquetball, squash, soccer)
- Sauna and spa

Intramural and sport clubs: Intramural and Club Sports will continue to run virtual programs and phase in individual and group programs as guidance allows. Recreational Sports will work with each sport club to determine appropriate standards on a general schedule to return to practice and compete.

Outdoor trips/programming: Outdoor Adventure Center will continue to run virtual programs. Trips will only resume when university travel restrictions are lifted. Equipment is also available for check out at the Outdoor Adventure Center.

Additional services:

- Day lockers will be limited and operated with physical distancing in place.
- Individuals with locker rentals at RPAC will have access to lockers and should be used with appropriate physical distancing in place.
- Lost and found will not operate during the spring 2021 semester except for high value items such as credit cards and phones.
STUDENT SUPPORT

These guidelines are for general student support services. Given the robust number of services offered by Student Life, each department should use this document to implement appropriate measures to promote physical distancing while providing student support. Each service will adhere to federal, state and local guidelines as well as any university guidelines or guidelines by relevant accreditation bodies (e.g., Student Health Services, Counseling and Consultation Service). Details on each service can be found on their respective websites. For a full list of departments, please visit https://studentlife.osu.edu/departments/.

COVID-19 Related Accommodations: Student Life Disability Services (SLDS), in conjunction with the Office of Institutional Equity (OIE), will work with students who are vulnerable to complications from COVID-19 to ensure that they have the necessary resources to participate in university life as safely as possible. Ohio State students from any campus may submit a COVID-related accommodation request. Students registered with Student Life Disability Services can work directly with their assigned Access Specialist to modify their accommodations or make additional COVID-based accommodation requests.

SLDS updated their recommended syllabus statement to include the process for requesting COVID-related accommodations. Additional operational adjustments due to COVID-19, including exam accommodations, can be found on the SLDS website.

Virtual connection tools: Virtual connection tools (e.g., Zoom, Skype, Teams, telephone) should be used to conduct as many appointments or client meetings as possible to promote physical distancing.

In-person appointments/meetings with students:

- Physical distancing: In-person appointments or meetings should only be held in spaces that allow for six feet of distance between attendees. Face masks are required for in-person attendees, unless not advisable for health reasons or other approved exceptions.
- Hand hygiene: Student Life employees are required to wash their hands with soap and water for 20 seconds before and after in-person meetings with students or clients. If soap and water are not available, use a hand sanitizer that contains at least 70% alcohol.
- Face masks: All Student Life staff are required to wear face masks during in-person appointments.
- Queueing:
  - Clients should maintain a minimum of six feet from others while waiting to check in or receive services.
  - Clients should not show up early for appointments or wait outside of the facility in order to not overcrowd the lobby area.
  - When possible, services will use virtual queueing or text messaging to notify clients that their appointment is ready so clients cannot wait outside of building.
- Lobby areas: Lobby areas will follow facility guidelines outlined above to reduce the number of individuals waiting in close proximity to each other.
- Scheduling:
o Appointment times should be staggered by 10 or 15 minutes to reduce clients in lobbies or waiting areas at the same time (e.g., 1 p.m., 1:15 p.m., 1:30 p.m.).

o Staff schedules should be staggered so staff work on-site and telework alternating days if possible to reduce the number of staff in any office.

- Cleaning expectations: Spaces used for in-person meetings or appointments will be cleaned and disinfected between each appointment using disinfecting wipes on high-touch areas.
- Student Life department should work closely with Ohio State’s ADA Coordinator’s office to move toward seamless access for staff, students and other clients as well as ensure compliance with state and federal mandates.

**STUDENT PROGRAMMING**

Event guidance

Virtual events and programs are encouraged to continue in order to maintain student engagement, involvement and co-curricular learning and development. Until at least February 1, 2021, programming should only be offered virtually; the university will continue to monitor and make allowances for in-person events when it is safe to do so. Updates, information and guidance for hosting events can be found on the [Student Activities website](https://www.osu.edu/studentactivities).

An event is defined as a planned activity, other than academic classes scheduled as part of the university curriculum, that is held in a university building or outdoor space on a university campus or with a community partner. A gathering is defined as a formal or informal assembly of people that is either planned or spontaneous.

These restrictions do not prohibit gatherings for the purpose of the expression of First Amendment protected speech.

Evaluation of the university’s readiness to resume in-person events will be done in accordance with recommendations developed jointly by Government Affairs, Student Life, Academic Affairs, and Business Advancement. In this three-pronged approach, venues would first need to be approved based on their readiness according to COVID operating protocols. Once a venue is approved, a contact person would steward the process of special approval for each event above a certain threshold of expected attendance (still be to be determined). The final step in this process would be for an Events Review Committee to review, approve or deny requests. It is recommended that Student Life create a separate review committee for student organization requests.

If in-person programming is able to resume, decisions on types and formats of programming should consider:

- Ability to maintain health and safety guidelines, while following university guidance that all events and gatherings be virtual with a limit of 10 or fewer in-person participants once in-person programs are approved to resume. Health and safety guidelines include:
  - Physical distancing
  - Appropriate use of space (entrances/exits, moderated entry process)
  - Use of face masks
  - Cleaning, disinfection and hand hygiene
- Ability to achieve stated learning outcomes
- Ability to provide accessible offerings, including live captioning for online events. For more information, visit [https://ada.osu.edu/asl-cart-requests](https://ada.osu.edu/asl-cart-requests).
Catering/food: Although provision of food/refreshments is a traditional method for attracting and engaging students in activities and programs, unless approved as essential and safe by University Catering, food will not be permitted at on-campus events or off-campus events sponsored by the Office of Student Life. Pre-packaged food can be provided following health and safety guidelines.

Off-site programs: Volunteer service programs, retreats, city engagement initiatives, socials and all other events held in non-university venues must abide by federal, state and local guidelines as well as adhere to university guidance. Student Life will also abide by university guidance regarding restrictions on international and domestic travel, which includes driving within the state of Ohio, until June 30, 2021. For more information, please visit Office of Business and Finance website.

Distribution of promotional items, literature or giveaways: Unless critically necessary, events should avoid the distribution of promotional items, literature or giveaway items. If required, appropriate PPE and hand sanitization protocols should be in place and strictly followed.

In-person student organization meeting guidance: Student organizations are required to abide by all university guidelines regarding events and gatherings. Updates, information and guidance for hosting events can be found on the Student Activities website.

STUDENT ENGAGEMENT

Student engagement, involvement and sense of belonging to the campus community have been consistently shown to play critical roles in student success. As the COVID-19 pandemic continues, the Office of Student Life continues to learn and improve our engagement opportunities for students to ensure a robust and comprehensive student experience. The following are recommendations for enhancing the student experience during spring 2021, with explicit goals of increasing student engagement and sense of belonging.

Summary of Recommendations:
1. Increased and targeted marketing of Student Wellness Center Wellness Coaching programs to provide students with more opportunities to engage in wellness either individually or a group setting.
2. Train and support student organizations to deliver extraordinary student experiences through effective recruitment, member engagement and leadership development.
3. Create informal, peer-led cohorts aimed at building community and fostering relationships over four weeks supported by Student Activities.
4. Create Multicultural Center cohort groups for students identifying as first-generation college students and for students identifying as multi-racial/multi-ethnic.
5. Before, during and after virtual programs, more regularly incorporate interactive components for students to engage with each other.
6. Revamp the Residence Life Community Vision Plan and the Paraprofessional Staff and Student Connection Guidance to enhance engagement and programming efforts to ensure they are conducive for virtual and face-to-face interactions that truly build community.

Recommendation #1: Increased and targeted marketing for the Student Life Student Wellness (SWC) Center’s Wellness Coaching program.

Context: Wellness Coaching, which includes peer to peer one-on-one coaching and group coaching, has been a hallmark program of the SWC for many years, but few students participated during
autumn semester. Given feedback from students that the top type of virtual programming they want to engage in is health and wellness-related (61% selected this option on the autumn 2020 Residential Experience Survey), Wellness Coaching is a critical offering that can increase student wellness and community. Wellness Coaching uses wellness and character strengths to promote Schreiner’s (2010) thriving dimensions of positive perspective, social connectedness, engaged learning and academic determination. Outcomes assessed from Wellness Coaching found that a majority of students either agreed or strongly agreed that Wellness Coaching had provided them with greater knowledge about, skills for, and awareness of their personal wellness. Students also agreed or strongly agreed that Wellness Coaching enhanced the thriving dimensions (maintain positive perspective (88%), enhanced social connectedness (68%), increased academic determination (63%) and promoted engaged learning (63%).

**Details:** Wellness Coaching offers one-on-one or small group sessions of 8-12 students with the goal of gaining awareness regarding their capacity to live the life they want to live, both now, and in the future. One-on-one coaching is offered virtually by a peer and there is no limit to the number of coaching sessions a student can schedule. Group coaching is a peer-led series that takes place over the course of four weeks in one-hour long virtual sessions. Additionally, in autumn 2020 Wellness Coaching offered Group Meditation sessions to students. A peer Wellness Coach guides students through a brief meditation in a group setting of up to 25 students per session. After the meditation, student Wellness Coaches help participants process their reactions to the meditation. Group meditation sessions last 30 minutes and occurs weekly. The SWC would partner with CSSL and Student Life Marketing to identify students, based on survey responses and key student characteristics (e.g., first-year students), to create a customized marketing campaign inviting students to participate in Wellness Coaching offerings spring semester.

**Resources:** No additional resources are needed other than staff time to identify students and create marketing campaign.

**Timeline:** Goal would be for marketing to go out during week of January 11 so students can opt into program for spring.

**Recommendation #2:** Train and support student organizations to deliver extraordinary student experiences through effective recruitment, member engagement and leadership development.

**Context:** In 2019-2020, there were over 1,400 active student organizations and the Student Life Survey shows that over half of all students choose to join a student organization. Though the number of active student orgs is slightly lower in 2020-2021, most organizations are still operating at some level, and new organizations are still forming. As organizations continue to operate in virtual spaces, it is important that we provide clear expectations and a variety of support for them to effectively recruit, engage members, and strengthen their leadership teams in order to sustain their organizations for the future.

**Details:** This will involve multiple new and existing programs, services and resources to create a cohesive focus on recruitment and retention, member engagement and leadership transitions. Key elements will include:

- Listening sessions with leaders and members (new)
- Spring Student Involvement Fair
• Required annual trainings for presidents, treasurers, advisors
• Student Org Essentials monthly program series
• Advisor Roundtables monthly program series
• Consultation meetings with Student Org Success Coaches
• Support for student org member retreat experiences (new)
• Student org leader skill-building “boot camp” (new)
• Digital resources
• Point incentives for sport clubs who engage in new retention and recruitment strategies
• Communications plan

Specific considerations will be offered for sport clubs and sororities and fraternities in partnership with the staff who directly support those organizations. In addition, new Get Involved Consultations will provide students who are looking to get involved with an individualized conversation and recommendations for opportunities. Involvement recommendations will prioritize student organizations and include a variety of other Student Life experiences based on student interests.

Resources: In addition to the student organization team members, we will enlist additional staff support from Student Activities colleagues. We are considering incentives to drive student org leader and member participation in the listening sessions and “boot camp” as well as fiscal resources to support virtual retreat experiences.

Timeline: These efforts will be implemented throughout spring semester 2021, beginning with listening sessions and spring Student Involvement Fair in mid-January. Student Org Essentials and Advisor Roundtables will take place monthly between January and April. Consultation meetings with coaches are available year-round. Required trainings and support for retreat experiences will be offered February through April. The “boot camp” will be developed based on feedback from the listening sessions with a goal of starting in February. Digital resources currently exist and will be updated and strengthened throughout the semester. The communications plan is starting in December and will continue through spring semester.

**Recommendation #3:** Create informal, peer-led cohorts aimed at building community and fostering relationships over four weeks supported by Student Activities.

Context: Students and parents have both expressed the challenges in making friends in a virtual environment. On the autumn 2020 Residential Experience survey, when asked how students make friends, 93 explicitly stated they had not made friends during the semester, though 199 did state they made friends through virtual programming.

Details: Student Life Student Activities will develop and implement informal, peer-led cohorts of 8-12 students who sign up for weekly one-hour meetings aimed at building relationships and fostering community on campus. The cohorts will be led by volunteer student leaders. Students will be recruited to cohorts with the expectation that there is not a formal agenda, rather an informal, virtual setting to meet other students. Each meeting would include icebreakers and a semi-structured agenda that may focus on topics such as normalizing the transition to college, how to get involved and ideas for safe, self-guided in-person activities on campus and in Columbus. The number of cohorts will be limited based on the number of student volunteers. The program will be piloted in early February, and if successful, potentially repeated and/or scaled later in spring. Before these networking cohorts are marketed broadly, participation can be driven by referrals from residence hall staff, counselors and Student Life phone calling volunteers.
Resources: One staff member in Student Life Student Activities would coordinate the project for eight weeks, including the lead up to the project. It is estimated that this would take 50% of the staff member’s time.

Timeline: Recruitment and trainings of peer leaders would occur in early January. Recruitment of student participants would occur in mid-January. Cohorts would meet for four weeks beginning in early February.

Recommendation #4: Create Multicultural Center cohort groups for students identifying as first-generation college students and for students identifying as multi-racial/multi-ethnic.

Context: The Multicultural Center offers several student cohort groups focused on creating a sense of belonging, well-being and the formation of meaningful relationships amongst peers. Currently, six cohort groups exist: APIDA cohort, LBGTQ First Year Q*mmunity, La C.A.S.A., Native OSU, Queer and Trans People of Color Cohort (QTPOC) and Women of Color Collective. There has been expressed student interest and perceived need for two additional cohort groups focused on first-generation college students and multi-racial or multi-ethnic students.

Details: The Multicultural Center will begin cohort groups for first-generation college students and multi-racial or multi-ethnic students. Targeted recruitment will occur at the beginning of spring semester, and cohort groups will work over the course of the semester to build community and create a sense of belonging using the existing model in the MCC.

Resources: A GAA in the MCC will direct their work in spring semester to the creation and support of the two cohort groups.

Timeline: Recruitment and initial meetings will occur in January/February 2020.

Recommendation #5: Incorporate Interactive Components to Virtual Programs

Context: Student Life departments offered a high volume of diverse virtual programs during the autumn 2020 semester, but many were presented in webinar format or did not feature a consistent way for students to interact with each other. As long as events must remain on-line, Student Life program planners will create formal and informal opportunities for students to connect before, during and after the main content of the event if they choose. This recommendation is meant to introduce students to new peers and/or deepen existing connections in physical and virtual spaces with the ultimate goal of moving students along a continuum from involvement to engagement to feeling as if they belong to the campus community.

Details: The Co-Curricular Programming Community of Practice will take the lead on developing a succinct facilitation guide filled with recommended practices for enhanced engagement through virtual programming. Recommendations (e.g., when and how to utilize breakout room functionality and supplemental platforms) will be differentiated based on the size and style of event in question. There will also be encouragement for Student Life units and sponsored groups to adopt a “template” format for their events, that includes a sharing of information before events officially start. This can be achieved via engagement in the chat feature or a pre-loaded revolving slideshow while students are waiting for events to start. This initiative will also include asking for more consistency from
Student Life programmers to share upcoming opportunities for additional engagement before the conclusion of an event or via follow-up email to participants with direct links to programs, student organizations, or departmental services.

While the guide will be generic enough for easy adaptability for any program, we want to be sure to be mindful of the impacts of these changes to our graduate and professional students as well. OUAB and Student Activities has a framework to support and engage students in personal and professional development, social engagement and other special opportunities. It is an imperative function for us to continually think about serving all students and what language and adaptations may need to be made for our grad/prof students.

**Resources**: The primary resource needed for this initiative is coordinated, top-down communication about the expectation that every virtual program in Student Life must include at least one interactive element and at least one connection to other opportunities. Details of the facilitation guide will be compiled by members of the Co-Curricular Programming Community of Practice and socialized within that group, which includes representation from all Student Life programming units. Additionally, with the transition to the online environment, much of our outreach and advertising has occurred via social media and email list serves. We implore groups to get creative on how we can market to students in more traditional ways including printed materials, advertising opportunities on food and beverage containers, and other signage options which may exist within Student Life facilities.

**Timeline**: The community of practice should utilize the winter break, defined as December 14, 2020 – January 8, 2021, to develop the outline and framework for the facilitation guide. It is the goal that Student Life entities will be able to integrate the core concepts of the guide into the programs they are offering for the Spring 2021 semester.

**Recommendation #6**: Revamp the Residence Life Community Vision Plan and the Paraprofessional Staff and Student Connection Guidance to enhance engagement and programming efforts to ensure they are conducive for virtual and face-to-face interactions that truly build community.

**Context**: Residence Life has expectations for paraprofessional staff as it relates to connecting with students. Residence Life is currently updating that guidance using the information learned from the residential experience survey to ensure they are connecting with residents virtually and in-person. In addition, each residential community has a Community Vision Plan (CVP) that Hall Directors and Housing Coordinators (HD/HC) create. The CVP outlines their plan for community engagement for the academic year. Residence Life is currently updating the minimum expectations for the CVP and HD/HC’s will have until mid-January to update their plans using what we have learned from the Resident Feedback survey.

**Details**: Residence Life will update Paraprofessional Staff and Student Connection Guidance by early January to train the student staff when they return January 17. HD/HC will have until January 14 to update their plans and review them with their supervisors.

**Resources**: Guidance and a reduction of limitations when it comes to spending on programming and community development.
Timeline: December 2020 through January 2021 and will be implemented when early arrival students start moving into the residential communities. The early arrivers move-in dates have not been determined at this time.

TESTING
As part of Ohio State’s safe and healthy strategy, the university has implemented a comprehensive testing program based on recommendations from the Safe Campus and Scientific Advisory Subgroup and guidance from federal, state and local health authorities. The university continues to refine, improve and expand its testing efforts for spring semester because they are a critical component of a safe and healthy return to on-campus operations:

- Residential students on all campuses and members of the sorority and fraternity community on the Columbus campus must complete a two-part testing program prior to moving back to campus:
  1. Before traveling to campus, they must complete an at-home, mail-in Vault Health COVID-19 saliva test – complete instructions will be provided to students via email and within their test kit packet. The university will provide the tests and cover all shipping expenses. (Members of the sorority and fraternity community will also be required to complete this pre-test.)
  2. Before moving back into their building, they must complete a COVID-19 test at Jesse Owens North.
- All students (residential and off-campus students) will be required to complete weekly COVID-19 testing throughout the semester in addition to receiving two negative COVID-19 tests before resuming in-person classes and/or any on-campus activities or interaction with other students and campus community members. An exemption process will be available for those who meet specific criteria.