Return to Campus Plan

Office of Student Life

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Version 4
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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 announced that the 2020 autumn semester will take place in-person, with approximately 12,500 students living on campus in residence halls. In addition to classrooms and living spaces, other facilities, services and programs will be made available in ways that incorporate appropriate health and safety measures.

This planning document will guide the Office of Student Life’s return strategy. 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.

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

- Facilities
- Staff
- Residential experience
- Dining
- Recreation
- Student programming
- Student support

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 public spaces on Ohio State’s campus. Signage will designate appropriate face-mask removal zones for physically distanced dining, athletics, recreation, performances and other activities.

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, telephone) will be used whenever possible to avoid in-person gatherings and meetings.

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 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 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 cleaned utilizing Student Life’s standard ISSA’s Cleaning Management Institute (CMI) cleaning techniques. This will include using vacuums with HEPA filters and 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:
  o Public restroom cleaning and disinfection frequencies will be cleaned and disinfection at least twice a day.
    ▪ Supplies for handwashing, including soap and materials for drying hands, will be fully stocked every time a restroom is cleaned.
  o Shared common spaces within offices will be cleaned and disinfected daily by Environmental Services staff.
  o Drinking fountains will be cleaned and disinfected at least twice a day.
  o 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.
  o 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 will be 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.

Meeting spaces: Virtual connection tools (e.g., Zoom, Skype, telephone) should be utilized whenever possible to reduce 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:
• Meeting spaces on campus 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: 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.

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
• Respiratory symptoms, such as dry cough or shortness of breath
• Sore throat
• Headache
• Body ache
• Chills
• Loss of taste or smell

Please note that up to date symptoms can be found at https://wexnermedical.osu.edu/features/coronavirus/patient-care/symptoms-and-prevention

Training: All staff will be required to complete Buckeye Learn safety and health training modules before returning to campus for autumn semester.
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 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 employ a phased approach to bring staff back to campus, limiting the number of staff returning 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/exiting the building at any one time.

Meetings: As much as possible, meetings should be held virtually using virtual connection tools (e.g., Zoom, Skype, 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 (e.g., food preparation, cleaning protocols). Exceptions must be approved by the department’s Director and/or 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 at https://hr.osu.edu/coronavirus/leave/

RESIDENTIAL EXPERIENCE

The residential experience has been cited by research as one of the single most important piece of the collegiate experience, contributing to critical learning and student development. Ohio State looks forward to welcoming students back to campus in the fall. 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

Given the impacts of COVID-19, The Ohio State University temporarily expanded the housing exemption criteria for returning second-year students for the 2020-21 academic year. Second-year students can request an exemption to not reside on campus by emailing housing@osu.edu. Housing assignments and roommate information will be available in mid-July. Incoming first-year students will receive housing and roommate assignments in mid-July.

Move-In process: The student Move-In process will occur over a period of 12 days leading up to autumn semester. Residence hall openings will be staggered over this period. Students will schedule a move-in date and time to ensure a limited number of students move onto each floor of each building at a time (a maximum of eight per building per one-hour period), with the goal of facilitating physical distancing throughout the entire Move-In process. We will also limit move-in times for buildings in close proximity to each other to facilitate physical distancing and better manage traffic flow. Scheduled move-in time blocks will occur from August 12 to August 23, although not all buildings will be available for move-in on each of these dates. Students will be contacted in mid-July with their building assignment, and will then be able to schedule their move-in date and time.
• Students are asked limit the number of people assisting them with Move-In to 1-2 people. Students and those helping them move will be asked to wear face masks, unless not advisable for health reasons, as well as perform temperature and COVID-19 symptom self-assessments before arriving on campus. As we learn more about COVID-19, these guidelines and expectations may be adjusted.

• Moving carts will be provided to students to assist with Move-In; staff will sanitize carts after each use.

• A limited number of Move-In volunteers will be on-site to direct traffic and answer questions but will not assist students with moving belongings.

• For out of state students who feel they must make airline reservations prior to the July building assignment notification, we strongly urge arriving no earlier than August 17.

Living expectations (see facilities content for space specifics)

• All students will be expected 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.

• Residents will be expected to follow the expectations and guidelines outlined in Ohio State’s at http://safeandhealthy.osu.edu.

• 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, or small groups will convene to promote physical distancing.

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.
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.

Non-university housing

Living expectations: 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.

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 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.

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.
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 and condiment/flatware stands will not be available. Condiments, flatware and other items will be provided as a part of the mobile ordering process and distributed with the food items. Guests must follow staff instructions regarding beverage service.
- Reusable containers and cups will not be utilized or permitted.
- Limited seats will be available on a first come first served basis. 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.

Catering

- All client meetings will be conducted virtually and if a client must visit in-person appropriate guidelines will be maintained including physical distancing and wearing face masks.
- Boxed meal options will be encouraged for all events.
- The following will not be offered:
  - Self-serve items, beverage stations and condiment stations
  - Family-style services, including table wine, passed beverages or passed appetizers
- The following will be offered, by only if provided and attended by a staff member:
  - Buffets served by staff
  - Coffee and other beverages at stations with staff attendants

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:
  - Dining area/front of the house tables, chairs and other surfaces
  - Kitchen/back of the house
  - Frequency guidelines
  - 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.

Operations

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

- Physical distancing and facility capacity:
  - Fitness equipment will be distanced at least six feet apart following state guidelines.
  - Six to 10 feet of physical distance will be maintained in all activity spaces.
  - Facility occupancy will be limited. Hours and availability may be limited.
- Shared equipment will be limited and 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
- Group fitness classes
  - Available virtually, by reservation or drop-in. Capacity will be limited to promote physical distancing.
- Personal training services
- Tennis courts

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

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

Intramural and sport clubs: Intramural 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.

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 autumn 2020 semester except for high value items such as credit cards and phones.
The RPAC Kids Zone will not be open at the beginning of autumn semester, but may be re-open using a phased approach during the semester following all federal, state, local and university guidelines.

Personal safety expectations

Face masks for Recreational Sports users will be required in commons spaces. Users are encouraged to discuss whether face mask use is advisable during exercise with their physician. If a weight room user needs a spotter within six feet during a lift, both the user and spotter will be required to wear a face mask.

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, 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:
  - 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.).
  - 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**

Events and programs, held in both indoor and outdoor spaces, are encouraged to continue in order to maintain student engagement, involvement and co-curricular learning and development. Delivery methods may include in-person, virtual and hybrid elements. It is highly encouraged that student programming be offered using virtual platforms and tools when possible. It is required that virtual offerings be used when physical distancing is not possible. For any in-person event or program, it is required that attendance be taken, preferably using card swipes from a BuckID reader.

Decisions on types and formats of programming should consider:

- Ability to maintain health and safety guidelines
  - 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 info, visit [https://ada.osu.edu/asl-cart-requests](https://ada.osu.edu/asl-cart-requests).
- Appropriate staffing to monitor and address:
  - Capacity (i.e., regulating entry and accounting for attendees who have exited to ensure capacity limits are not exceeded)
  - Event navigation (e.g., one-way traffic flow using separate entrances and exits where possible)
  - Maintenance of physical distancing guidelines and/or use of PPE
  - Varied technical needs of virtual or hybrid programs
- Transportation considerations
  - Physical distancing of riders
  - Cleaning and disinfection before, during and after use
  - Sufficient capacity (e.g., size of vehicles, potential for looping to transport groups in multiple waves)
  - Following university guidelines, all international and domestic travel restrictions have been extended until December 31, 2020. This includes driving within the state of Ohio.
• Liability waivers
  o Either on-site or during pre-registration, have attendees acknowledge risk of participation
  o Aids in attendee tracking for potential future contact tracing
• Audio/visual and other technology
  o Capabilities to support interconnection between in-person and virtual formats
  o Ability to make announcements to set expectations, address non-compliance, etc.
  o Potential to record and re-broadcast content of in-person programs for asynchronous delivery at a later date
• Adjusted event timeframes for in-person programs
  o Additional pre-function time to allow for safe queuing and crowd management
  o Additional event hours allowing attendees to navigate programs whose content is not specifically time-bound (e.g., social events, table fairs, etc.)
  o Possibility of shortening event times when appropriate to allow greater capacity for cleaning and resetting between programs using the same space
• Use of marketing strategies and site signage to communicate parameters and expectations

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.

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 December 31, 2020. For more information, please visit [http://www.travel.osu.edu](http://www.travel.osu.edu).

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 space use guidelines when formally or informally using Student Life facility spaces and should consider guidance outlined above when making all programming decisions, regardless of location.
  • Student organizations are expected to follow federal, state and local guidelines as well as adhere to university guidelines as well as research on COVID-19 to determine which activities have lower or higher risks associated with them when planning meetings or events (e.g., singing in enclosed spaces has been found to increase spread of COVID-19).