

The Franklin & Marshall College

Health and Safety Plan

Per the June 3, 2020, Preliminary Guidance for Resuming In-Person Instruction at Postsecondary Education Institutions from the Pennsylvania Department of Education

INTRODUCTION AND SUMMARY

Franklin & Marshall College's Health and Safety Plan ("the Plan"), developed in accordance with the June 3, 2020 Preliminary Guidance issued by the Pennsylvania Department of Education (the "Preliminary Guidance"), as well as guidelines from the Centers for Disease Control, is described herein. The Plan was developed by Franklin & Marshall's Re-opening and Operations Team ("ROOT"), comprised of administrators from key divisions of the College and co-chaired by F&M employees Donna Pflum and Gretchen Meyers, Ph.D., with the assistance of the Penn Medicine/Lancaster General Health Student Wellness Center staff, external consultants Keeling & Associates, and other external expertise.

The Plan describes a strategy as to how the College will coordinate with public health officials; devises a strategy and approach as to how the College will safely resume in-person instruction and monitor the health of the campus community; describes a strategy to mitigate and contain possible spread of the virus on campus and to inform the Pennsylvania Department of Health if transmission occurs at the College; and describes a communication strategy to provide accurate and timely information to the College community. The Plan further provides for consistent reinforcement of health practices related to hygiene, sanitation, social distancing, and face coverings on campus, as well as necessary modifications to facilities to create a healthy environment. Finally, the Plan reflects a review of attendance requirements, travel, and policies related to individuals with a high risk of COVID-19, and modified academic instruction, schedules and calendars so as to adapt to current health conditions, transmission levels, and community spread.

A STRATEGY ON HOW THE INSTITUTION WILL COORDINATE WITH LOCAL PUBLIC HEALTH OFFICIALS, OR THE EQUIVALENT OF

Franklin & Marshall's approach to mitigating COVID-19 risk of infection is consistent with guidance provided by the Center for Disease Control, Pennsylvania Department of Health, American College Health Association, and local health professionals at Penn Medicine Lancaster General Hospital. It includes pre-screening for symptoms prior to arriving back on campus; testing; daily self-screening by constituents after arrival; availability and use of masks and other personal protective equipment; physical distancing; cleaning protocols; comprehensive education and communication; and appropriate quarantine, isolation, and contact tracing protocols. Physical health and mental health resources will be accessible through a combination of in-person and remote approaches.

Franklin & Marshall will continue to monitor the health and safety of the campus over the course of the term using the methods described above. Should public health officials and/or the College determine that compromises to health and safety related to COVID-19 require the campus to shut down, students and their families will need a plan for exiting campus. The College will support students in safely exiting campus and assist students in identifying housing if they cannot exit, as it did during the spring semester. Physical health and mental health resources will be accessible through a combination of in-person and remote approaches.

A STRATEGY TO SAFELY RESUME IN-PERSON INSTRUCTION



Wearing a mask and utilizing personal protective equipment

The Pennsylvania Department of Education presently requires that all faculty and students wear masks while in the classroom, and masks will be mandatory in all public areas of the Franklin & Marshall campus. In accordance with Center for Disease Control guidelines, face shields should not be worn as an alternative to masks because they serve to protect the wearer, but do not protect those in close proximity to them. Every member of the Franklin & Marshall community who will be on campus in the fall will be provided two washable cloth masks. Face coverings must be worn on campus whenever people are in a shared space. Disposable masks will be available around campus as backups. Offices will be provided with supplies such as hand sanitizer and wipes so that individuals can keep their workspaces clean. Every student will be provided a PPE kit upon arrival containing two masks, gloves, hand sanitizer and cleaning wipes. Replacements to these items will be facilitated through each student's assigned College House.

Maintaining physical distance of at least 6 feet from others

According to the Center for Disease Control, the most effective tool at this time to reduce the spread of COVID-19 is physical distancing, which means keeping space between yourself and other people outside of those with whom you live. To practice physical distancing, the Center for Disease Control advises that

individuals stay at least six feet (about two arms' length) from other people, do not gather in groups, stay out of crowded places and avoid mass gatherings.

At Franklin & Marshall this will require the following:

- All campus spaces where people congregate, including classrooms, house common areas, and dining services, must be configured to provide for six-feet of separation between people occupying the space and 36 square feet per person.
- Each academic department will redistribute desks, tables, and other furnishings and equipment in line with Center for Disease Control guidelines around social distancing, and visual cues will designate physical distancing requirements.
- For all shared or common spaces, Franklin & Marshall will post on the entrance any restrictions on use and capacity. The total number of people allowed to congregate in open public areas will be limited in accordance with state regulations.
- For areas that allow for large groups to maintain social distancing, entrance and egress pathways will be established to limit the opportunity for people to pass each other on their way in and out and, when needed, to aid in keeping an accurate headcount on how many people are in a space at one time.
- Interactions that cannot be conducted while maintaining six-feet of distance should be limited to less than 10 minutes at a time and/or include increased personal protective equipment.

Cleaning and disinfecting working, living, and learning areas and Supporting personal hygiene (hand washing, hand sanitizing, etc.)

Custodial staff will be responsible for regularly disinfecting key areas across campus, including common areas with regular traffic; public restrooms in academic and administrative buildings; and residence halls. High-touch surface areas will be disinfected multiple times daily.

Additionally, each classroom and each department will be supplied with cleaning supplies to disinfect desks or any other equipment prior to any discrete use. These supplies will include disinfectant wipes and hand sanitizer. These supplies will be replenished once a day and a deep cleaning of all classrooms will take place every night.

Note that the revised Module schedule has 30 minutes between class periods to facilitate less dense passing periods and time for clearing and cleaning. Faculty members and students will be expected to sanitize their desks and work areas when arriving into a classroom space.

De-Densification of Campus

For fall 2020, Franklin & Marshall will be occupied at significantly lower density levels. All members of the sophomore cohort (excluding House Advisers and those few approved to be on campus) will be required to continue with remote instruction in the fall. In addition, all students were given a choice as to whether to pursue remote or in-person residential learning. A number of other students may choose to continue learning remotely for personal reasons or due to travel restrictions, which will also reduce our residential population.

Where possible, students will be housed in single rooms, and separate isolation and quarantine spaces will be created.

We will also use the guideline of 36 sq. ft per person to de-densify the classroom, which will result in the capacity of most classrooms being reduced by 50%.

Wherever possible, employees whose presence on campus is not essential for the day-to-day operations of the College will continue to work from home.

A STRATEGY TO MONITOR HEALTH CONDITIONS ON ITS CAMPUS COMMUNITY

Daily Screen

All students and employees learning or working on campus will be required to complete a daily self-screening, where they will self-monitor for signs and symptoms of COVID-19. This will be completed through a Qualtrics survey.

If a student or employee completes the self-screening and identifies that they are experiencing one or more symptoms, students will be directed to consult with the Student Wellness Center and employees will be directed to consult their healthcare provider.

Baseline testing for all members the Campus Community

Franklin & Marshall has contracted with [the Broad Institute](#) to meet the College's COVID-19 testing needs. With this partnership, there is ample ability to perform testing on campus for all students and employees.

Upon arrival to campus for the fall semester each student will be tested and quarantined in their rooms until their test results are received. These arrivals will be staggered to ensure capacity limits are maintained. Commuter students will quarantine in their homes.

During the initial quarantine period, on-campus students will have their meals delivered to their residence hall or college-owned residence. Students will be able to leave their rooms only to use the bathroom, get their meals from the hall delivery point, or in case of emergency.

Students will then be tested again a week after their initial test on campus. Thereafter, the College will follow public health guidelines with a focus on continued daily screening and education regarding their pledge to the community and other protocols (masks, physical distancing, cleaning, surveillance testing, contact tracing, etc.) to support the safety of our campus.

All Franklin & Marshall employees will be tested for COVID-19 on campus at the College's expense before the semester begins.

Continued Testing

- After baseline testing, a response team will monitor campus conditions and additional symptomatic and surveillance testing will be conducted as follows:
 - Test students (1) if they have symptoms that suggest COVID-19, (2) as part of regular surveillance testing of random and vulnerable subgroups of students, and (3) if they are identified as close contacts of an infected person and testing is recommended by public health officers.
 - Encourage faculty and staff to seek testing from their personal health care providers if they (1) have symptoms that suggest COVID-19 or (2) are identified as close contacts of an infected person and testing is recommended by public health officers.

Contact Tracing

Based on Center for Disease Control recommendations, Franklin & Marshall will be using contact tracing as a preventive measure against the spread of COVID-19 on our campus. The Student Wellness Center and / or Human Resources staff (with help from LGH when non-Franklin & Marshall community members are involved) will interview everyone found to have COVID-19 to identify all persons with whom that individual has had close contact (defined as being within less than 6 feet of the infected person for more than 10 minutes) since becoming infected. The staff members (“contact tracers”) will then contact and inform the people identified by the infected person (contacts) about their possible exposure. Contacts will be required to quarantine on campus or at home until 14 days after their last exposure while also monitoring for symptoms. Asymptomatic contacts quarantining on campus will be housed in the campus quarantine facility of Schnader Hall. Asymptomatic residents will be housed on the second and third floors. Student Wellness Center staff may recommend that contacts should also be tested, depending on the circumstances and timing of the exposure. Contacts who do develop symptoms during quarantine must be tested and should seek medical attention.

A STRATEGY TO MITIGATE AND CONTAIN THE SPREAD OF THE VIRUS ON CAMPUS, AND TO INFORM THE DOH IN THE EVENT THAT TRANSMISSION OCCURS AT THE INSTITUTION

The Pennsylvania Department of Health will receive reports of testing results from the Broad Institute with regard to the mass baseline testing. Campus officials will submit reports to the local DOH office through symptomatic testing. Should F&M demonstrate any sign of outbreak (i.e., spread within a housing area, social group, team, etc.) on campus or an increase in percent of positive cases through our surveillance testing, the local DOH office will be informed.

When a student presents with symptoms

Students experiencing symptoms should immediately contact the Student Wellness Center, which will help them complete a medical evaluation and determine whether to perform a COVID-19 test.

All symptomatic students living in on-campus and off-campus housing will be tested and have the option 1) to return home if they have a safe way to travel (i.e. limited to no risk for the individual or those around him/her during travel) and that home is a safe environment for the individual and family members or 2) to move to isolation at an on-campus quarantine facility in Schnader Hall. Symptomatic students who have been tested and are awaiting results and students with positive test results will be isolated on the first floor of Schnader Hall. Asymptomatic students who have been identified through contact tracing will be housed on the 2nd and 3rd floor. All students at Schnader Hall will receive meal delivery and daily monitoring by the Student Wellness Center.

When an employee presents with symptoms

If an employee develops symptoms during the day, they should alert their supervisor, return home, and contact their primary care provider. Contact tracing will begin via HR.

Employees should continue to review the COVID-19 Employee Resources website for further information on workplace policies and procedures in light of a potential employee positive test. This site can be found on the homepage of Inside Franklin & Marshall, an internal F&M community tool.

A STRATEGY TO MONITOR CAMPUS SAFETY AND COMMUNICATE ACCURATE AND TIMELY INFORMATION TO STUDENTS, FACULTY, STAFF, AND THE COMMUNITIES IT SERVES

Community Public Health Dashboard

On a daily basis, F&M will monitor the public health and safety of the campus and community, as well as its capacity to deliver a high-quality academic and student life experience. A pandemic operations response team (“PORT”) will facilitate the collection of quantitative and qualitative indicators that senior administration will utilize to make decisions about ongoing operations. These indicators include, but are not limited to, the following:

- Federal, state, and county regulations
- Trends in numbers of COVID-19 cases nationally, in Pennsylvania, and in Lancaster County
- Numbers and trends in COVID-19 cases among students, faculty, and professional staff
- Trends in numbers of students in quarantine (suspected positive for COVID-19, tested, and awaiting results) and isolation (tested positive for COVID-19), and availability of quarantine and isolation space
- Capacity for baseline testing of students, faculty, and staff upon arrival, surveillance testing throughout the semester, and symptomatic testing and contact tracing as required
- Supply of PPE, cleaning supplies, and custodial staffing
- Consistent student compliance with public health protocols as outlined above and described in the Franklin & Marshall Pledge (below), with strict enforcement and monitoring of numbers of violations
- Quality of the academic program and pedagogy (via data gathered from faculty and students)

- Quality of the academic and student life experience (via data gathered from surveys and focus groups with students)

Communications to Students, Faculty and Professional Staff, and Parents

F&M will send weekly updates on the public health and safety of the campus, utilizing data and indicators from the dashboard, as referenced above. Should any incidents or emergencies occur, the College will send more immediate messages and updates to its community.

REINFORCE PRACTICES RELATED TO HYGIENE, SANITATION, AND FACE COVERINGS ON CAMPUS

The leadership of the Diplomatic Congress and the Student COVID-19 Task Force, in collaboration with the senior officers of the College, developed the Franklin & Marshall College Pledge to articulate our shared responsibilities for being together safely as a residential community. The pledge makes clear the obligations we each hold in order to return to campus and, in asking returning students to agree to it, inspires confidence in our ability to do so safely.

At Franklin & Marshall, we are a community, diverse and unified. We gather through our studies, interests, and causes as we explore, celebrate, and learn from our differences and shared experiences. We live and grow together. For more than two centuries, the College has brought Diplomats to our campus to forge a learning community, connected by a sense of duty toward each other, to Franklin & Marshall, to Lancaster and our world.

As we plan to reopen, today's Diplomats are tasked with new responsibilities. Being on campus during the COVID-19 pandemic will require *all* of us to be conscientious stewards of our own health and safety and that of our communities, on campus and beyond. By adhering to the necessary policies and protocols, we will exemplify a resilient and considerate community – physically distant but socially and intellectually together.

The Franklin & Marshall College Pledge can be reviewed [here](#). Students are required to acknowledge and agree to the pledge as a condition to returning to campus.

Consequences for Non-Compliance with the Franklin & Marshall College Pledge can be reviewed [here](#).

IMPLEMENT SOCIAL DISTANCING INTERVENTIONS AND MAKE THE NECESSARY MODIFICATIONS TO FACILITIES THAT MAY CREATE AN ENVIRONMENT CONDUCTIVE TO HEALTHY, SAFE, AND INCLUSIVE LEARNING

Course Instruction

Franklin & Marshall College will be using a hybrid or blended learning model, which creates a system in which all students and faculty can access their courses whether they are able to be on campus or not. Moreover, this model offers us maximum flexibility in the event of a COVID-19 resurgence that forces us to switch to fully online, and it accommodates temporary steps if a faculty member or student comes in contact with the virus.

In-Person Classrooms

We will use the guideline of 36 sq. ft per person to de-densify the classroom, which will result in the capacity of most classrooms being reduced by 50%. In assigning classrooms, we will use the benchmark of assigning a space with capacity for at least 50% of the course's enrollment, enabling faculty to meet with at least half their students at one time. Courses with lower enrollments are more likely to be assigned rooms that can accommodate most or all of their students at one time.

All classrooms will be set up by facilities staff to meet the required physical distancing of the professor and students. Classroom configurations assume that the professor will remain at the front of the room at a distance of 6 feet away from student seating. Faculty will be expected to maintain this physical distance while teaching and classroom furniture should not be moved without a work order.

One-on-one activity between students and their professors (advising, office hours, independent study meetings, etc) should take place remotely and not in small office spaces.

Online Classroom

F&M's faculty are committed to this work and to building community intentionally among their class members. Whether online or in person, all our courses will deploy both high-impact interactive engagement, as well as thoughtful self-paced asynchronous activities, to the greatest educational benefit. Interactive engagement includes not only faculty-student relationships, but also student-student interaction, both of which are crucial to a high-quality educational experience.

Faculty will also devise solutions that achieve the same learning goal, given the constraints of time, effort, and circumstances for both student and faculty members. We want all our students to get an excellent F&M education, no matter their circumstances. Some in-person activities will be streamed live to remote students (a number of larger classrooms will allow remote participation from their students, having been updated with permanently installed cameras and microphones. ITS has also purchased mobile camera and microphone setups to facilitate smaller discussion-based instruction in some additional rooms); in other cases, faculty will employ alternative assignments or remote meetings.

Specialized Classroom Spaces (science labs, theaters, dance, studios)

Faculty have received training on appropriate ways to integrate remote students into labs, studios, and performance spaces and training on online instruction and simulations so that all students can engage with the course material.

Residence Halls and Off-Campus College Housing

F&M is committed to housing its students on campus as safely as possible. Many will be in single rooms, although we also have the possibility of housing some students in large doubles (over 200 square feet).

Some students will still share bathrooms. However, the College has closely examined the fixture counts (toilets, sinks, and showers) to ensure the ratio of students to fixtures is 5:1 or lower. Face coverings should be worn in bathrooms except when using the sink or shower. Students should use the same bathroom fixtures (e.g., stall, sink, shower, etc.) as consistently as possible. Protective barriers will be installed between sinks, where feasible. Students will not be able to keep toiletries in the bathroom and are encouraged to wipe down the bathroom fixtures after use with disinfecting wipes provided.

Residence lounges will each have a maximum occupancy in order to ensure physical distancing. Limited gatherings will be permitted within residential space with restrictions based on space, location, and in accordance with Pennsylvania Department of Health guidelines. Face coverings must be worn in public settings. At the conclusion of the gathering, all surfaces must be wiped down with provided disinfectant products.

Students are expected to keep their residential spaces clean and to clean shared spaces and surfaces after use. Supplies will be provided for shared bathrooms and common spaces to keep the space clean between professional cleanings.

Students are welcome to use laundry spaces, with a recommended one student present at a time. If more than one student is present, students must observe social distancing guidelines and wear a face covering. Students are required to use precautionary sanitizing practices such as wiping shared surfaces after each use.

Kitchen spaces in College Houses will be closed for the fall semester.

Athletics

On July 31, Franklin & Marshall announced the cancellation of all athletic competitions scheduled during fall semester due to the current state of the COVID-19 pandemic and the latest NCAA Resocialization Guidelines. This decision includes all fall, winter and spring sports scheduled to compete before Jan. 1, 2021.

We will make a decision regarding returning to play for spring semester at a later date, and work with the Centennial Conference to determine the feasibility of shifting fall competitions and championships to the spring semester.

We plan to conduct team-related activities during the fall semester for all teams in accordance with NCAA, state and local health guidelines.

Get answers to frequently asked questions on fall athletics (including varsity, club, and intramural sports) and access to athletic facilities on our Go Diplomats webpage.

Dining Hall

The Restaurants at Benjamin Franklin Hall (referred to on campus as DHall) will be the only dine-in option for students. DHall will be open continuously from 7:30 a.m. to 8 p.m. Monday through Friday and 9:00 a.m. to 8:00 p.m. Saturday and Sunday with unlimited access for students on the default “All Access” meal plan. The DHall will be closed for 30 minutes before lunch and dinner for cleaning and sanitizing the dining rooms. KIVO (kosher dining option) will be closed Fridays at dinner until Sundays at lunch. Students requiring special diets will place orders for meals over the closing which will be available for pick up when needed.

The menus and food service stations are still being developed, however the following stations in DHall will be operational in the fall:

- My Zone (gluten free)
- Deli selections
- The Grill
- Pasta
- Pizza (personal pan size only)
- Trellis (vegan/vegetarian)
- Sustenance (comfort food)
- KIVO (kosher; dairy and meat)
- Mongolian Grill
- Daily specialty salads will be offered (no salad bar)
- Waffle makers, toasters and topping will be moved over next to the Trellis station and will be served upon request (no self service)

The Blue Line Café and Steinman College Center will be operating with pre-order-by-app or grab-and-go only. There will NOT be on-site dining at these locations. The hours of operation for these locations has not yet been determined. Flavors in Barshinger Life Sciences & Philosophy Building will be closed for the fall.

Additional Safety Precautions

- All dining locations will have required Plexiglas shields at points of service and other locations as needed
- Signage, floor stickers for social distancing, and direction arrows will be installed to assist with student circulation and efficiency
- Masks will be required when entering and moving through the dining hall. Once seated, diners may take off their masks.
- Food service workers will wear PPE and will wash their hands and sanitize at established intervals
- Sodexo (our catering service) has developed a required 4.5 hour special COVID-19 training program that all employees will attend before the start of the semester to contribute to student safety as well as their own. Additional employee training will be conducted as the semester begins.
- Food service workers will hold daily staff health and safety briefings

- Tap readers will be used for meal plan access (on-site). Checkers will not handle the student cards.

Building Access

During Fall 2020, many academic, co-curricular, athletic, and administrative offices and buildings will operate on reduced or modified hours to support campus de-densification, to facilitate enhanced cleaning protocols in accordance with CDC guidelines, and to limit the sizes of gatherings. Campus building hours will not extend beyond the hours listed, but may be shortened at the discretion of the divisional Vice President.

Academic Buildings:	Monday through Friday: 7:30 a.m. to 10:30 p.m. Saturday and Sunday: closed (Faculty and staff will retain weekend access to offices and research spaces through card access and/or keys. Students who have need for weekend access to labs due to credit-bearing or work-study commitments could receive access by request approved by faculty advisor and/or department coordinator.)
Alumni Sports & Fitness Center	Monday through Thursday: 6:00 a.m. to 11:45 p.m. Friday: 6:00 a.m. to 10:45 p.m. Saturday and Sunday: 7:00 a.m. to 7:45 p.m.
College Bookstore	Hours available on <u>website</u> .
Kreisel Innovation Zone	Monday through Friday: 7:30 a.m. to 10:30 p.m. Saturday and Sunday: 12 p.m. to 10 p.m.
Martin Science Library and Shadek-Fackenthal Library:	Monday through Friday – 8 a.m. to 10 p.m. Saturday and Sunday – 10 a.m. – 10 p.m.
Mayser Gymnasium	Monday through Friday: 9 a.m. to 11 p.m. Saturday: 8 a.m. to 10 p.m. Sunday: 10 a.m. to 10 p.m.
Steinman College Center	Monday through Friday: 7:30 a.m. to 11:30 p.m. Saturday: 9 a.m. to 11:30 p.m. Sunday: 12 p.m. to 11:30 p.m.

Each division across campus will confirm the hours of operation of the buildings under their supervision. Access to campus buildings by anyone other than F&M faculty, staff, and students will be strictly limited; see F&M's visitor policy. While in campus buildings, all community members will be held to all F&M public health protocols, including physical distancing and wearing face coverings.

Please note that access and building hours may change based on current public health realities. In addition, as dictated by Occupational Safety and Health Administration and Pennsylvania Department of Health regulations any campus building may be closed for a period time in accordance with regulations for risk mitigation following a positive case in the building.

The Department of Public Safety will not respond to calls to open buildings for individuals outside of operating hours, unless authorized by a senior staff member in the appropriate division.

Extracurricular Activities, Planned & Unplanned Gatherings & Meetings

Wherever possible, gatherings of individuals (outside of scheduled class meetings) should be held remotely to uphold public health safety guidelines and the principles of the F&M Pledge. CDC guidelines state: “The *more people* an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.” However, the State of Pennsylvania does currently permit gatherings of certain sizes, indoor (no more than 25 people) and outdoor (no more than 250). Community members should observe the following additional guidelines for gatherings, on and off campus, to maintain the public health and safety of the F&M community. Event or gathering coordinators must review any event that may be unable to meet any of these guidelines with the appropriate VP.

- Follow all campus health protocols as outlined in the F&M pledge, including physical distancing and required face coverings, during gatherings.
- Observe capacity limits and physical distancing protocols as posted in or published for spaces throughout campus where people gather, both spontaneously and for planned activities.
- Limit spontaneous gatherings in indoor common areas.
- At outdoor gatherings, place appropriate indicators of physical distancing on the ground where possible.
- Limit the duration of all gatherings, both to mitigate relaxation of public health protocols and to ensure equity in the availability of safe gathering spaces.
- Reserve spaces, including outdoor tents, through the college reservation system to ensure equitable access.
- Follow required sanitizing and cleaning requirements for indoor spaces using sanitizing equipment at stations inside campus buildings. Each participant is responsible for sanitizing the space before and after the event.
- Do not serve food and drink, as eating and drinking require the removal of one’s mask. The consumption of food and drink on campus is limited to dining facilities, designated eating areas, or private spaces.
- Avoid the distribution or sharing of items.

Campus Visitors

Franklin & Marshall College will strictly limit visits from outside the campus community so as to help mitigate health risks. Accordingly, all internal academic spaces, residential spaces, offices, and social and cultural spaces

will be open only to faculty, professional staff, and students absent specific permission as described below. In general, all visits not required for the operation of the College should be suspended and conducted remotely.

Visitors who are necessary for the operations of the College must be approved at a divisional level in advance and coordinated by an F&M host, sponsor, or contact in order to enter any indoor spaces. Visitors must agree to adhere to campus health protocols at all times during their visit, and are subject to specific screening protocols.

External service contractors must coordinate with their campus contact in advance of their arrival on campus. All information regarding external service contractors and their access to campus must be shared in advance of their visit with Facilities and Operations.

Given the proximity of the campus to public spaces, the external grounds of F&M remain open at present for the limited purpose of traveling through campus. However, all campus facilities (including the libraries, Phillips Museum and recreational spaces, with the exception of those described below) are closed to the public. Signage will remind the public that face coverings and other health protocols are required if passing through campus property.

Outdoor recreational spaces and fields, including the Williamson track and the Armstrong, Baker, and Race fields, remain open at present to visitors, subject to their strict compliance with the College's health protocols and the principles of the F&M pledge. Appropriate signage will remind visitors of those protocols, which may be enforced by the College's Department of Public Safety. Organizations wishing to utilize the track must be approved in advance by the Department of Athletics and Recreation. Such approval will necessarily be limited.

Some offices of the College will have regular campus visitors (such as Admissions and Athletics). In these special cases, a detailed plan that outlines points of contact, screening, PPE, and public health protocol enforcement should be submitted in advance to campus leadership. A team of college officers responsible for monitoring the ongoing public health and safety of the campus will track visiting groups and numbers to ensure these do not violate the policy or exceed safe numbers.

REVIEW AND ADJUST ATTENDANCE REQUIREMENTS, ABSENTEE POLICIES, AND NON-ESSENTIAL TRAVEL FOR STUDENTS, INDIVIDUALS AT HIGH RISK OF COVID-19, AND PERSONNEL

Academic Policies

Faculty received the following guidance with regard to student attendance in courses:

- As always, faculty create and manage their own attendance policies. This year, "attendance" may look different and faculty should think ahead about how to track and assess it.
- We encourage you to continue to be flexible as we all face the enormous stresses of our current world. Consider requiring "proof of activity" rather than attendance per se.
- At the same time, keeping track of our students' well-being is more important than ever. If you do not hear from/see a student for a week or so, or if you have any concerns about a student's health or well-being, whether they are on campus or remote, please contact [DipCares](#) immediately.

- This year, please do not require a signed medical excuse for a student's absence. Our medical staff need their attention focused elsewhere, and our students have signed a pledge to stay home if they feel the slightest bit unwell. Please use alternative strategies to assess whether a student is sufficiently engaged in your course and give students the benefit of the doubt.
- Hybrid/blended learning courses allow students to engage no matter where they are. If they are mildly ill or staying home out of an abundance of caution, they can "attend" and stay engaged remotely; if they are more seriously ill, you'll need to work with them on how to accomplish your learning objectives, just as in a regular semester. Everyone is likely to be anxious about the possibility of falling sick and what will happen if they do. Consider addressing your plans for accommodating illness in your early class sessions as well as on your syllabus.

Grading Policy

The Educational Policy Committee (EPC) has decided that there will be no alteration to the traditional grading system for the fall semester.

Return to Work Policies

As described in the College's Return to Work Manual, available on the F&M website, F&M employees are provided a range of workplace guidance policies and procedures, including safety practices, flexible work arrangements, maintenance of a healthy workspace, contact tracing procedures, and exposure protocols.

Travel and Transportation

For Students

We encourage students to stay on campus when possible; however, students will be permitted to visit downtown Lancaster as long as they are not exhibiting symptoms and are in compliance with federal and state regulations and guidelines, in addition to the protocols of individual restaurants and businesses.

The College plans to offer its shuttle service (the "Lancaster Loop") on a less frequent basis than its usual schedule, and by reservation only to maintain capacity and physical distancing requirements. The route will be limited to local stores for groceries and other supplies: Wegmans, Giant, Target and Walmart. Details of the route and hours of operation will be provided on the College Vans website.

Upon Campus Arrival and Departure

Due to COVID 19, F&M will not be offering College shuttles upon student arrival in the fall of 2020. For students' convenience, we have compiled a list of area providers who are available for hire.

The College will be offering shuttle service from campus back to PHI, BWI and MDT at the end of the semester. Check the transportation website for dates once the Fall schedule is confirmed.

For Employees

F&M Employees have access to an internal COVID-19 Employee Resources website where they can access the [Return to Work Manual](#) and obtain further information on workplace policies and procedures in light of potential work-related travel.

MODIFY COURSE MODALITIES, SCHEDULES, AND ACADEMIC CALENDARS TO ADAPT TO CHANGING TRANSMISSION LEVELS AND COMMUNITY SPREAD OF THE VIRUS

Course delivery and method

F&M will switch to a 5-module academic schedule. Our normal two semesters will be divided into:

- Four 7-week units of instruction
 - Modules 1 and 2 in the fall
 - Modules 3 and 4 in the spring
 - One optional January term (to be delivered entirely online)
- We have included an extended winter break to avoid the height of flu season.
- This is designed to manage the uncertainty of the fall and the whole year, promoting health and safety, while also enabling flexibility in a time of evolving health considerations.

All courses will be delivered in a Blended Learning format. Blended Learning refers to a pedagogical approach that skillfully deploys and integrates instruction in two main modes:

- Asynchronous self-paced instruction: This mode contains all activities, exercises and assignments that do not require a student to interact in real time with the instructor or another student. Accordingly, self-paced instruction can be delivered flexibly and asynchronously to students.
- Synchronous faculty-interactive instruction: This mode contains all activities, exercises, and assignments that require a student to interact in real time with the instructor or other students. Note that interactive instruction is not necessarily in-person, since it may occur online in a variety of ways.

This summer, faculty actively engaged in professional development training to support this shift. Through F&M's new Course Development Institute, professors are learning the established best practices for a blended learning environment. Most are already hard at work building out new versions of their courses that will take full advantage of this innovative approach. As a community of teacher-scholars, F&M's faculty is dedicated to cutting-edge teaching and research that benefit all students.

Switching to a module system reduces by half the number of courses a student is taking at any given time, and because professors will teach only one course in most modules, this will provide the maximum opportunity for the one-on-one mentorship students have come to expect from their Franklin & Marshall education. We believe that, in a physical distancing world, the module system also will provide the best opportunities for students to form close bonds with fellow students. In addition, this change makes it easier to support the tech needs of

blended classrooms and to accommodate careful cleaning and other safety measures. Finally, these curricular adjustments provide maximum flexibility should adjustments to course delivery become necessary due to faculty or student illness or a change of resident status for the campus community as a whole. F&M will carefully monitor the public health and safety of the campus and will immediately adjust overall course delivery and methods in response to trends on campus and in the community. This may include, but not be limited to, temporarily moving some or all courses to online instruction or shifting to fully remote learning for the remainder of the semester.

The following is the adjusted Fall 2020 Schedule:

- August 26: Module 1 classes begin
- October 6: Module 1 classes end
- October 7: Reading day
- October 8-9: Module 1 examinations
- October 12: Module 2 classes begin
- November 20: Module 2 classes end
- November 22: Move-out of on-campus housing
- November 23-27: Reading days (Thanksgiving November 26)
- November 30-December 2: Module 2 final examinations (online)
- December 3: Winter recess begins

CONCLUSION

Please continue to review the information available on our [Fall 2020 Reopening Plan Website](#), which is the College's main source for the most comprehensive, detailed, and latest information. More details and answers to frequently asked questions will continue to be added.

PA Reopening Plan Requirement

“Postsecondary education institutions choosing to resume any of the in-person operations permitted during the various phases of PA’s reopening plan are required to create their own Health and Safety Plan, or its equivalent, and make that plan available to the public before proceeding to resume in-person instruction, operations, services, and activities. The Health and Safety Plan must also be communicated to students, faculty, and staff. The plan should address, at minimum, the following set of strategies:

- A strategy on how the institution will coordinate with local public health officials, or the equivalent of;
- A strategy to safely resume in-person instruction;
- A strategy to monitor health conditions on its campus community;
- A strategy to mitigate and contain the spread of the virus on campus, and to inform the DOH in the event that transmission occurs at the institution; and
- A strategy to communicate accurate and timely information to students, faculty, staff, and the communities it serves.

Additionally, the institution’s plan should further address the following public health and safety measures [NOTE: Specific guidance and considerations associated with each of these public health and safety measures are provided in Section II of the preliminary guidance document]:

- Reinforce practices related to hygiene, sanitation, and face coverings on campus;
- Implement social distancing interventions and make the necessary modifications to facilities that may create an environment conducive to healthy, safe, and inclusive learning;
- Review and adjust attendance requirements, absentee policies, and non-essential travel for students, individuals at high risk of COVID-19, and personnel; and
- Modify course modalities, schedules, and academic calendars to adapt to changing transmission levels and community spread of the virus.”