COVID-19 Addendum to 2020-2021 Student Handbook

This addendum is intended to define expected student practices and behaviors designed to mitigate the spread of the COVID-19 virus. The practices and behaviors are based on guidelines provided by the Midland County Health Department, the State of Michigan, and the CDC. It is expected that all Northwood University students will abide by the practices and behaviors found in the addendum. This addendum is valid until further notice.

1. Prior to arrival to campus
   a. 14 days prior to arrival to campus, students should
      i. Begin daily symptom monitoring
         1. Symptoms of COVID-19
            • Fever or chills
            • Cough
            • Shortness of breath or difficulty breathing
            • Fatigue
            • Muscle or body aches
            • Headache
            • New loss of taste or smell
            • Sore throat
            • Congestion or runny nose
            • Nausea or vomiting
      ii. Students should limit their contact with others outside their household
           1. Maintain proper social distancing
           2. Wear facemask
      iii. Student should limit travel, especially to areas that are known “hot spots” for COVID-19 cases
      iv. Students should not travel internationally
           1. If a student has travelled internationally, it is expected they will self-quarantine for 14 days

2. Symptom monitoring
   a. Students are expected to complete a symptom check every day regardless of class schedule
      i. If a student would answer affirmatively to any questions or have any listed symptoms, they should contact COVID-19 hotline: 888-591-0500 and the Northwood University Health Center: 989-837-4312
   b. If a student is ill, they should stay home and contact health care providers and the Northwood University Health Center at 989-837-4312

3. Expected practices to be done daily
   a. Frequently wash hands with soap and warm water for at least 20 seconds
   b. Apply hand sanitizer containing at least 60% alcohol between hand washings
   c. Avoid gathering in groups and always maintain proper social distancing (6 feet, 2 meters)
d. Clean and disinfect frequently touched surfaces, such as doorknobs, handles, light switches, and cell phones

e. Avoid touching face and mouth

f. Cough or sneeze into crook of elbow

g. Do not shake hands with others

h. Stay home if ill

4. **PPE expectations**
   a. Facemask must always be worn when inside all buildings
   b. Facemask must be worn outside if not able to maintain proper social distancing
   c. Facemask care and storage
      i. Students are expected to properly care for and store their reusable facemasks

5. **General cleaning guidelines and expectations**
   a. Classrooms
      i. Wipes provided in classrooms
      ii. Students are expected to clean desk/area upon arrival
   b. Computer labs
      i. Wipes provided in all labs
      ii. Students are expected to clean keyboard/mouse/area upon arrival
      iii. Students are expected to clean keyboard/mouse/area when leaving
   c. Break Out Rooms
      i. Wipes provide in all break out rooms
      ii. Students are expected to clean desk/keyboard/area upon arrival
      iii. Students are expected to clean desk/keyboard/area when leaving

6. **Dining Facilities**
   a. Physical distancing in lines
      i. Floors marked to provide for proper social distancing
   b. Facemasks must always be worn until students are seated at tables and are eating
   c. Mobile ordering platform
      i. Allow for ordering to go
      ii. Allow for touchless payment
   d. General guidelines
      i. Students should allow more time for dining
      ii. Dining staff will serve and prepare food. There will be no more self-serve
      iii. Floors will be marked to designate desired traffic flow
      iv. Students will be expected to use designated entrances and exits

7. **On campus residences**
   a. Room cleaning
      i. Cleaning supplies will be provided by the University at start of each semester
      ii. Students responsible for replenishing their own cleaning supplies during semesters
      iii. Students will be expected to regularly clean bathrooms in apartments/suites
      iv. Northwood University health and safety checks will be done every two weeks
   b. Lounges
      i. Exterior doors to lounges will be marked with maximum capacities or will be marked as closed
   c. Laundry rooms
      i. Occupancy of laundry rooms will be posted and must be adhered to
      ii. No special precautions needed when washing clothes
iii. Wipe down surfaces upon entering room
iv. North Village laundry room lounges available only to those using machines
d. 24-hour market in North Village
   i. Limited to 1 shopper at one time
e. PPE
   i. Masks on at all time when outside rooms
   ii. Can remove masks when in room
   iii. Avoid touching surfaces as you walk through residence
f. Guest policies
   i. Only 1 visitor at a time per resident allowed in on-campus residences
   1. 4-bedroom apartments in North Village can have up to 4 guests at one time
   2. Each suite in Miner/Dubois can have up to 2 guests at one time
   3. No overnight guests in any campus residences
g. Traffic flow
   i. Exterior doors will be clearly marked as either entrances or exits
   1. Limited entrances to help control traffic flow and to limit cross traffic

8. Commuter Students
   a. Students residing off campus should always practice social distancing
      i. Students should not host social gatherings and large numbers of guests

9. COVID-19 conditions
   a. In response to conditions, Northwood University and local health officials may order students to quarantine or isolate
   b. Any student that is ordered to quarantine or isolate are expected to do so
   c. Students are expected to be compliant with any contact tracing that may need to be done
   d. Students who do not isolate or quarantine when ordered to do so will be subject to sanctions up to and including removal from University housing and/or suspension from the University

Students will encourage and model proper behavior and adherence to the policies in this addendum. Students may report any unsafe practices they might witness to the Dean of Student Affairs.