



RETURN TO CAMPUS SAFELY PLAN

AUGUST 2020

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PLAN OVERVIEW

This document represents the Thomas College plan to safely return to campus for in-person instruction and residential life for the 2020-2021 school year. The health and safety of Thomas College's students, faculty, and staff are our top priority. With that in mind, the following plan presents how that will happen in a way that ensures the safety of the entire campus community.

Thomas College's COVID-19 Response Team has relied on scientific data and guidance from regional, state, and federal leaders in public health, education, and emergency management to inform this plan. The Team has actively engaged with health care, education, and public safety officials across Central Maine to ensure an aligned approach to community safety. The College is an active partner with Maine's private and public higher education institutions and participated in developing a common framework to safely reopen higher education statewide. All guidance within this document adheres to Maine laws and regulations.

This plan is a living document. Until a COVID-19 vaccine is available, there remains risk, and the public health situation can change. Thomas College is committed to regularly revisiting this plan and updating policies to address changes and keep the campus community safe. This includes plans to quickly shift to hybrid and remote delivery scenarios should circumstances require those actions to keep the campus community safe.

COMMUNITY COMMITMENT

The Thomas College Mission:

Thomas College prepares students for success in their personal and professional lives, and for leadership and service in their communities.

We remain committed to the success of our students, the well-being of the entire campus community and to providing a safe campus environment for all faculty, staff, and students. Thomas invites and expects all members of the campus community to assist in exercising and respecting the range of risk mitigation strategies that are designed to promote a healthy campus, recognizing that individual actions help contribute to the community's overall experience. The College intends to follow local, state, and federal guidelines, to provide support to the members of the community, to remain flexible to respond to changing circumstances, and to communicate with the campus on an ongoing basis.

The College community cannot *eliminate* all risk associated with the current pandemic, but we can *mitigate* the impact of the COVID-19 virus on our campus by taking prevention seriously. **EVERYONE** needs to be committed to "taking care of each other." Following CDC guidelines, participating in the College's testing program, wearing a mask, staying home when you are not feeling well, practicing social distancing and good hand hygiene will assist the Thomas community to be together on-campus to learn, live, work and recreate. To this end, we are

asking each member of the community to sign a Pledge—our commitment to each other, that we will each do our part to help reduce the risk of COVID-19.

THOMAS TERRIER PLEDGE

THOMAS COLLEGE TERRIER PLEDGE

The Thomas College community is a caring, supportive, and resilient one.

Each of us must be leaders and accept and embrace the call to service that will protect everyone in our community. Your dedication and determination will create the safest possible space in which we all can live, work, and learn, together.

As an informed and vital member of the Thomas College community, I agree and commit to protect myself, protect my family, protect my friends, and protect the entire Thomas College community in the following ways:

- Self-screen daily for COVID-19 symptoms
- Practice good hygiene, including frequent hand washing
- Wear a facial covering when appropriate
- Practice social distancing by remaining 6-feet from others
- Help to keep shared spaces sanitary
- Participate in campus testing and contact tracing
- Observe and follow posted signs and instructions
- Regularly monitor campus communications for updates
- Actively encourage others to adhere to our Terrier Pledge
- Show leadership and kindness in the service of our community

Signature

Printed Name

Date

HEALTH AND SAFETY GUIDELINES

Testing

All faculty, staff and students will be tested as we return to begin the fall semester and then half of our community will be tested each week (every individual will be tested every-other week) through December. The actual testing will be self-administered (while observed by a trained professional), and is the less-invasive, front interior of the nose test. Members of our community who are at higher risk (food service, custodians, safety and security officers, in-season athletes) will be tested weekly. See Appendix 3 for more detail ([Click here](#)).

Face Masks and Face Shields

Students, faculty, staff, and guests are required to wear facial coverings/mask in public areas and inside all buildings. Facial coverings/masks will be required outdoors when social distancing cannot be maintained.

Exceptions: when alone in an individual office or space; within resident students' own residence hall room when alone or with roommate and the door is closed; within the Dining Center, Jeanie's Café, or Dog Pound face covering/mask can be removed only while seated at the table for the purpose of eating.

Face shields may be an alternative for those individuals with medical, behavioral, or other challenges who are unable to wear masks/face coverings. Students or employees seeking an accommodation to use a face shield should contact Lisa Desautels-Poliquin, VP Student Affairs, or Michelle Joler-Labbe, Chief HR Officer, respectively to discuss individual situations.

Face shields may be used by a faculty member when teaching class from the front of the room and maintaining a 6-foot social distance from students. The faculty member will need to wear a face mask into the class and replace with the shield when at the front of the room. Likewise, faculty should remove their shield and replace with a face mask when leaving the room. In the auditorium only, individuals (faculty/students) may use face shields when presenting from the stage and socially distancing.

Face shields worn in place of a face covering must extend below the chin and back to the ears.

Social Distancing (6-feet)

We are modifying common spaces with reduced density and occupancy limits, creating buffer zones, and adding some physical barriers to allow individuals to work and learn while still maintaining a healthy physical distance from others.

In outdoor spaces, such as the quad and trails, social distancing is encouraged. If social distancing cannot be maintained outdoors, facial coverings should always be worn. For this reason, at all times, individuals should carry a mask with them.

Hand Hygiene

Maintaining good hand hygiene is crucial for personal safety. Individuals should wash hands frequently with soap and water for at least 20 seconds. When hand washing isn't available, use hand sanitizer. Sanitizing stations have been increased around campus. Avoid touching your face with your hands.

Daily Screenings

Each member of the Thomas community is asked to self-screen daily before arriving to campus or leaving residence hall room (students). All community members will be screened as part of the College's testing protocol. Additional screening may be required for students using Health Services and student-athletes. Campus guests will follow the guest policy for screenings.

Screening questions include:

Do you have any of these symptoms?

- Cough (non-allergy related)
- Shortness of breath or difficulty breathing

Or at least two of the following symptoms:

- Fever (temperature 100.2 or greater)
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore Throat
- New loss of taste or smell

Have you:

- Been exposed to COVID-19?
- Been diagnosed with COVID-19?
- Traveled outside of any exempt (currently: ME/NH/VT/NY/CT/NJ) states over the last 16 days?

If you answered YES to any of these questions you should NOT come to campus. Resident students should contact the Health Center.

ACADEMICS

Instruction and Policies

Thomas College will provide a mix of face to face, hybrid, and online learning opportunities for students in the fall 2020 semester. Classroom capacities and course sizes have been reduced and physical classrooms have been reconfigured to provide social distancing for students and faculty. The course meeting schedule has been adapted to provide extra time between classes to assist with decreasing hallway congestion.

As a campus-based institution, Thomas cannot guarantee a fully online or remote learning schedule or experience for its students. Students with specific requests for scheduling are asked to contact Michelle Yates in the Registrar's Office at michelle.yates@thomas.edu. Requests will be considered on a case by case basis and may include consideration of issues such as international status, state of residence, class status/time to degree, and documented medical issues.

The College requires that face masks, or approved shields, be worn always in classrooms and public spaces. Individuals who may need to seek accommodations for this requirement are required to contact either Michelle Joler-Labbe at michelle.jolerlabbe@thomas.edu (for faculty and staff) or Lisa Desautels-Poliquin (for students) at lisa.desautelspoliquin@thomas.edu for more information.

Students will be expected to participate in the College's testing program related to COVID-19 in order to physically attend classes. Students who test positive for the virus or display any symptoms should seek guidance immediately from the Health Center by emailing Cheryl Daggett at cheryl.daggett@thomas.edu or calling 859-1401.

The Thomas College academic calendar for all divisions and programs can be found at <https://www.thomas.edu/calendar/>. **Accelerated MBA** courses are scheduled to begin on Monday, August 24. **Early Start** courses for undergraduate students will begin Wednesday, August 26. Should circumstances dictate, however, the College is prepared for a return to an online format at any time during the term or to make other adjustments to the calendar as needed. Fall semester officially begins September 8.

Faculty will be provided with individual sets of markers and erasers for their personal classroom use and cleaning protocols will be established for each teaching classroom. Students and faculty will be asked to clean surfaces as they enter a room. Shared computers will be equipped with keyboard covers to facilitate cleaning. Many classrooms are receiving upgrades in technology such as interactive whiteboards or speaker or video systems.

Thomas students may continue to exercise options related to internships, field placements or similar off-campus educational experiences. In all these instances, the student is advised to follow the guidelines of their placements for all off-campus sites in addition to those of the College.

Faculty Senate meetings will be remote through the fall term. Other meetings at the School or committee level may be either remote or in person consistent with COVID-19 room capacities and other health guidelines in this plan.

Both faculty and students are encouraged to be flexible in terms of academic policies to accommodate possible issues related to attendance or work dictated by health concerns or the need for quarantining by either faculty or student.

While students may visit faculty advisers or instructors briefly in their offices, they are encouraged to make alternative arrangements on campus for longer interactions. Offices such as the Registrar and Student Financial Services may encourage students to schedule appointments to coincide with reduced room capacities and to diminish wait times.

Student Success

The Student Success Center will continue to offer tutoring and academic coaching during the fall semester. Tutoring and academic coaching will be provided through a mixture of face to face and virtual options. For the safety of tutors and students, occupancy in the Student Success Center is limited. For more information on Student Success Center services and options, please contact Debbie Cunningham at debbie.cunningham@thomas.edu.

The College's **Early Start** program will feature staggered move-in times for students, in keeping with New Student Orientation. Classes will be held in a mix of classrooms, outdoor spaces, and virtual environments. All snacks will be individually wrapped and distributed with minimal person-to-person contact. Workshops and indoor events will be conducted by class to maintain group sizes, unless utilizing space that can safely accommodate more than one class. Tents will be rented and staged in the quad to allow for outside/alternative space. Service projects will focus on items students can make individually and donate (e.g., blankets for Project Linus) with supplies and focus time provided by the program. For information on Early Start, please see the information posted online at <https://www.thomas.edu/early-start/> or contact Ashlee Fecteau at ashlee.fecteau@thomas.edu.

Peer-Led Team Learning (PLTL) group sessions for designated classes will be scheduled in classroom spaces using recommended capacities and social distancing. For more information about PLTL, please contact Matthew Nash at matthew.nash@thomas.edu.

TRIO will continue to offer full services during the fall. Success coaching and events will be offered through a mixture of face to face and virtual options. For more information on TRIO services and options, please contact Zahayra Razo at zahayra.razo@thomas.edu or Debbie Cunningham at debbie.cunningham@thomas.edu.

The **JMG** (Jobs for Maine's Graduates) programming and staff will continue at Thomas in the fall. JMG will observe the occupancy limit in its space, and staff will utilize acrylic sheets on desks or on the study table when working with a student. Club meetings will be conducted virtually or in alternative space with appropriate occupancy limits. Academic coaching will be conducted virtually when effective. Furniture will be removed to scaffold social distancing in the space, and the refrigerator and microwave will be labeled "Staff Use Only" until further notice. For more information on JMG services and options, please contact Nicole Lazure at lazuren@thomas.edu.

Academic Coaching and Ramp Up 101

Each staff member who serves as an academic coach will work in an office that allows for social distancing. Student meetings will be limited to 30 minutes, and academic coaches will utilize Teams for academic coaching when effective. Generally, no back-to-back in-person academic

coaching sessions should be scheduled, and only one student at a time will be allowed in staff offices.

Tutoring

There will be one tutor on duty at a time in the Student Success Center. Acrylic sheets will be installed at the tutoring table and furniture rearranged to reduce cross-traffic with staff offices. Tutoring sessions will normally be limited to 30 minutes, with up to 1/3 of tutor hours conducted virtually via Teams and 1/3 of tutor hours will be individually scheduled using reservable space.

Alternative Test Site

Ashlee Fecteau will prepare a staff office in AL-124 for use as a distraction-reduced test environment in cooperation with Lisa Desautels-Poliquin, VP of Student Affairs.

Library and Information Services

The Thomas College Library will be open to serve the community with reduced capacity limits. The Help Desk will be staffed at normal hours to assist students, faculty, and staff. Most assistance from the Service Desk or Information Services can be completed remotely. Due to new occupancy numbers for the Library, at the busiest times of the day, there may be a waiting line to enter. Please use Microsoft Teams, a phone, or email to contact the Service Desk.

Acrylic sheets have been installed at the Service Desk and between computers/workstations. New cleaning protocols for loaning and returning equipment as well as for reserve materials have been developed. Thin plastic keyboard covers are being placed on shared desktop and laptop computers to make cleaning keyboard easier. For more information on library specific policies, please contact david.smith@thomas.edu.

STUDENT LIFE

Physical Health Services

The Health Center will be open during the week for student health concerns. Students may visit in-person or they may use telehealth services. **Students must call the Health Center in advance to schedule all in-person and telehealth visits. There are no “walk-in” visits permitted.**

Protective measures will be used to ensure student safety during in-person visits. These include a limit of one student in the waiting room at a time, cleaning and sanitizing between every student visit, and additional protective barriers and PPE.

Health Services will be available during weekend hours through an on-call triage or staffing service. More information will be available when students arrive.

In the event of a campus community member contracting COVID-19, Thomas College will follow Maine CDC protocol. Protocols include public health official notification, isolating and

quarantining all affected individuals, symptom monitoring and treatment, and return to campus/class plans.

Mental Health Services

Individual counseling services are available to students through telehealth. Students can call or email the counselor to schedule appointments. A private space will be reserved on campus for student telehealth counseling sessions. Additional counseling hours will be available to better meet student needs. Please contact Carol Jollotta (carol.jollotta@thomas.edu) with questions.

Residential Life

Though the residential experience for Thomas College students will look different than in past years, staff are committed to offering programs, services, and opportunities to build community through small groups, in-person, and online.

Thomas College will stagger resident arrival times to help minimize congestion on move-in dates. **Residents must follow their day and time move-in assignment.** Specific move-in times will be available by August 12th. Important move-in protocols include:

- All residents and family members/move-in helpers must wear face masks while in the Residence Halls and in the immediate vicinity outside of the halls while the move in process is taking place.
- Residential Life staff will be in the buildings and available to provide directions, but residents will be responsible for moving their items into their room.
- Residents will be limited to *two* family members or move-in helpers (however, only one can be in the residence hall at a time).
- Additional family members/move-in helpers are welcome to come to campus, but they cannot be in the building at the same time with the resident and are asked to remain with the vehicle outside.
- Once the move-in period ends for a resident, only residents will be allowed in the residence halls.
- New students moving in for first-year Orientation and Early Start will be given information on the schedule for family members immediately following the residential move in time.

After move-in the following protocols and guidelines apply:

- Residents are required to wear a face mask that covers the nose and mouth any time outside of their bedroom. You may be required to use a face covering while using communal bathrooms to the extent that wearing one does not interfere with your hygiene activities such as teeth brushing and showering.
- Residents and roommates will NOT be required to wear masks or maintain physical distance when alone in a room and the door is closed.
- Residents who have another resident in their room visiting must wear the face mask as well.

- Masks and physical distancing must be observed in all common areas such as hallways, lobbies, stairwells, laundry areas, offices, kitchens, lounges, etc.
- Frequent cleaning of common and high traffic areas will be provided. Residents of Village, Bartlett and Townhouses are encouraged to keep their common spaces including bathrooms sanitized and clean throughout the semester.
- Residence Hall entry is limited to only residents of Thomas or approved Thomas staff or vendors. For the safety of our residential communities, non-residential students/guests will not be permitted in housing. This includes no overnight guests as well.
- Residence Hall room capacity has been changed to reflect the health and safety of our students and are to include:
 - GPH, Hinman and Village Rooms: No more than 2 (not including room owners)
 - Bartlett and Townhouse Suites: No more than 5 (not including room owners)
- Hinman and GPH common area bathroom use should be limited to no more than 3 at any one time and residents are encouraged to use social distancing inside of these spaces.
- Many commons spaces have been adjusted to accommodate furniture to properly maintain social distancing and capacity guidelines. The College reserves the right to close common spaces as deemed necessary for reasons of health and safety. Each space will have signage to limit the number of students in each space at any given time.
- Multiple floor/hall programs will be offered to allow all who wish to participate the opportunity to do so. Programming by the Residential Life staff will be adjusted to meet health and safety guidelines.
- Due to the need for reduced numbers in housing, several rooms have been taken “offline” and/or filled with only one resident (doubles locked in as singles). These rooms/spaces will not be open or assigned out to students throughout the semester for room changes.

Thomas College has designated space in campus housing for any students who may be directed by the Health Center or other authorities to isolate or quarantine.

Policies and procedures for the residence halls are subject to change as the public health situation changes. Residents will be made aware of these changes in a timely manner and expected to adhere to all policies and procedures.

Activities and Recreation

On-Campus Entertainment, Events, and Activities: Thomas College will continue to offer a full array of indoor and outdoor entertainment and events on campus. These opportunities will comply with state safety guidelines and college policies. Masks are required and social distancing will be observed. Depending on the venues, different capacity restrictions will apply. Any food or supplies will be individually packaged for participants’ health and safety. Virtual options will be made available when possible. Facilities staff will regularly clean and sanitize spaces before and after use.

Off-Campus Entertainment, Events, and Activities: Thomas College will offer off-campus options that are safe, accessible, and that comply with state and College guidelines. These opportunities are subject to venue rules, capacity, and other applicable state regulations. Space and transportation will be limited to adhere to safe social distancing guidelines. Masks must be worn during any indoor College-sponsored events and outdoors when social distancing isn't possible or as required by the venue.

Alfond Athletic Center: all students and staff are required to make a reservation to use the athletic center. This includes use of the Weight Room, Cardio Room, Multi-purpose Room (dance room), and plyometric room. The field house will be broken into separate courts to reserve, Court 1, Court 2 and Court 3. Reservations are for 50 minutes. Reservations are made online at www.imleagues.com. Students and staff will need to create an account using their Thomas email.

In addition to reservations, occupancy restrictions will be in place for the different spaces, and users will be provided supplies to clean up after use. Facilities staff will clean and sanitize throughout the day.

CAVE and Esports: the CAVE will have a maximum occupancy of 6 players at any given time. The CAVE will move to a **scheduled-practices-only state of operation**. Walk-in play is not available. Students who otherwise do not have the equipment may schedule individual practice time. All players will be provided cleaning supplies and expected to sanitize the equipment and space after use.

GOAL (Get Out And Live): this is an ongoing initiative to offer students opportunities and activities outdoors. Thomas College is committed to expanding these opportunities for the 2020-2021 school year. For a full list of activities see Appendix 4: GOAL Plan ([Click here](#)).

ATHLETICS

Thomas College is committed to a high-quality athletic experience for our student athletes that protects the health and safety of our entire community. Thomas College drew upon the best available information from national athletic associations, state and federal public health authorities, and athletic leadership from other higher education institutions. Thomas College remains engaged in ongoing discussions with our athletic conference (North Atlantic Conference), college presidents, medical professionals, and athletic directors.

The North Atlantic Conference (NAC) has suspended intercollegiate athletic conference competition for the fall 2020 semester. Thomas College remains committed to providing a safe and meaningful athletic experience. In the coming semester, Thomas College intends to provide student athletes experiences in the following:

- Competitions, up to the maximum allowed, with colleges and universities with similar testing regimens that comply with our institutional policies and with state and federal guidelines and regulations.
- Robust strength and conditioning, team training, and individual technical training.
- Leadership and mental fitness programs.
- New wellness and recreational opportunities for our entire College community that leverage outdoor campus facilities and resources.
- Expanded athletic and recreational opportunities through community partners.

To mitigate risks for student athletes and staff, new safety procedures that include daily symptom screenings, temperature checks, weekly COVID-19 testing for all in-season student athletes, face masks when appropriate, new cleaning and sanitizing protocols, personal and protective equipment, and social distancing requirements have been implemented.

Current National Collegiate Athletic Association (NCAA) guidelines indicate that a students' athletic eligibility will not be negatively impacted by participation in any of these activities. All student-athletes are required to complete the necessary NCAA Compliance/Athletic Training/Sports Information elements prior to engaging in sport-related activities.

Preseason for fall sports has been canceled. All student-athletes will return to campus with the general student population through a staggered schedule. The NAC will monitor the changing public health conditions and NCAA guidance with the hope to begin competition for winter sports athletic competition as early as January 1, 2021. Winter and spring sports currently remain on schedule. Non-traditional seasons for spring sports have been modified utilizing the above procedures and guidelines.

FACULTY AND STAFF

Return to Work

It is Thomas College's expectation that most employees will return to the office by the start of the academic year. Exceptions include faculty members teaching remotely or staff who are granted an accommodation through Human Resources. It is a requirement that all safety protocols set by the state and college are followed. To allow for social distancing and not to exceed office capacity numbers, departments may consider:

- Staggered work shifts and expanded workdays to reduce number of people in offices and on campus at any given time. (Example: Two shifts 6AM- 12:30PM and 12:30PM- 7PM rotated weekly)
- Four-day work weeks (10 hours each day). (Example: Half work M-Th and the other half T-Fri)
- Eat in offices, off campus or outside – limit time in employee lounges for food prep only.

Testing

All faculty and staff are required to take an observed self-administered COVID-19 test between mid/late August and the first part of September and bi-weekly throughout the Fall semester. Consent forms will need to be signed and on file. See Appendix 3 for more detail ([Click here](#)).

Accommodations

If an employee wishes to request a reasonable accommodation based on a health-related condition or disability, please contact Michelle Joler-Labbe in Human Resources.

Training

All faculty, staff and students will be required to view and acknowledge understanding of a Coronavirus prevention training video.

Health and Safety

If employees answer “yes” to any of the daily screening questions they will need to stay home for three full days after no fever (under 100.4), without fever-reducing medications like ibuprofen. If students or employees become sick while on campus, they must be isolated until they are either safely transferred home or to a healthcare facility.

Personal Protection

All employees will be given two Thomas-branded cloth face masks and a 4 oz personal hand sanitizer spray. Disposable face masks will be available in key locations: Welcome Center, Student Affairs, Human Resources, Security Office. Acrylic sheets are **NOT** an alternative to a face covering, it is just an added layer of protection. If a social distance of at least six feet behind the barrier cannot be maintained, a face covering must be worn.

Meetings

Thomas College recommends that meetings be held virtually whenever possible. However, there may be times when face-to-face meetings are more desirable. Face coverings must always be worn and there needs to be a physical distance of at least six feet between all individuals in the room for in-person meetings. In-person meetings should not exceed one hour.

Guests

All guests should be pre-approved by a supervisor or appropriate PC member. Guests need to answer screening questions prior to coming to campus. If they answer “yes” to any question they will not be permitted on campus. The faculty or staff host must notify Safety and Security with the guest’s name, phone number, and date of the visit. If the guest is on campus for an interview, Human Resources should be notified with the same info above. For a full list of guidelines please see **Guest Protocols** in the IMPORTANT STAFF, STUDENT, AND GUEST PROTOCOLS section at the end of the plan ([Click here](#)).

Travel

If faculty and staff are traveling out of state other than to NH, CT, VT, NY or NJ (current state-approved travel list) let supervisors and Michelle Joler-Labbe know in advance. Upon returning there are three options:

1. Self-quarantine for 14 days in your home before returning to work.
2. Get tested within 72 hours of returning to Maine and return to work with the negative test results.
3. Get tested at a local “Swab and Send” upon your arrival back to Maine and self-quarantine in your home until you receive your results. Return to work with a copy of your negative test result. (A list of “Swab and Send” locations can be found on the Maine CDC website <https://get-tested-covid19.org/>. The appointment can be made in advance of your trip so you can essentially test on the day that you return)

For more detail on college and personal travel guidelines please see **Travel Protocols** in the IMPORTANT STAFF, STUDENT, AND GUEST PROTOCOLS section at the end of the plan ([Click here](#)).

Positive COVID-19 Test or Caring for Family Member with a Positive Test

Contact Michelle Joler-Labbe as soon as possible to discuss accommodations and options under FFCRA, FMLA or any other policies that may apply. In Michelle’s absence, faculty and staff may contact Cheryl Daggett or Lisa Desautels-Poliquin. View the Families First Coronavirus Act (FFCRA) FMLA poster here: https://alumnthomas-my.sharepoint.com/:b/g/person/hr_thomas_edu/EamXMP8tFO1LvWe7cCO-lrABrWoCNdhxNpYm7ka2zwXeYA?e=Dcrlke

PHYSICAL PLANT

Cleaning and Disinfection Overview

Cleaning and disinfecting protocols will meet or exceed those required by the U.S. CDC. All products used will be EPA-registered disinfectants that have been approved for use against SARS-CoV-2 (COVID-19) pathogens.

Enhanced cleaning services will be provided at increased intervals by custodial staff. Application of products will include the use of electrostatic fogging machines. Common areas, stairwells, bathrooms, study rooms, resident halls, athletic, and recreation areas will be disinfected each day of the week. Hand sanitizer dispensers have been added to all common areas of campus.

Classrooms and labs will be cleaned and disinfected each day of the week Monday through Friday. Resident hall restrooms will be cleaned and fogged twice daily every day of the week.

High touch point surfaces including doorknobs, push plates, light switches, handrails, and elevator buttons will be disinfected continually throughout the day. Disinfectant wipes will be provided in all classrooms, the library, study rooms, and computer labs.

Employees will be responsible to clean and disinfect their personal office space. Custodial staff will clean and fog outer office spaces daily, Monday through Friday. Disinfectant spray and wipes will be offered to all personnel. Personnel can submit a maintenance request if they would like their office deep cleaned or fogged by custodial staff. Office trash should be placed inside the office but near the door so custodial staff will have easy access. They will gather the trash when they are coming by to disinfect doorknobs.

Cleaning Protocols

Office spaces, Student Commons, Alford Athletic Center, Athletic House, gym, auditorium, classrooms, and athletic training areas will be cleaned daily, every morning, followed by disinfecting of high-touch surfaces. A second round of disinfecting will occur midday each day. Areas to be disinfected are tables, doorknobs, light switches, handles, desks, phones, keyboards, toilets, faucets and sinks, elevator pads, and handrails. Staff and faculty are asked to remove all items at workstations that tend to be shared, such as pen holders, paper clips, candy dishes, etc. There will be ongoing disinfecting of shared surfaces like elevators, stair handrails, copy rooms, and bathrooms throughout the day.

Classrooms: custodial staff will clean all surfaces and then spray (disinfect) these spaces between 5 a.m. and 7:30 a.m. Monday thru Friday, and then go through these again before evening classes. Faculty and students will be provided with cleaning supplies and are asked to wipe their own area throughout the day.

Computer Labs/Common Area Computers: disposable plastic keyboard covers will be purchased for easier cleaning.

Faculty and Staff Individual Offices: spray bottles and wipes will be available for employees to wipe down their individual spaces. Anyone who wants custodial staff to clean their office must contact Physical Plant directly to request this and/or submit an online maintenance request.

Residential Common Area Bathrooms: custodial staff will start cleaning bathrooms early and those will be cleaned twice a day, every day of the week.

Residential Common Areas: custodial staff will clean these areas twice a day, every day of the week.

Health Center: custodial staff will clean daily.

Cleaning Protocols by Space

Please see **Appendix 2** for a detailed schedule of daily cleaning protocols by campus space. Cleaning will begin at 5am each morning and be completed prior to start of business. Additional cleaning and disinfecting will happen throughout the day to maintain the safety of these spaces.

Infrastructure Enhancements

Many changes have been made to the infrastructure on campus to promote a safer public health environment.

Water Fountains: all water fountains will be turned off, but water fill stations will remain on. Additional water fill stations will be added to the Alford Academic Center.

Hand Sanitizer Units: 50 additional hand sanitizer units will be installed around campus in high traffic areas including residence hall floors.

Density Reduction: all common areas on campus will be assigned a maximum capacity. Excessive furniture will be removed and placed into storage.

Bathrooms: common bathrooms with more than 2 sinks will have every other sink put 'out-of-service' to assist with social distancing.

HVAC and Ventilation: all buildings' systems are being reviewed. New filters will be installed, and replacement will happen more often. Offices without a window will be assessed and small air purifiers may be purchased for these areas.

Acrylic sheets are being installed campus wide as an added layer of protection. The following areas are scheduled to receive acrylic sheets:

- Welcome Center window
- Admissions
- Student Financial Services
- Student Affairs
- Accounting
- President's Office
- Health Center
- Security Office
- Career Services AND Graduate and Professional Studies
- Student Life Office
- Service Desk at Library
- Library
- IT Services Suite
- JMG Office
- Athletic Center
- CAVE
- Dining Checker Station
- Jeanie's Cafe and Dog Pound
- Tutoring Area
- Residential Life Office and Common Areas
- Finance Lab AL116
- Security Vehicle

- HAIBI AD-125

SAFETY AND SECURITY

Procedures and Protocols

Temporary COVID-19 Procedures will override or amend current procedures. When conducting all business, social distancing will be followed, and PPE will be used.

Safety and Security will have a supply of disposable face masks on hand for issue to students, staff, faculty, or guests who may need one for use on campus.

No more than two people are allowed in the main office at one time. A third may be in adjoining office. If there is a need to meet with multiple people at once an alternate location should be used. In the event of an emergency, the health and safety needs of the individual should be the priority.

There are incidents when Safety and Security Officers must come in contact with members of the campus community. Officers will adhere to strict health guidelines to protect themselves and the campus community.

In the event of a health/medical call, Safety and Security Officers will wear appropriate PPE (KN95 or N95 face masks and nitrile gloves). They will exercise extra care and caution while maintaining social distance as much as possible.

Safety and Security will work with the Health Center on guidance for responding and/or assisting individuals who test positive for COVID-19, are suspected positive, or students who are in quarantine/isolation.

In the event of a building evacuation, all persons should go to the nearest or the appointed **Evacuation Assembly Area**. All persons in this area are to practice social distancing to the best of their ability.

All guests and vendors will be signed in with the host department. The hosting department will advise Safety and Security of the guest or vendor and this will be recorded on the guest and vendor log. For a full list of guidelines please see **Guest Protocols** ([Click here](#)) and **Vendor Protocols** ([Click here](#)) in the IMPORTANT STAFF, STUDENT, AND GUEST PROTOCOLS section at the end of the plan.

ADMISSIONS

Overview

Thomas College will be open for individual recruiting visits and will take the necessary steps to ensure our guests' and community's safety. Staff has made accommodations to prepare for guests, including physical barriers for meetings, staggered visits to allow for disinfection, masks, and tour protocols.

Facilities and Access

Guests will access campus via the Sheridan Street entrance and park in the visitor lot facing the Admissions office. A Campus Visit Coordinator (CVC) or Admissions counselor will meet guests at front entrance and bring them directly to the Admissions office. Guests must fill out screening survey prior to coming to campus. Surveys will be sent the day before the visit with a confirmation.

Tours are limited to 5 people. Masks will be provided to all members and will be required by campus policy. There is a daily limit of 3 concurrent tours with a minimum of 30 minutes in between to allow for cleaning and disinfecting. Prior to visit, Admissions CVC will notify Physical Plant staff and Security. A community email will be sent with times and names of families visiting through the day.

Currently, all large-scale recruiting events are being held remotely. Thomas College will continue to monitor the guidance from the CDC and adjust this plan accordingly.

Staff Availability and Capacity

Admissions will make available counselors for personalized interviews and meetings and tour guides. Student Financial Services staff will also be available for in-person meetings with guests. Professors and coaches will be available as needed for virtual meetings with guests while they are in the Admissions office.

Scheduling

The Admissions office will refer to state laws when scheduling visits. At the time of this publication, Maine allows for guests from Maine, Vermont, New Hampshire, Connecticut, New York, and New Jersey, without proof of a negative test or a successful 14-day quarantine. Guests from other states and countries must adhere to state testing and quarantine laws. This section will be updated as state guidelines and policies change.

COMMUNICATIONS

General Key Messages and Themes

- Thomas College's top priority is and will always be the health and safety of our students, faculty, staff.
- As a community, we are in this together. Everyone has a role to play in bringing us together and keeping one another safe.
- Throughout times of uncertainty, College faculty and staff will work closely with students and families to address concerns and questions.
- Risk mitigation strategies like testing and wearing masks are designed to give us the best possible chance to keep us together and safe as a community this fall.

- While life on campus will be different this fall, we are working hard to have a positive, fun, and engaging community experience.
- Answers to specific questions along with updates and policy information can be found on our Coronavirus and Return to Campus webpages.

Communication Channels

Email is the primary mode of outbound communication to all audience segments and is required for all major updates. Other updates will originate from the Office of the President or other offices as appropriate. Email vehicles include Ad hoc, Terrier Round-Up (bi-weekly/weekly), and Terrier Tracks (monthly).

Social Media platforms will be used for communication. Regular and emergency updates may be distributed through the following channels:

- Brand - <https://www.facebook.com/ThomasCollege>
- Brand - <https://twitter.com/ThomasCollege>
- Brand - <https://www.instagram.com/thomascollege/?hl=en>
- Brand - <https://www.linkedin.com/school/61555/?pathWildcard=61555>
- Brand - <https://www.youtube.com/channel/UCaQ3goW19Fmtaa1iZTYkYBw>
- Athletics - <https://www.facebook.com/TCTerriers/>
- Alumni - <https://www.facebook.com/ThomasCollegeAlumni/>
- Student Affairs - <https://www.facebook.com/TCTerrierNews/>
- TENT Network Group - <https://www.facebook.com/groups/2637904993096350/>
- Class of 2024 Group - <https://www.facebook.com/groups/571223530302186/>
- Parents Group - <https://www.facebook.com/groups/1582879315274244/>

The Thomas College **website** (www.thomas.edu) is the most frequently updated and visible inbound marketing medium to communicate policy and updates. The home page masthead includes a link to the COVID-19 resources. Specific pages regarding return to campus include:

- <https://www.thomas.edu/>
- <https://www.thomas.edu/coronavirus/>
- <https://www.thomas.edu/coronavirus/return-to-campus>
- <https://www.thomas.edu/coronavirus/faq/>
- <https://www.thomas.edu/coronavirus/previous-announcements/>
- <https://www.thomas.edu/coronavirus/student-financial-services/>
- <https://www.thomas.edu/coronavirus/return-to-campus/preventative-safety/>
- <https://www.thomas.edu/coronavirus/athletics/>
- <https://www.thomas.edu/coronavirus/return-to-campus/student-affairs/>
- <https://www.thomas.edu/coronavirus/campus-access/>
- <https://www.thomas.edu/coronavirus/return-to-campus/it/>

For internal communication Thomas College will use the **Intranet** (www3). Staff and faculty resources will be added and revised behind a password protected log in. The intranet home

page is scheduled to undergo redesign in fall 2020 to make it a more effective communication platform:

- <http://www3.thomas.edu/mythomas/daily.asp>
- <https://www3.thomas.edu/internal/hr/covid19/>

Text messaging will be used infrequently as a means of communication.

Press releases will be used with media.

- <https://www.thomas.edu/news/>

Physical and digital signage around campus will be utilized. Leveraging print and the College's linked network of television displays, the following informational signs will be posted:

- Floor decals and tape regarding social distancing
- Face mask requirement
- Social distancing reminder
- Occupancy limits
- Wipe down surfaces
- Classroom cleaning guidelines
- Traffic flow
- Pledge reminder
- Pledge and CDC guidelines
- Thomas Promise
- In it together/community
- This room has been cleaned/serviced

Webinars – Scheduled webinars and communications from College leadership supporting return to campus that focus on messages and questions have been offered for:

- Faculty
- Staff

Communications Schedule and Timing

- Ad hoc updates to website as new information becomes available
- Minimum weekly updates through channels outlined above
- Video series production:
 - Video #1 Topic: [Community Expectations](#)
 - Video #2 Topic: [Academic Life Release](#)
 - Video #3 Topic: [Health and Wellness](#)
 - Video #4 Topic: [Residence Life/Dining](#)
 - Video #5 Topic: [Testing](#)
 - Video #6 Topic: [Student Life and Engagement](#)
 - Video #7 Topic: Move-In Day: Release Date August 31

REGULATORY AND COMPLIANCE

Thomas College relies on guidance from a range of government, higher education, and public health authorities to build this plan and subsequent updates to this plan. Some of those include:

- U.S Centers for Disease Control and Prevention COVID-19 Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Maine Center for Disease Control and Prevention COVID-19 Guidance: <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus/index.shtml>
- World Health Organization COVID-19 Guidance: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- Office of Governor COVID-19 Response: <https://www.maine.gov/covid19/>
- National Association of Independent Colleges and Universities: <https://www.naicu.edu/>
- NCAA COVID-19 Response: <http://www.ncaa.org/sport-science-institute/coronavirus-covid-19>
- Maine Higher Education Framework for Reopening Maine’s Colleges and Universities in Fall 2020: <https://www.maine.edu/wp-content/uploads/sites/1/2020/06/Higher-Ed-reopening-statewide-Accessible-SHARE-6.2.20.pdf>

IMPORTANT STAFF, STUDENT, AND GUEST PROTOCOLS

Health Protocols

- Take your temperature daily before coming to work. If over 100.2 you need to stay home for 3 days **after** temperature subsides without use of fever reducing medication such as Ibuprofen.
- Wash your hands regularly with soap and water. Use an alcohol-based hand sanitizer, that contains at least 60% ethyl alcohol, when soap and water are not readily available.
- Everyone **MUST** wear proper face coverings when social distancing (minimum of 6 feet) is not possible, both inside and outside. They must always be worn when using common indoor spaces to include hallways. They also must always be worn if you share an office space and cannot social distance.

General Protection and Prevention Protocols

- Pay attention to posted signage related to social distancing, maximum occupancy, and hygiene.
- Pens, pencils, dry erase markers and clipboards need to be disinfected between each user or just give the pen object to the person.
- Do not use the water fountains. The bottle filler type is acceptable.
- Remove all magazines, books, and paper from your shared office space/reception area (anything that someone can touch and place back).
- Remove candy dishes from all offices.
- Strongly consider getting a flu shot.

- There will be acrylic sheets installed in high volume front facing offices/workstations. Acrylic sheets are not a substitute for a face covering. You still must wear a face covering if someone is within 6 ft of the acrylic sheet.
- Shared surfaces (i.e. photocopiers, watercoolers, refrigerators, microwaves, etc.) need to be wiped down **before** each use. Disinfectant wipes will be located next to these shared surfaces.
- Virtual meetings are highly encouraged.
- If you need additional supplies or would like your individual office cleaned/disinfected please contact Physical Plant at ext. 250 or submit an online maintenance request.

Travel Protocols

College-Sponsored Domestic Travel

In response to this ever-changing situation, until further notice, Thomas College has adopted the following guidelines regarding College-sponsored domestic (out-of-state) travel:

- Thomas College discourages any non-essential travel outside the State of Maine.
- Faculty, staff, and students traveling outside the State of Maine for college related business must be approved by one's President's Council member or the Dean of Students.

This applies with immediate effect to students, faculty, and staff.

College-sponsored travel is defined as any travel on behalf of the College, for College related business, or funded directly by the College or for which the traveler receives reimbursement from Thomas College.

Personal Domestic Travel

Limit all personal travel to travel within the State of Maine whenever possible. For out-of-state travel, adhere to return policies, such as quarantining and testing requirements.

Resident students traveling to a state not recognized by Maine as exempt (currently NH/VT/CT/NJ/NY) must notify the Dean of Students office prior to travel to request an exception. To maintain safety within the residence halls, exceptions will be granted on a very limited basis for emergency situations.

Thomas College recommends that all individuals should take appropriate precautions and consult and follow CDC health advisories while traveling.

Guest Protocols

Guests will be permitted on campus and must be hosted by an individual or department.

A guest is defined as an individual who is not a current employee or student of the college. Guests include friends and family of current students, faculty or staff, prospective students and

their families, alumni, and other individuals coming to campus for official campus business or meetings.

For the purpose of this policy, guests, including non-resident Thomas students, are not permitted within residential housing. Residents must host their guests outside of their residence.

For those who are hosting a guest, it is your responsibility to inform your guest of the College's guidelines. When your guest arrives on campus, please review screening questions, and remind them of the following:

Guidelines for hosting a guest on campus (minimum requirements):

Screening

- Guests should be given Thomas' screening questions prior to their visit.
- Guests must answer our screening questions prior to coming onto campus. If they answer "yes" to any question they should not come to campus.
- Guests who have been exposed directly in the previous 14 days to someone confirmed with COVID-19 or someone exhibiting symptoms of COVID-19 may not come to campus.
- Guests who are from a non-exempt state (ME/NH/VT/CT/NY/NJ) must have a negative COVID-19 test result within 72 hours of arriving in Maine or have quarantined for 14 days.

Guests must be registered in the guest log.

- Upon arrival, the host should review each screening question with the guest(s). Any guest who comes to campus exhibiting symptoms, should be asked to leave immediately.
- After screening, the host should contact Safety and Security and provide the following information:
 - Name of host; Name of visitor; visitor phone number; date/time of visit; location(s) on campus where guest will visit
- Exception: candidates for employment should be registered with HR

NOTE: registering your guest confirms that they understand and have met screening requirements

Visit Safety

- Guests must always wear a face mask when indoors and when outside when social distancing cannot be maintained. Disposable masks are available at the Welcome Center, Safety and Security office, Student Affairs, and Human Resources Office, if needed.
- Guests must practice social distancing while on campus, staying 6 feet apart from others.

- For on-campus meetings, occupancy guidelines and protective measures should be followed.
- Guests must adhere to hand washing, hand sanitizing and hygiene protocols.
- Resident students must host their non-resident guests outside the residence hall.

Disinfectant

- The host is responsible for disinfecting and/or assuring all areas used by the guest are disinfected after the meeting/visit.

On-Campus Interview Protocols

All first-round interviews should be conducted using TEAMS, ZOOM or a similar virtual meeting platform.

Finalists should be brought onto campus (if they are not familiar with our campus) for a face-to-face meeting with the hiring manager.

- HR needs to be notified as to the name of the candidate(s) and when they will be on campus.
- The candidate must answer our screening questions prior to coming onto campus. If they answer “yes” to any question they should not come to campus.
- The search committee can either join using a virtual meeting platform OR find a room where they can all social distance (i.e. boardroom).
- All parties must be wearing masks during the on-campus interview
- Thomas protocols for Guests must be followed.

A campus tour is not recommended however, the hiring manager can show the applicant around the building(s) that they will be working in.

Vendor Protocols

Two options are available for vendor screening:

1. Contact all outside vendors who we anticipate coming to campus through the Fall semester and ask them for copies of their screening protocols that we then keep on file. These vendors would include FedEx, UPS, Fred’s Vending (water), all Physical Plant vendors, etc.
2. Ask all vendors to complete our screening questions BEFORE arriving to campus. If they answer “yes” to any of the questions they should not come.

Once screened Thomas employee hosting/overseeing vendor must contact Safety and Security Office when vendor arrives to campus and provide the following information:

- Name of each person
- Name of Vendor Company

- Time of arrival
- All location(s) where they will be when on campus

All vendors must wear protective face coverings when inside campus buildings and when unable to social distance outside.

Daily Screening Questions

Do you have any of these symptoms?

- Cough (non-allergy related)
- Shortness of breath or difficulty breathing

Or at least two of the following symptoms:

- Fever (temperature 100.2 or greater)
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore Throat
- New loss of taste or smell

Have you:

- Been exposed to COVID-19?
- Been diagnosed with COVID-19?
- Traveled outside of ME/NH/VT/NY/CT/NJ states over the last 16 days?

If you answered YES to any of these questions you should NOT come to campus. Resident students should contact the Health Center.

If you answered YES to any of these questions you must contact Michelle Joler-Labbe at 207-859-1240 OR hr@thomas.edu before returning to work. If she is not available, please contact:

Cheryl Daggett – 207-859-1401 or healthctr@thomas.edu OR Lisa Desautels-Poliquin – 207-859-1220 or desautelsl@thomas.edu

It is also recommended to contact your Healthcare Provider, Walk in Care, Urgent/ Express Care for appropriate testing, treatment, and follow-up.

EMERGENCY RESPONSE

Protecting the health and safety of our Thomas College community is our top priority. Returning to campus safely will require continuous monitoring to determine if additional mitigation protocols are warranted.

- Thomas College will monitor three primary data points as part of its ongoing risk assessment.
- The College's reported number of new COVID-19 cases
- The level of community transmission of the coronavirus as reported by the Maine CDC at <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus/data.shtml>
- The level of community transmission of the flu virus as reported by the Maine CDC at <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/influenza/influenza-surveillance-weekly-updates.shtml>

All positive results from the College's testing protocols are reported automatically to the Maine CDC which will assign appropriate Contact Tracers to guide the College's response. At any point when three or more epidemiologically linked cases - cases connected to a common source such as a building, classroom, facility, or event - the College and the Maine CDC will consult on assessing the risk to the College community and the surrounding area and develop an appropriate response. Possible actions range from isolation and/or quarantining of individuals, to heightened restrictions related to campus operations, up to and including a transition to remote learning and the suspension of on-campus operations.

The College's Testing Team with the guidance from the Maine CDC and Contract Tracers will make recommendations to President's Council. Any decision to change mitigation protocols will be communicated from the President's Office.

APPENDIX 1: Planning Background Information

COVID-19 Response Group Members

Lisa Desautels-Poliquin	Vice President for Student Affairs
Thomas Edwards	Provost
Cheryl Daggett	Director of Health Services
Michelle Joler-Labbe	Chief Human Resources Officer
Chris Parsons	Athletic Director
Bob Field	Senior Director of Marketing and Communications
Chris Rhoda	Vice President for Information Services
Joan Parker-Low	Assistant Vice President of Financial Affairs
Matt Breslin	Director of Physical Plant
Hannah Gladstone	Dean of Students
Greg King	Chair, Faculty Senate

Planning Resources:

State of Maine COVID-19 Response:

<https://www.maine.gov/covid19/>

Kennebec County COVID-19 Data: <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus/data.shtml>

Maine Higher Education Framework for Reopening Maine's Colleges and Universities in Fall 2020: <https://www.maine.edu/wp-content/uploads/sites/1/2020/06/Higher-Ed-reopening-statewide-Accessible-SHARE-6.2.20.pdf>

Broad Institute Testing Information: <https://www.broadinstitute.org/fall-2020-college-and-university-testing-discussions>

APPENDIX 2: Cleaning Protocols by Space

Ayotte Cleaning

- All outer office suites
- All classrooms (M-F) to include AU 103/104, Auditorium, Kennel, AD 228, and Faculty Lounge.
- All bathrooms (M-F).
- All touch surfaces to include tables, doorknobs, light switches, handles, desks, phones, keyboards, toilets, faucets and sinks, elevator pads, and handrails
- After cleaning is done these spaces will be fogged/disinfected.
- Bathrooms to be cleaned again between 12:00pm and 3:30pm.
- In between classes, classrooms are to be wiped by each user. When each user arrives, they are to take **one** disinfectant wipe and wipe down their tabletop, the arms of their chair and any other touch surfaces they may come in contact with. Professors will also include their podium and any markers they use, etc. Both sides of the wipe can be used. The surface must be allowed to air dry.
- Starting at 8:00am and continuing throughout the day common touch surfaces will be sanitized by custodial staff.
- Evening classrooms (AD205 / 205A and AD 224) to be cleaned and disinfected between 3:00pm and 4:30pm.

Alfond Academic Cleaning

- All outer office suites.
- All classrooms (M-F).
- All bathrooms (M-F).
- Library.
- All study rooms.
- All touch surfaces.
- This to be followed by fogging/disinfecting all above areas.
- Bathrooms to be cleaned again between 12:00pm and 3:30pm.
- In between classes, classrooms are to be wiped by each user. When each user arrives, they are to take **one** disinfectant wipe and wipe down their tabletop, the arms of their chair and any other touch surfaces they may come in contact with. Both sides of the wipe can be used. The surface must be allowed to air dry.
- Evening classrooms (AL228 and AL227) to be cleaned and disinfected between 3:00pm and 4:30pm.

Resident Halls Cleaning

- All bathrooms.
- All common spaces.
- All lobbies and entrances.
- All touch surfaces.

- This to be followed by fogging / disinfecting above surfaces.
- Bathrooms to be cleaned again by 11:00pm.
- Starting at 8:00am and continuing throughout the day common touch surfaces will be sanitized by custodial staff.
- Kitchen areas to be cleaned and disinfected by user. Disinfectant wipes and spray will be provided by Physical Plant.

Heath Center Cleaning

- Custodial staff to disinfect area from lobby to Health Center multiple times per day.

Alumni House Cleaning

- Bathrooms.
- Vacuum carpets.
- All touch surfaces.
- Fog hallways, bathrooms, and common areas.
- Individual offices will not be fogged except by work request.

T-5 Cleaning:

- Laundry.
- Bathroom.
- Computer room.
- Kitchen.
- This to be followed by fogging/disinfecting all above areas.
- All touch surfaces disinfected in the morning and again between 3:00pm and 11:30pm.

Alfond Athletic Cleaning:

- Routine cleaning and disinfecting of upstairs, downstairs (locker rooms), and weight room. Followed by fogging.
- Monday through Friday fogging 5:00am to 7:00am and again between 1:00pm and 3:00pm.
- Second shift custodial staff to disinfect all touch surfaces daily.
- Saturday and Sunday (7:am to 9:00am) routine cleaning and disinfecting upstairs, downstairs (locker rooms), and weight room. Fogging to follow.
- AL Athletic staff responsible for disinfecting all touch surfaces between 7:00am and 1:00 pm.

Turf House Cleaning:

- Daily cleaning and disinfecting to be followed by fogging.

Athletics Cleaning:

- Daily cleaning and disinfecting Athletic training rooms, downstairs locker room, laundry room, waiting area outside training room, gym lobby, gym, upstairs hallways, back stairwell, faculty locker room, and AD suite.

- Daily cleaning of upstairs locker rooms prior to 8/31 and will not be used for the fall. Work requests must be submitted if cleaning is necessary.
- Gym floor and bleachers between events.
- Clean and disinfect press boxes before and after games.
- **Athletics staff responsible** for disinfecting all equipment after each use, surface areas of the washer/dryer and ice machine, touch surfaces at Red and Black field sheds after each use, cleaning/disinfecting press boxes during and after each use, and disinfecting touch surfaces on gates and fields after each use.

Student Commons Cleaning:

- Clean Dog Pound area.
- Clean pool table and fireplace area.
- Clean 3 entrances and vestibules.
- Clean ramp railings.
- Clean men's and women's bathrooms (this to be done twice daily).
- Clean dining check station area.
- All above areas to be fogged with sanitizer after cleaning.

Study Rooms:

- Cleaned and fogged with sanitizer twice daily.
- Disinfectant wipes will be available in each study room.
- When each user arrives, they are to take one disinfectant wipe and wipe down their tabletop, the arms of their chair and any other touch surfaces they may encounter. Both sides of the wipe can be used. The surface must be allowed to air dry.

APPENDIX 3: Testing Plan

(For the full Testing Plan with appendices please visit <https://www.thomas.edu/coronavirus/>)

1. Introduction

Thomas College is committed first and foremost to the health and safety of our students, faculty, staff, and greater community. In light of the COVID-19 pandemic that closed our campus in March 2020, extraordinary precautions will be taken to return to campus this fall. To preserve individual health and safety, as well as that of our community and the greater public, comprehensive testing for the coronavirus will be conducted regularly during the Fall 2020 term. Testing, in conjunction with other strategies such as social distancing and wearing face masks, is designed to help mitigate the rise of a potential outbreak at the College.

The ultimate goal of this plan is to preserve health and create a safe campus and community where students, faculty, staff, and others can live, learn, work, and recreate. As more information in the public sphere and on campus becomes available, the College will strengthen this plan to adapt and better protect our students, faculty, staff, and community.

It is important to note that the policies outlined here align with the Maine Center for Disease Control's guidelines. If the Maine CDC changes its guidance, the College will adjust to continue following those guidelines. The College is also consulting with local hospitals Northern Light Inland Hospital in Waterville and MaineGeneral in Augusta to support emergent healthcare needs that our campus community may experience.

2. The Testing Provider

Thomas College has partnered with a testing provider, an institute based in Massachusetts, as part of a cohort testing approach, signing on for testing services through its Clinical Research Sequencing Platform (CRSP) to help ensure a rigorous testing regimen.

Through this partnership, the institute:

- Provides a detailed playbook for colleges and trains personnel through webinars.
- Provides a system for receiving results.
- Provides test kits.
- Provides equipment for testing, including barcode printers and scanners as well as collection boxes.
- Arranges for courier pickup of collection boxes and delivery to the testing lab.
- Performs COVID-19 viral tests on each sample.
- Reports results to tested individuals, the College's Health Center, and, in the case of positive results, the Maine Center for Disease Control.

3. Testing Overview

a. Test type

Tests will be self-administered while observed by a trained professional and are the less invasive, front interior of the nose tests – a.k.a. anterior nasal swab tests.

b. Collection process

Approved and trained Thomas College staff will oversee the testing process at a mobile testing site located behind the Larry Mahaney Gymnasium on campus, adjacent to the H. Allen Ryan Baseball Field. A medical professional will be onsite to supervise the trained staff performing the collections.

Anterior nasal swabs are like Q-tips, with polyester rather than cotton at the end. To use them, a person moves them in a circular motion around the inner surface of the front portion of a nostril. A video demonstration of the test can be viewed online at <https://vimeo.com/445084591/b75142a75c>. On average, the collection process takes 3-5 minutes.

c. Testing schedule

All faculty, staff¹, and students will be tested as we return to begin the fall semester; then half of our community will be tested each week through December (every individual will be tested every other week). Regular testing of students, faculty, and staff will enable us to respond quickly to any incidents identified on our campus.

Because current plans include limited athletic play for varsity sports, student-athletes may interact with the outside community more than their non-athlete peers. For this reason, they will undergo testing more frequently – once a week. In addition, testing staff, Health Center staff, custodians, full-time public safety and security officers, and Sodexo employees will be tested more frequently due to the frequency and nature of their interactions with the campus community.

Testing will be conducted at no cost to students, faculty, and staff.

All individuals completing a test must first sign a consent form by logging into their myThomas account. (More on consent forms on page 5.) There will be assigned times for specific groups and open times for testing when individuals initially return to campus. Afterwards, individuals will be assigned a day and time for testing on a bi-weekly basis. Individuals are responsible for maintaining and adhering to their personal schedule, and when any individual misses a testing appointment, that person will receive follow up notifications.

Individuals wishing to forego the testing process will not be allowed on campus for the Fall 2020 term. Exceptions will be granted only for those individuals who will not

¹ Staff includes individuals who work on campus and are employed by Sodexo and Jobs for Maine's Graduates.

be present at all, for any reason, at any time during the Fall 2020 term. Exception forms may be submitted to Lisa Desautels-Poliquin, VP for Student Affairs, for students, or to Michelle Joler-Labbe, Chief Human Resources Officer, for employees. Their contact information can be found on page 12.

Individuals who sign the exception agreement and determine later that they need to return to campus will be placed into the testing rotation and will not be able to receive a second exception. Additionally, those who sign the exception form and develop COVID-like symptoms will not be permitted to use the Thomas testing site as a means of getting a diagnosis. Those individuals will need to either contact their healthcare provider or go to a local “swab and send” location for testing. Similarly, if a student, faculty, or staff person travels to a non-exempt state (as defined by the Maine CDC), they cannot return to campus for testing, or any other reason, until tested offsite with a negative test result or self-quarantining for 14 days.

d. Testing locations

While many of the campus’s large spaces will be redeployed to aid in social distancing, the College has rented a mobile office to use as an on-campus testing site.

The mobile office is 50-feet long by 10-feet wide, contains two offices, and includes two entrance/exit doors. It includes air conditioning and electric heat. The mobile office will have an aisle for people being tested to pass, separated with tables and acrylic barriers. Testing staff are equipped with personal protective equipment, or PPE, and will have a desk, computer, printer, phone, storage, working surfaces, trash receptacles, and filing cabinets.

The mobile office will be located behind the Mahaney Gymnasium, adjacent to the H. Allen Ryan Baseball Field. During August and early September, the office entrance will be a tented walkway facing the employee parking lot behind the Ayotte Center. We will then transition to an entry through the gymnasium where a line will form next to the bleachers and will be stanchioned in an S-like formation to allow for social distancing while in line. Outside the gymnasium, there will be a covered walkway to the mobile office testing site entrance.

Initially, while getting the entire community through the first test, there may be a second testing location inside the gymnasium. People being tested will be directed on where to go as they enter the gymnasium.

Hand sanitizer will be provided both in the gymnasium prior to entering the mobile office and as individuals exit the mobile office. Tissues will also be provided in the gymnasium as people being tested will be required to clear their nasal passage prior to being tested. Tissues can be disposed in a covered hazardous waste receptacle located just inside the gym exit.

The testing location will be in operation from 7:30 a.m. to 3:30 p.m. Monday through Thursday, with additional hours on Friday, and will also have evening hours from 4:00 p.m. to 6:00 p.m. once a week.

Individuals being tested will be required to wear a face mask and practice social distancing while in line (maintaining a 6-foot distance) and in the testing mobile office. Once a test is complete, each person will exit the mobile office at the rear of the Mahaney Gymnasium and proceed to their destination.

e. Shipping

The Institute's lab accepts samples 24 hours a day, 7 days a week. It must receive tests within 56 hours after collection for effective processing. Thomas College aims to get tests to the Institute as quickly and efficiently as possible to accelerate results and further mitigate our campus and the community's risk.

Thomas College will partner with Colby College to send completed test kits to the Institute. Tests will be delivered by Thomas staff to Colby daily Monday through Friday for prompt departures at 12:30 p.m. and 4:30 p.m., with Saturday deliveries limited to busy times of year such as Fall Orientation. Testing staff will coordinate and oversee the delivery of tests to Colby.

Thomas College is currently working with STAT Delivery Service, a professional courier service approved by the Institute, to send tests independent of Colby College as needed. In these cases, courier service fees will be covered by Thomas College. If needed, the College can also send test samples using FedEx.

The Institute-approved shipping method includes 3 levels of containment – the swab will go in a tube, the tubes will go in cardboard box, and the box will go in a shipping cooler. The Institute provides the cardboard boxes. Thomas College is responsible for providing packing materials and address labels. The Institute has provided specific and detailed instructions for trained and approved Thomas College staff to collect, prepare, package, and ship tests.

f. Consent forms and data

All faculty, staff, and students must approve an electronic consent form via their myThomas account to participate in testing. Students under the age of 18 will be required to have parent/guardian permission for testing. These students will be notified in advance to accept the minor consent form – included as part of the normal student consent form – using myThomas. The form, signed by a parent or guardian, will remain on file. Individuals who do not consent to testing will not be allowed on campus for any reason during the Fall semester (through December 31, 2020). Individuals working 100% remotely and who do not have a College owned laptop that requires monthly updates (requiring you to come to campus) may request an exception from testing by contacting Michelle Joler-Labbe in HR and signing an agreement. (Michelle can be contacted using the information on page 10.)

The transmission of testing information is via a secured system. A negative test result will be sent from the testing company via email to the individual as well as the Health Center. Any result that is positive, invalid, or unable to be processed will be sent to the Health Center, and Health Center or Human Resources staff will follow up directly with the student or employee. Any positive test results will also be sent automatically to Maine CDC.

4. Staffing

Thomas College has approved the following staff members to work with the Institute. They are also listed for designated roles at the Institute as indicated below.

- Operational Point of Contact: Lisa Desautels-Poliquin, VP of Student Affairs (Weekly logistics meetings and primary communications)
- Ordering Physician/Provider: Cheryl Daggett, ARNP-CNP (Overseeing medical professional and orders tests)
- Practice Administrator: Chris Rhoda, Chief Information Officer (Manages CareEvolve data site)

In addition, the College has enlisted 2 full-time and 2 per-diem clerical assistants responsible for scheduling, processing, observing, and collecting tests, and plans to hire a full-time Coordinator of Health Screening and Testing (a healthcare provider or nurse). This individual will oversee the clerical assistants; assist in conducting contact tracing; follow up with individuals who have positive or inconclusive tests results; and serve as a backup to our Director of Health Services to be onsite during testing.

5. Results

A negative test result will be sent from the testing company via email to the student or employee as well as the Health Center. Any result that is positive, invalid, or unable to be processed will be sent to the Health Center, and Health Center or Human Resources staff will follow up directly with the student or employee. Any positive test results will also be sent automatically to Maine CDC.

Greater detail on how individuals can retrieve their test results can be found here:

https://docs.google.com/presentation/d/1izY-518Esba1tcTcwtR05SZNvNrURvqDhXN-x86Qedk/edit#slide=id.g88bf2b9005_0_40

If an individual tests positive or is exposed, Thomas will work with Maine CDC on next steps for that person. Maine CDC will assign a Contact Tracer (if exposed) or Case Investigator (if positive).

Resident students will be allowed to go home or will be put into quarantine or isolation. Thomas has reserved several residence rooms in the Village residences (private rooms with bathrooms) and a Townhouse unit for students who need to be isolated or quarantined. If a student needs to be put into isolation, they will be moved to a reserved room in the Village. If a student needs to quarantine due to exposure, depending on their

current housing, they will either stay in their assigned room or be moved to a quarantine room located in the Village or Townhouse.

Commuter students or employees who test positive or need to quarantine will need to stay home and only return to campus when cleared by the Health Center in conjunction with Maine CDC.

6. Educating students, faculty, and staff

There is a training video here: <https://vimeo.com/445084591/b75142a75c>

In addition to these materials, the testing provider has equipped Thomas staff with the necessary training materials on oversight, collections, and shipping.

7. Communications Plan

The College has identified numerous methods and means for the dissemination of information related to testing and testing outcomes to students, staff, and faculty on the Thomas College campus. Success will be defined as the production and distribution of clear, multi-channel communications that have high engagement rates with our target audiences. Effective communication relies on frequent messaging, as well as opportunities to engage; listen and respond effectively to questions and concerns; and communicate meaningfully and transparently.

a. Goals

The goals of this communications plan are to educate and share, transparently and meaningfully, the testing plan to our target audiences; distribute emergency updates in a timely and professional manner; and produce steady and consistent communications related to testing and campus health.

b. Audiences

The Marketing and Communications team will focus its communication efforts on reaching new and returning students and their families; faculty and staff; and external audiences such as community leaders, organizational partners, and the media.

c. Key Messages and Themes

- Thomas College's top priority is and will always be the health and safety of our students, faculty, staff.
- As a community, we are in this together. Everyone has a role to play in bringing us together and keeping one another safe.
- Throughout times of uncertainty, College faculty and staff will work closely with students and families to address concerns and questions.
- Risk mitigation strategies like testing and wearing masks are designed to give us the best possible chance to keep us together and safe as a community this fall.
- Answers to specific questions along with updates and policy information can be found on our Coronavirus and Return to Campus webpages.

d. Communicating procedures, expectations, and policies

- Week of 8/10/20:
 - Pledge and consent forms finalized
 - Forms integrated into intranet
 - Distribution of health and wellness video
- Week of 8/17/20:
 - Filming testing specific video as part of the Return to Campus series
 - Distribution of testing video
 - Production of physical signage for placement around campus (pledge, guidelines)
- Weeks of 8/24/20 – 9/11/20:
 - Social reminders throughout the week related to policy and process including enforcement policy
 - Digital signage
 - Recurring student, staff, and faculty email(s) (e.g. Terrier Tracks, Terrier Round-Up)
 - Ad hoc updates to website as new information and updates become available
 - Minimum weekly updates and reminders through primary channels
 - Testing status and results updated via the website
 - Policy changes and updates

e. Communicating testing statistics and status

The College will create and host a data table on its main Coronavirus landing page located here: <https://www.thomas.edu/coronavirus/>. This table may include:

- Administered tests (14 day running total)
- Cases (14 day running total)

The table will be updated every Tuesday and Thursday and as circumstances dictate. The table will contain a date and time stamp that will reflect when the last update was made. The table should be available online no later than September 8, 2020, for the start of classes.

Week of 8/31/20:

- Campus-wide announcement from the President's Office announcing transparent testing and data table
- Inclusion in recurring student, staff, and faculty email(s) (e.g. Terrier Tracks, Terrier Round-Up)

f. Ad hoc emergency communications in response to testing outcomes

In the event of a positive test, communication to the individual and those exposed will be handed as outlined in the Results section of this document. Emergency community communications will be triggered by:

- Notification of first confirmed case(s) on campus
- Disruption in testing service

- Campus closure and/or evacuation
- Return to remote learning
- Financial impact/student policy changes
- Resumption of in-person learning
- Community loss

All communications will be carried out in partnership with the Health Center and Maine CDC. All communications will originate from the Office of the President and will be distributed to students, faculty, staff, and families.

Unless circumstances warrant, the above communications will not:

- Identify affected individuals by name
- Disclose information that could single out one or more probable groups such as but not limited to athletic teams, residence halls, class year, class attending or taught, or department.

The College will rely on Contact Tracer(s) to notify those impacted.

g. Communication Channels

Email – Email is the primary mode of outbound communication to all audience segments and is required for all major updates. These methods include ad hoc emails about testing and scheduling; the bi-weekly/weekly “Terrier Round-Up,” and the monthly “Terrier Tracks.”

Social media – The testing methodology will be communicated through the following social media channels:

- Brand - <https://www.facebook.com/ThomasCollege>
- Brand - <https://twitter.com/ThomasCollege>
- Brand - <https://www.instagram.com/thomascollege/?hl=en>
- Brand - <https://www.linkedin.com/school/61555/?pathWildcard=61555>
- Brand - <https://www.youtube.com/channel/UCaQ3goW19Fmtaa1iZTYkYBw>
- Athletics - <https://www.facebook.com/TCTerriers/>
- Alumni - <https://www.facebook.com/ThomasCollegeAlumni/>
- Student Affairs - <https://www.facebook.com/TCTerrierNews/>
- TENT Network Group - <https://www.facebook.com/groups/2637904993096350/>
- Class of 2024 Group - <https://www.facebook.com/groups/571223530302186/>
- Parents Group - <https://www.facebook.com/groups/1582879315274244/>

Thomas.edu – The website is the most frequently updated and visible inbound marketing medium to communicate testing policy and updates. The specific page where testing information will be housed is:

<https://www.thomas.edu/coronavirus/return-to-campus/preventative-safety/>

Community testing results (excluding individual details to protect confidentiality) will be displayed on the website and regularly updated. That page will be located here: <https://www.thomas.edu/coronavirus/>

Intranet (www3) – Additional testing information that is not public facing (such as the plan itself) will be added and revised behind a password protected log in.

- <http://www3.thomas.edu/mythomas/daily.asp>
- <https://www.thomas.edu/internal/hr/covid19/>

1:1 outreach – Every member of faculty and staff will be asked to support the dissemination of messaging through their interactions with new and returning students and their families including pledge, consent, and testing reminders.

Physical and digital signage – Leveraging print and the College’s linked network of television displays, information about the Terrier Pledge reminder, guidelines, and community will be posted around campus.

Webinars – Information sessions about testing have been scheduled for communications from College leadership.

8. Contracts

Any contractual or financial agreements or services procured by the College are overseen and managed by the Financial Affairs department.

9. Contact information for additional questions

Students and Families:

Lisa Desautels-Poliquin
Vice President for Student Affairs
207-859-1220

Faculty and Staff:

Michelle Joler-Labbe
Chief Human Resources Officer
207-859-1240

APPENDIX 4: GOAL Plan

Plan Objectives

- To provide a vibrant and engaged campus for students
- To communicate to students what events and activities will be offered this fall, including a survey to gather input into the direction and format of these plans
- To empower students to be the driving force behind the choice of events and activities
- To consolidate plans from various departments and identify opportunities for collaboration
- To provide opportunities for students to learn new skills and to try something new
- To support and promote student health and wellness

Facility Enhancements

As part of the GOAL plan for the Fall of 2020, Thomas College will invest in some facility enhancements with a focus on the grass playing field in between the baseball diamond and the turf fields. Enhancements will include:

- Covered performance stage with power and lighting
- Golf pitching area
- Fire pits with seating
- Obstacle course
- Disc golf course
- Strength and conditioning equipment (i.e. boxes for box jumps, pull up bars)
- Outdoor/indoor movie equipment

Marketing and Communication

Success will depend upon clear, multi-channel communications that have high engagement rates with students and families. The Marketing and Communications department will use the following to communicate about GOAL activities:

- Email
- Social Media
- Website
- Intranet
- Digital Signage
- 1-on-1 Outreach

Key Messages and Themes

- Thomas college will provide its students a vibrant and engaging campus life this fall.

- College life is about more than just academics. It is also about a vibrant and engaging student life--being together safely as a community and having a great time doing things together.
- Thanks to the College's robust testing regime and other mitigation measures, we feel more optimistic than ever that we can stay safe and provide each student a meaningful, engaging, and fun experience on campus this fall.

GOAL Activities Fall 2020

The following activities are planned for Fall 2020. More may be added as students identify new interests and needs.

Competitive Events

- Time Trial Course on the obstacle course
- Scavenger hunts, questing, geo caching, etc.
- Intramural events
- Whiffle Ball
- Badminton
- Fall Athletics program intrasquad games

Leisure Entertainment

- Laser tag and paintball
- Outdoor projector for "drive-in" movies,
- Club performances, dance, music, etc
- Outdoor poetry reading -Open Mic Nights
- Horseshoe pits (already installed near townhouse and village)
- Traditional Golf Guarantee Program
- Modified Golf Program on Campus
- Bonfire pit on the grass fields for nighttime events

Wilderness and Outdoor Recreation

- Day hiking trips
- Mountain biking
- Cross Country Skiing
- Snow Shoeing

Wellness and Personal Training

- Group Yoga on the Turf Fields
- Peak Mental Performance Program
- Strength & Conditioning Classes

GOAL Activities for the Future

The following activities are being reviewed for the future.

- Intramural baseball
- Intramural tennis
- Trebuchet and Catapult competition
- Basketball skills events
- Thomas College Hunger Games
- Archery and axe throwing
- Movie and photography competitions/shows
- Astronomy
- Drone classes
- Iconic Maine travel destinations
- Overnight hiking and camping
- Survival skills
- Kayaking and canoeing
- Ice Fishing
- Community Service Opportunities

APPENDIX 5: Key COVID-19 HR Policies (Faculty and Staff)

HR COVID-19 Policy (mandatory)

As a member of the Thomas College community, we must protect ourselves and the entire community. Each employee will be asked to sign and adhere to the following pledge:

- Self-screen daily for COVID-19 symptoms
- Practice good hygiene, including frequent hand washing
- Wear a facial covering when appropriate
- Practice social distancing by remaining 6-feet from others
- Help to keep shared spaces sanitary
- Participate in campus testing and contact tracing
- Observe and follow posted signs and instructions
- Regularly monitor campus communications for updates
- Actively encourage others to adhere to our Terrier Pledge
- Show leadership and kindness in service to our community

Facial Coverings and Social Distancing

Wearing face coverings and social distancing are important safety measures built into our return to campus plan. Students, faculty, staff and guests are required to wear facial coverings/masks in public areas and inside all buildings. Facial coverings/masks will be required outdoors when social distancing cannot be maintained. Exceptions include:

- When alone in an individual office/space
- Within the Dining Center, Jeanie's Café and Dog Pound, face coverings/masks can be removed only while seated at a table for the purpose of eating

Face shields may be an alternative for individuals who face medical, behavioral, or other challenges or who are unable to wear a mask or face covering. Employees seeking an accommodation to use a face shield should contact Michelle Joler-Labbe in the HR Office.

Testing

All faculty, staff and students will be tested as we return to begin the Fall semester; then half of our community will be tested each week through December (every individual will be tested every other week). In the first few weeks it is plausible that some individuals will be tested weekly until we start the two-week rotation. Additionally, others may be tested more frequently due to the frequency and nature of their interactions with the campus community. Regular testing will enable us to respond quickly to any incidents identified on our campus. All individuals completing a test must first sign a consent form and Thomas Pledge by logging into their myThomas account. Individuals will be assigned a day and timeframe for testing and will be responsible for maintaining and adhering to their personal schedule. If you miss your scheduled day/time, you are responsible for rescheduling your test in a timely manner.

Individuals who do not consent to testing will not be allowed on campus for any reason during the Fall semester (through December 31, 2020). If you are working 100% remotely and do not have a College owned laptop that requires monthly updates (requiring you to come to campus)

you can request an exception from testing by contacting Michelle Joler-Labbe in the HR Office and signing an agreement.

- If you sign the exception agreement and determine, at a later date, that you need to return to campus you will be placed into the testing rotation and will not be able to receive a second exception.
- If you sign the exception agreement and develop COVID-like symptoms you will not be permitted to use the Thomas testing site. You will need to either contact your healthcare provider or go to a local “swab and send” location for testing.
- If you travel to a non-exempt state (as defined by Maine CDC) you cannot return to campus for testing, or any other reason, until tested offsite with a negative test result or self-quarantining for 14 days.

Travel

Thomas College recommends that all individuals should take appropriate precautions and consult and follow CDC health advisories while traveling.

College-Sponsored Travel: Thomas College discourages any non-essential travel outside the State of Maine. Employees traveling outside the State of Maine for essential college related business must be approved by one’s President’s Council member. If travel is outside of one of the exempt states (as defined by Maine CDC) you must either self-quarantine for 14-days or get tested at a local “swab and send”. You will be permitted to return to work once you have either a negative test result or are symptom free after the 14-day quarantine.

College-sponsored travel is defined as any trip funded directly by the College or for which the traveler receives reimbursement from Thomas College.

Personal Travel: Limit all personal travel to within the State of Maine whenever possible. For out-of-state travel, adhere to return policies, such as quarantining and testing requirements (see above).

Guests on Campus

Guests will be permitted on campus and must be hosted by an individual or department. A guest is defined as an individual who is not a current employee or student of the college. Guests include prospective students and their families, alumni, friends and family of current students, faculty and staff, and other individuals coming to campus for official campus business or meetings, such as board members and donors.

For those who are hosting a guest, it is your responsibility to inform your guest of the College’s guidelines. When your guest arrives on campus, please review screening questions, and remind them of the following:

Screening

- Guests should be given Thomas’ screening questions prior to their visit.
- Guests must answer our screening questions prior to coming onto campus. If they answer “yes” to any question they should not come to campus.

- In addition, guests who have been exposed directly in the previous 14 days to someone confirmed with COVID-19 or someone exhibiting symptoms of COVID-19 may not come to campus.
- Guests who are from a non-exempt state (ME/NH/VT/CT/NY/NJ) are must have a negative COVID19 test result within 72 hours of arriving in Maine or have quarantined for 14 days.
- Guests must be registered in the guest log.

Upon arrival, the host should review each screening question with the guest(s). Any guest who comes to campus exhibiting symptoms, should be asked to leave immediately. After screening, the host should contact Safety and Security and provide the following information:

Name of host; Name of guest; date/time of visit; location(s) on campus where guest will visit and guest phone number. Exception: candidates for employment should be registered with HR

NOTE: registering your guest confirms that they understand and have met screening requirements

Visit Safety

- Guests must always wear a face covering when indoors or outside when social distancing cannot be maintained. Disposable masks are available at the Welcome Center, Safety and Security office, Student Affairs and Human Resources Office, if needed.
- Guests must practice social distancing while on campus, staying 6 feet apart from others.
- For on-campus meetings, occupancy guidelines and protective measures should be followed.
- Guests must adhere to hand washing, hand sanitizing and hygiene protocols.
- Faculty and staff guests will not be allowed in the Student Commons to include the Dining Center

Disinfectant: The host is responsible for disinfecting and/or assuring all areas used by the guest are disinfected after the meeting/visit.

Noncompliance

Noncompliance with this policy places our community's health at risk and could substantially disrupt our operations. The entirety of this policy is considered mandatory. Individuals who do not abide by the policy will be subject to corrective and/or disciplinary action up to and including termination of employment.