



RETURN TO CAMPUS SAFELY PLAN **SUMMER ADDENDUM 2021**

Effective Dates: May 17 to August 1, 2021

Revised: June 2, 2021

Version 2.0

Contents

- Summer Addendum Executive Summary 2
- Definitions 3
- Terrier Pledge 3
- Daily Screenings..... 3
- Facial Coverings and Social Distancing 3
- Vaccination 3
- Testing 4
- Meetings..... 4
- Travel 4
- Invited Guests on Campus 5
- Facilities 6
- Rentals 7
- Summer Housing 7
- Employee Reintegration Plan 7
- Noncompliance..... 7

Summer Addendum Executive Summary

This is the **Summer Addendum** to the **Return to Campus Safely Plan (RCSP)**. It is in effect from **May 17 to August 1, 2021**. This document lists key policies and updates in effect for summer 2021. For items not listed in this addendum, please refer to the RCSP for guidance ([Thomas Website](#)). The following is a summary of the key protocol changes:

1. **VACCINATION:** We anticipate that most faculty, staff, and students living and working on campus this summer will be fully vaccinated by June 30, 2021 and the vast majority of our community will be fully vaccinated prior to the start of the Fall semester (page 3).
2. **TESTING:** Fully vaccinated faculty, staff, and students on campus will not be required to test. Those not fully vaccinated will get tested 1/week from May 17 through June 30 (Tuesdays and Wednesdays). Regular testing will stop after June 30 (page 4).
3. **SUMMER I STUDENTS:** Summer I students do not have to test (page 4).
4. **TRAVEL PROTOCOLS:** Travel protocols have changed for domestic and international travel (page 4).
5. **REINTEGRATION:** All Thomas College employees are expected to return in-person to work by August 2 (page 7).

This document was developed using scientific data and guidance from regional, state, and federal leaders in public health, education, and emergency management. All guidance within this document adheres to Maine laws and regulations.

This plan is a living document. Thomas College is committed to regularly revisiting this addendum and updating policies to address changes and keep the campus community safe. The Thomas College campus is open to members of the Thomas College community and their invited guests. All are expected to follow the policies in the RCSP and this Addendum.

Definitions

Fully vaccinated: Someone is fully vaccinated two weeks after receiving the second Pfizer or Moderna shot, or two weeks after receiving a single-dose Johnson & Johnson vaccine **AND** their vaccination(s) are on file with Thomas College. All others are **not fully vaccinated**.

Terrier Pledge

The Terrier Pledge is still in effect for all faculty, staff, and students on campus. All new members of the community are expected to sign the Terrier Pledge. Please see HR for more information.

Daily Screenings

Individuals will continue to self-screen before coming to campus. If someone is symptomatic, they should remain off campus (residents remain in their room), contact Human Resources (employees) or the Health Center (students), and obtain a COVID test off-campus (as necessary).

Facial Coverings and Social Distancing

Fully vaccinated students, faculty, and staff are not required to wear masks on campus unless required at a large attendance event (as determined and communicated in advance by the college). Facial coverings are optional for fully vaccinated employees based on comfort level.

Students, faculty, and staff who are not fully vaccinated and all guests are required to wear facial coverings/masks inside all buildings at all times. 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 not fully vaccinated 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 or Lisa Desautels-Poliquin in the Student Affairs Office. Students seeking an accommodation to use a face shield should contact Lisa Desautels-Poliquin in the Student Affairs Office.

All social distancing requirements – indoors and outdoors – have been lifted.

Vaccination

We anticipate that most faculty, staff, and students living and working on campus this summer will be fully vaccinated by June 30, 2021 and the vast majority of our community will be fully vaccinated prior to the start of the Fall semester. Please see HR, your supervisor, or Student Affairs with any questions or concerns.

Testing

Fully vaccinated students, faculty and staff living and working on campus are not required to test as part of the Thomas College on campus testing program. Testing is optional and available for fully vaccinated individuals who are asymptomatic. **Reminder:** your vaccination record must be on file with Thomas College to be deemed fully vaccinated and eligible for optional testing.

Faculty, staff, and students living or working on campus and are not fully vaccinated are required to **test once a week until June 30**. Testing will happen on Tuesdays and Wednesdays. Check the [College Portal](#) weekly for times.

Regular on campus COVID-19 testing will stop June 30. Summer I students do not need to test.

All individuals completing a test must first sign a consent form and **Thomas Pledge** by logging into their **myThomas** account. Individuals who do not consent to testing will not be allowed on campus for any reason. Faculty and staff not fully vaccinated can request an exemption from testing by contacting **Michelle Joler-Labbe** in the HR Office and signing an agreement. If you sign the exemption agreement and determine later that you need to return to campus, you will be placed into the testing rotation and will not be able to receive a second exemption, unless there are extenuating circumstances. If you sign the exemption 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.

Meetings

In-person meetings are permissible. Face masks are required for those not fully vaccinated and are optional for vaccinated employees based on comfort level. Please wipe down tables before and after use and submit a [maintenance request](#) to have the room cleaned.

NOTE: A plexiglass barrier is NOT an alternative for a face covering. If you are in an office behind a plexiglass barrier, face coverings must be worn by those not fully vaccinated.

Travel

Thomas College recommends that all individuals should take appropriate precautions and follow CDC health advisories while traveling. As of May 1, 2021, all states are exempt from travel restrictions; therefore, testing and quarantine will not be needed. If states are placed back on the non-exempt list (as defined by Maine CDC), employees traveling to one of those states for essential college related business must be approved by one’s President’s Council member. Faculty and staff must notify HR and students living and working on campus must notify Student Affairs prior to traveling to a non-exempt state or internationally. Please refer to the [Maine CDC site](#) for up-to-date policies.

Domestic Travel

If you **are fully vaccinated**, testing and quarantine are not required. You can return to work if you are not symptomatic. If you are symptomatic, you would need to get tested at an off-campus location and may return to work with a negative test result.

If you **are not fully vaccinated** and travel to a state on the non-exempt list, you must get tested at an off-campus location within 3-5 days of your return to Maine **AND** self-quarantine for 7 days. If you choose not to get tested, you must self-quarantine for 10 days. You will be permitted to return to work once you have a negative test result **OR** are symptom free after the 10-day quarantine.

International Travel

Thomas College strongly recommends that people be fully vaccinated prior to international travel. No Thomas College employees will be permitted to travel internationally for college-sponsored business without vaccination.

If you **are fully vaccinated**, you must get tested at an off-campus location within 3-5 days of your return to the US. Quarantining is not required. You can return to work if you are not symptomatic. If you are symptomatic do not return to work until you receive a negative test result.

If you **are not fully vaccinated**, you must get tested at an off-campus location within 3-5 days of your return to the US **AND** stay home and self-quarantine for 7 days. You will be permitted to return to work once you have a negative test result, have completed your 7-day self-quarantine, **AND** are symptom free.

Invited 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 at 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.
- 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 must have a negative COVID-19 test result within 72 hours of arriving in Maine or have quarantined for 14 days.

Vaccinated Guests

- Guests are considered fully vaccinated two weeks after receiving the second Pfizer or Moderna shot, or two weeks after receiving a single-dose Johnson & Johnson vaccine **AND** they present their vaccination card upon arriving at Thomas College.
- It is the responsibility of the host to review vaccination cards and to determine that guests meet the requirements stated above.

Register All Guests

- 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; 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 a guest confirms that they understand and have met screening requirements.

Visit Safety

- Guests must always wear a face covering when indoors or attending a large attendance event unless the host has verified that they are fully vaccinated per the protocol above, in which case, fully vaccinated guests have the option of not wearing a face covering while on campus.
- Thomas College reserves the right to require face coverings for guests, regardless of their vaccination status, if a situation/event warrants its use in the interest of community safety.
- For on-campus meetings, occupancy guidelines and protective measures should be followed.
- Guests must adhere to hand washing, hand sanitizing and hygiene protocols.

Employment Interviews

- Notify HR of the name of the candidates(s) and when they will be on campus.
- Follow all guest and visitor protocols (see above).
- The search committee can either join using a virtual meeting platform or in-person.
- Facial covering policies must be followed during the on-campus interview (see above).

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

Facilities

Athletic Center

The facility will be open limited hours and available to anyone living and working on campus who is fully vaccinated or participating in the testing program. Those not fully vaccinated and not participating in weekly on-campus testing must show proof of negative COVID-19 test (weekly) to use the facility.

Capacity Adjustments

Occupancy limits will be enforced in the Dining Center, Jeanie's Café, Dog Pound and all classrooms. All other occupancy limits are lifted.

Cleaning Schedule

Physical Plant will collect trash in offices that are occupied throughout the summer. If you use a

classroom, study room, auditorium, etc. please submit a [maintenance request](#) so that area can be cleaned (indicate daily, weekly, or one-time use).

Rentals

Thomas is not renting facilities this summer. Internal use of campus is allowed and will be for Thomas programs and courses that are consistent with the Thomas mission. There is no overnight use of campus.

Summer Housing

Housing is available but limited to students working on campus; or with academic requirements (and cannot reasonably commute); or limited extenuating circumstances. Requests for summer housing will be completed through an application process and reviewed by Housing and SFS. Students granted permission to remain on campus must be fully vaccinated or participate in Thomas College's testing program.

Employee Reintegration Plan

Returning to campus

Everyone should be working **on campus** by August 2, 2021, whether vaccinated or not. If anyone has concerns, they should discuss them with their supervisor or HR.

Shared office space

For those fully vaccinated, masks are not required in shared office space.

For those not fully vaccinated, shared office space can continue. Masks do not have to be worn if there is a wall in between the offices. If there is any shared space, masks would need to be worn by those not fully vaccinated when in the shared space. Contact Michelle Joler-Labbe or your supervisor if you have questions/concerns about your shared office space prior to June 1st.

Socialization

To assist people in becoming comfortable reintegrating back to campus, consider having three social events throughout the summer. See HR for ideas and support.

Noncompliance

Noncompliance with these policies 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. **NOTE: At this time COVID-19 vaccinations are not required as a condition of enrollment or employment.** However, we anticipate that by fall, the vast majority of our community will be vaccinated providing the safest community possible with the least restrictions.