

August 3, 2020

Dear Blackburn Students:

We are very excited that the 2020-21 academic year will begin in just a few weeks! Please know that our faculty, staff, and administrators have been working diligently to prepare a safe environment for you this fall. With that in mind, we would like to apprise you of some protocols and procedures that Blackburn has established in light of the COVID-19 pandemic. We realize that many of the items may be an inconvenience. However, they are necessary to minimize the risk of our having a significant COVID-19 outbreak on campus which would force us to transition all of our learning to remote instead of face-to-face. Full COVID-19 policies will be posted at <https://blackburn.edu/coronavirus/> within the next couple of days.

Return to Campus

Testing:

- All students should be tested for COVID-19 within three days before arrival on campus. Public Health testing sites typically need 24 hour notice and will set an appointment date. Testing in Illinois is free through Public Health, and testing should be free and available in other states. Any student who is told that the testing is not free or available for them should contact Blackburn (see below).
 - Students should have test results sent to Blackburn at covid-results@blackburn.edu or faxed at 217-854-5700.
 - Students should also bring paper or electronic confirmation if possible.
 - Students with positive test results must remain at home, and should contact Jarrod Gray at jarrod.gray@blackburn.edu to arrange for remote learning and to reschedule their arrival to campus.
- Students unable to be tested prior to arriving on campus should contact Jarrod Gray at jarrod.gray@blackburn.edu. We will work with these students to arrange testing here in Macoupin County and modify their arrival date if necessary.
 - To ensure the safety of all, students who have not been tested, and students who were tested but do not yet have test results, will be placed in acclimation status and will have limited mobility on campus until their testing results are received.
 - Students who test positive must be placed into isolation and return home if at all possible. Those who cannot return home will be placed in isolation on campus and will be unable to leave their room until released by Public Health.

Move-in Day:

- Students and anyone coming with them to assist with move-in will be required to go through a health screening process before keys will be given out. If anyone in the vehicle is experiencing symptoms, everyone in the student's party will be sent home.

- If you, anyone in your household, or anyone with whom you will be travelling to campus are sick or experiencing symptoms, stay home and let us know. We will arrange an alternative time for you to move in later.
- Two visitors can help a student move into their room at one time. Visitors and students must follow our campus safety guidelines which includes (1) stay home if anyone has a temperature, is sick or may have been exposed to someone that is sick, (2) wear a facemask while on campus and while inside the residence hallways, (3) and socially distance yourselves as much as possible. Move-in Visitors need to leave campus after you are moved in and have completed any business at the college that day.
- Due to the nature of the pandemic, existing housing assignments may be changed as needed. If in the event we must close campus due to the pandemic, students should be prepared to move off campus with short notice. For this reason, please pack light and only bring the essentials you need to campus.

Housing

- Students must wear face coverings except when they are in their own dorm room and alone or with only their roommate, showering, or washing their face or teeth
- Students may not visit other students' residence rooms for the first week of the semester
- There will be a four-person limit in residence hall rooms after the first week (all must be wearing masks)
- No off-campus visitors are allowed into residence halls after move-in
- Housing is limited this year due to preparing spaces on campus for isolation and quarantine. Graham Hall will be reserved to serve this purpose. Residents from Graham are being reassigned to other buildings.
- Each room will have a bottle of sanitizer and paper towels
- Some bathroom sinks will be disabled to encourage social distancing
- Due to the nature of the pandemic, existing housing assignments may be changed as needed throughout the semester.
- Isolation rooms are for students that have tested positive for COVID19. Quarantine rooms are for students that have been exposed to someone that has tested positive but they themselves have not tested positive.
- Any student that requires quarantine or isolation will be sent home for 14 days. If you are not able to go home, you must stay in a designated quarantine room until released from Macoupin County Public Health (MCPHD). This means you can not leave your room, except to go to the bathroom, while you are in quarantine or isolation for 14 days. Meals will be brought to you. You will attend your classes remotely during this time.

Except as mentioned for move-in weekend, there will be no daytime or nighttime non-campus visitors allowed in the residence halls. Students may visit each other in their rooms after the first week, but no one is allowed in your room the first week except for you and your roommate.

General Guidelines/Information

- Face coverings (masks) are required to be worn in all public areas of buildings and when individuals cannot maintain social distancing practices, except:
 - Faculty/staff offices when alone (or with office mate)
 - In DINING while actively eating

- Students are in their own dorm room and alone or with only their roommate, showering, or washing their face or teeth,
- Student intercollegiate athletes or coaches who are physically active during athletic practice and play.
- Students who repeatedly fail to follow safety policies may be removed from campus and transitioned to remote learning. Those in the work program may be disciplined up to and including termination. Employees who repeatedly fail to follow safety policies may be subject to disciplinary action up to and including termination of employment
- Students and employees on campus who are unable to wear face masks must apply and be approved for a medical accommodation prior to being on campus without a mask. Please be aware that, in order to protect everyone on campus, very few exceptions to the campus face mask policy will be granted. Students should apply to Rachel Stull at rachel.stull@blackburn.edu.
- Everyone must complete a health check daily by using the phone/web app provided by the College
- Blackburn College has contracted with the Macoupin County Public Health Department to have a nurse on campus during the week.
- Buildings with narrow or high-traffics spaces have been assigned one-way traffic patterns throughout campus. Look for posted signs.
- Gymnasium and fitness center will be closed for general use initially; exceptions will be for classes or coach-sponsored activities
- To eliminate potential high contact and spread areas, the following areas will initially be closed for the semester: residence hall kitchens, gaming room in DCC, fitness center, and any others as needed. The Demuzio Campus Center will remain open but will be reconfigured to help provide social distancing.
- Since gatherings are limited to no more than 50 people, we are not able to host typical large scale events. However, we will offer a diverse selection of multiple smaller events across campus. These events will still require social distancing and other safety guidelines.
- Faculty, staff, and students will be expected to sign a Student Health Agreement acknowledging that that they understand and will comply with Blackburn's COVID-19 Safety Plan

Classes

- For the Fall 2020 semester, you may opt to attend Blackburn remotely. If you wish to do so, and have not already, you must inform the college of that decision by emailing the Provost at john.mcclusky@blackburn.edu as soon as possible. Students without necessary technology will have it supplied by Blackburn and must inform Dr. McClusky as soon as possible.. Students may switch to remote learning at any point during the semester by emailing the Provost. Students who have elected remote learning may not return to face-to-face learning during the semester without approval by the VP Student Affairs and the Provost (students will be allowed to return from quarantine).
- You will be attending the large majority of your classes in person with the instructor.
- Due to restrictions on class sizes, there are a few classes that will be a combination of face-to-face and virtual learning. That is, on any particular day, some of the on-campus students will be in the classroom with the professor and other on-campus students will be attending remotely from their rooms. Those attending remotely will rotate among the

students in the class so all students get the same amount of “in-person” time. Students will be informed soon about the format of all courses.

- All students learning remotely will be required to attend all face-to-face classes synchronously, ie. at the same time as face-to-face students, to maximize the learning experience. Remote students will attend class through technology such as Zoom or Google Meet, and will be able to view and hear the class as well as be seen and heard by classmates and the instructor. Remote students will have the same responsibilities as face-to-face students.
- A few of your classes will be taught remotely, ie. with your professor interacting with you via remote technology from their home. You will be informed soon about which of your classes (if any) will be taught remotely. Some of these classes will require all students to meet at the same time in person or via zoom or google classroom; others will be fully online classes, while others will be a mix of the two.
- All classes will have a strict, masks-only policy, and social distancing will be enforced. Students who do not comply with these policies may be removed from campus and transitioned to remote learning.
- While classrooms will be cleaned and sanitized daily, the short period of time between classes will not allow College staff to clean classrooms between classes. For this reason, students will need to clean their desks/work area upon arrival in class. Cleaning materials will be available.
- To facilitate contact tracing, students will have assigned seats in every class and attendance will be taken every day. All seats will be at least 6’ from any others.
- In the event that the pandemic situation requires the campus to move to a remote status, all instruction will revert to fully online similar to Spring 2020.

Dining

- Seating in DING will be limited to ensure seven feet of distancing
- Masks are required except while actively eating or drinking
- There will be one-way lines for serving; no self-service
- The snack bar will be app ordering only with a one-way line for order pick-up
- To ensure proper distancing, there will be no eating in the DCC common area
- Students will be provided a free grab and go container that can be used to take food from Ding.
- Blackburn will have a temperature screening kiosk at DING to scan individuals as they enter for meals.

Athletics

- Students will be screened prior to practice/games by their respective Coach
- Students must wear masks except when physically active during play or practice
- Soccer and volleyball have been moved to Spring; teams may practice/scrimmage in Fall
- There are 114 days of practice/play during the year
- Cross country and golf will remain in the fall
- Basketball will be decided at a later date

Work Program

- Students will complete 145 tuition hours for the Fall 2020 semester and will receive the full \$2500 work credit.
- All campus safety standards will be followed in the work departments, there may be additional requirements depending on the work being done, and will be outlined in departmental guidelines
- The Work Office will be available to students by appointment only
- Remote students in the work program will either work remotely or complete online modules for their work credit, and should have already received communication from Dean Morenz via email

Thank you in advance for your adherence to these important guidelines to keep our Blackburn community safe.

We look forward to seeing you soon!

Sincerely,

Jarrold Gray, Interim Vice President of Student Affairs & Campus Equity
Denny G. Bardos, Interim Vice President of Enrollment
Angie Morenz, Dean of Work
John Malin, Athletic Director
John McClusky, Interim President and Provost