

# SHSST's COVID-19 Response Levels Operations Plan

(Version: 08/24/2020)

*Sacred Heart Seminary and School of Theology (SHSST) has developed a four-phase plan for responding to developments in the unfolding COVID-19 pandemic situation. The implementation of these phases will follow the guidelines of federal, state, and local government plans. However, SHSST will determine – based on the President's Council's assessment – the pace of implementation to ensure as much as possible the safety and good of the students, faculty, staff, and visitors. The President-Rector can exercise judgment, in consultation with the President's Council, in modifying the guidelines below in specific circumstances. Given that the pandemic is a fluid situation, the elements of the phases can be adjusted as circumstances warrant. Please be aware the length of time in each phase could vary based on circumstances. The following guidelines are not to be understood as all-encompassing, but rather to give the general outlines of expected practices. In order to comply with federal regulations, all new F1 language students will have 100% of their courses face-to-face. For questions or immediate needs on COVID-19, you can text COVID19 to 211-211 or call 211. SHSST will, to the greatest extent practicable, make special accommodations for students and employees who are at higher risk for severe illness. These high-risk categories have been identified by the Centers for Disease Control and Prevention ([www.cdc.gov](http://www.cdc.gov)). For SHSST's COVID-19 related communications, please visit <https://www.shsst.edu/covid-19/>.*

## Standard Practices

- All residential seminarians will be tested prior to returning to campus for the Fall semester and will follow quarantine protocol upon arrival. Regardless of operational phase, residential seminarians will remain living on campus. Residential students will limit travel off campus in order to minimize exposure and will inform their formation advisor (seminarians) or the ECSP residential coordinator (ECSP students) prior to leaving the campus grounds.
- Non-residential employees and students take their temperatures prior to entering campus and only enter if temperature is normal and they do not display COVID-19 symptoms.
- Face coverings are worn in public spaces, meetings, and/or when leaving offices (required in all phases; exceptions may be made in phase 4).
- 6 ft. distancing required.
- Meeting capacity restrictions (see each phase for restrictions).
- Regular handwashing (for at least 20 seconds) is required and try to refrain from touch your face (eyes, nose, mouth) as much as possible.
- Disinfectant products will be provided to all employees to wipe down their offices.
- All touched public surfaces are sanitized frequently and custodial staff will maintain enhanced cleaning protocols, including the disinfecting of classrooms between class periods.
- Social distancing and liturgical practices operant in the Milwaukee Archdiocese are followed in the Chapel but may be adjusted if the situation warrants (see each phase for guidance).
- If a student or employee experiences symptoms on campus, temperature should be taken with a thermometer at one of the designated locations on campus (see HR in Room 214 or Front Desk).
- If an employee or non-residential student has a fever or has any COVID-19 symptoms, they must inform their supervisor (faculty and staff) or the Academic Administrative Assistant (students) and separate from others. They are encouraged to coordinate with their medical provider to assess their condition. Transportation home will be arranged if necessary. Residents with a fever will be separated from the residential community and quarantine protocols will be implemented as deemed appropriate by the SCJ nurse.

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## Protocol for confirmed or suspected cases of COVID-19:

Any faculty, staff or student who is diagnosed with COVID-19 or has a reasonable belief that they have contracted it, or has been in direct contact with anyone who has been diagnosed with it, is strongly encouraged to:

- Immediately report their situation to their supervisor (faculty/staff) or to the Academic Administrative Assistant (students) and follow all CDC and state guidance for self-quarantining and other treatments; notifying SHSST will not jeopardize employment status or student status.
- Maintain quarantine until tested and have received results or have been symptom-free for the duration of time mandated by the CDC's guidelines. If receiving test results will be prolonged past three days, please inform your supervisor.

## Resources Used in Determining Operations Phase

*SHSST will follow any Safer at Home orders instituted by federal, state, or local governments. If there is a confirmed case of COVID-19 within the SHSST community, SHSST will implement the phase deemed appropriate by health professionals.*

*The President-Rector and the President's Council will consult the following sources of information when determining which of the four phases of the Operations Plan will be implemented:*

- Governmental guidance issued by the cities of Milwaukee and Franklin, Milwaukee County, and State authorities.
- COVID-19 statistics in Milwaukee County and surrounding areas.
- Guidance and COVID-19 statistics from the Centers for Disease Control and Prevention (CDC).
- Milwaukee Archdiocese's Catholic Comeback Plan (<https://www.archmil.org/Our-Faith/CoVID-19-Updates.htm>)
- Harvard Global Health Institute's COVID Risk Level Map (<https://globalepidemics.org/key-metrics-for-covid-suppression/>).
- Other appropriate sources as needed.

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## FOUR PHASES OF THE OPERATIONS PLAN

### PHASE 1

**Formation:** All credit courses, with the exception of F1 language courses, are delivered remotely via online modalities; pastoral placements are suspended/waived; formation classes are delivered remotely via teleconferencing platform (i.e., Zoom), formation advising and spiritual direction provided via phone or teleconference platform. F1 language courses will be 100% face-to-face.

**Operations:** All on-campus offices are closed; only designated employees needed to complete essential work are permitted on campus; other employees maintain operations via telecommuting modalities; employees needing to access on-campus work materials must receive prior permission from Rector before entering building.

**Practices:** See standard practices on page 1. Meetings restricted to three people.

**Campus Population:** Non-residential students, staff, and faculty, as well as visitors, are not allowed on campus; residential students/faculty will maintain safer-at-home quarantine practices and formation guidelines issued. For guidelines on safer-at-home quarantine practices, visit: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/index.html>.

**Library:** Physical space closed to all non-residential students, faculty, and staff; electronic resources remain available along with the services of the library staff via telecommuting modalities; interlibrary loan and SWITCH borrowing suspended; residential community members must alert the Library Director in advance before entering library and follow delineated protocols.

**Bookstore:** Closed. Students secure textbooks directly from the publisher, Amazon, etc.

**Cafeteria:** The dining room will serve individual packaged meals; dining is not permitted in the cafeteria.

**Chapel:** Only the residential community is permitted to attend liturgical services.

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## PHASE 2

**Courses:** Same as Phase 1, except formation classes, formation advising, and spiritual formation are delivered in-person if all parties are living on campus, but otherwise provided via phone or teleconference platform (i.e., Zoom). F1 language courses will be 100% face-to-face.

**Operations:** On-campus offices are periodically open; designated employees work on campus via pre-established rotation schedule to minimize contact; non-designated employees (e.g., faculty) maintain operations via telecommuting modalities; non-designated employees needing to access on campus resources must receive prior permission from Rector before entering building.

**Practices:** See standard practices on page 1. Meetings restricted to ten people or 10% or room capacity. It is preferable for meetings to be conducted remotely even while on campus.

**Campus Population:** Non-residential students and non-designated employees, as well as visitors, are not allowed on campus; residential students/faculty will maintain safer-at-home quarantine practices (see link in Phase 1) and all guidelines issued by the formation department.

**Library:** Same as Phase 1, except faculty can access the Library. Library staff work on campus on a rotating basis; interlibrary loan and SWITCH borrowing are available if operational; faculty and residential community members must alert the Library Director in advance before entering library and follow delineated protocols.

**Bookstore:** The physical space of the bookstore is closed to non-residential students but required course textbooks can be purchased via remote processes and picked up at an identified campus location that minimizes contact for residential students only; the process will be shared with students upon arrival. Students can secure textbooks directly from the publisher, Amazon, etc.

**Cafeteria:** Dining room will be open on a limited basis with limited meal options. Staggered meals times may be required and SHSST employees may be required to eat at their desks in order to maintain social distancing. Food may be served by Sodexo staff to limit touching of plates, utensils, etc.

**Chapel:** Same as Phase 1, except employees can attend only after receiving prior approval of the Rector.

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## Phase 2.5

**Courses:** Courses are delivered in-person, though designed to take advantage of online delivery to minimize on-campus class sessions and allow for seamless toggling to an in-person or online delivery format; pastoral placements are modified/suspended/waived depending upon the situation; formation classes, formation advising, and spiritual formation are delivered in-person or via phone or teleconference platform (i.e., Zoom) depending upon the situation. F1 language courses will be 100% face-to-face.

**Operations:** Full operations are maintained; on-campus offices are open, though some may maintain restricted hours; employees work on campus though some may maintain work patterns that minimize on-campus presence/interactions; in some situations, work practices that minimize direct contact (e.g., videoconferencing, digital communication, etc.) continue to be employed. Employees needing access to on campus resources or perform work must receive permission from Rector.

**Practices:** See standard practices on page 1. Meetings are conducted remotely even while on campus.

**Campus Population:** Non-residential students are allowed on campus only to attend class or perform essential coursework; students have the option of attending courses remotely; all community members follow social distancing practices. Visitors are not permitted, though exceptions can be made at the discretion of the President-Rector.

**Library:** Physical space is open to all students and faculty to secure needed resources but not for studying/lounging/reading; use of the library's electronic resources is preferred; interlibrary loan and SWITCH borrowing are available to the degree those services are operational.

**Bookstore:** The physical space of the Bookstore is closed to non-residential students, but required course textbooks can be purchased via remote processes and picked up at an identified campus location that minimizes contact for residential students only; the process will be shared with students upon arrival. Students can secure textbooks directly from the publisher, Amazon, etc.

**Cafeteria:** Dining room will be open on a limited basis with limited meals options. Extended lunch times from 11:30 am to 1:30 pm and staggered meals times may be required and SHSST employees may be required to eat at their desks in order to maintain social distancing. Food may be served by Sodexo staff to limit touching of plates, utensils, etc.

**Chapel:** Attendance at liturgical services limited to 25% capacity of the chapel. Faculty and Staff may opt out.

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## PHASE 3

**Courses:** Courses are delivered in-person, though designed to take advantage of online delivery in order to minimize on-campus class sessions and allow for seamless toggling between in-person or online delivery formats; pastoral placements are modified/suspended/waived depending upon the situation; formation classes, formation advising, and spiritual formation are delivered in-person or via phone or teleconference platform (i.e., Zoom) depending upon the situation. F1 language courses will be 100% face-to-face.

**Operations:** Full operations are maintained; on-campus offices are open, though some may maintain restricted hours; employees work on campus though some may maintain work patterns that minimize on-campus presence/interactions; in some situations, work practices that minimize direct contact (e.g., videoconferencing, digital communication, etc.) continue to be utilized.

**Practices:** See standard practices on page 1. Meetings restricted to fifty people or 25% of room capacity. It is encouraged that meetings be conducted remotely even while on campus.

**Campus Population:** Non-residential students are allowed on campus only to attend class or perform essential coursework; students have the option of attending courses remotely; all community members follow social distancing practices. Visitors are not permitted, though exceptions can be made at the discretion of the President-Rector.

**Library:** Physical space is open to all students and faculty to secure needed resources but not for studying/lounging/reading; use of the library's electronic resources is preferred; interlibrary loan and SWITCH borrowing are available to the degree those services are operational.

**Bookstore:** The physical space of the Bookstore is open; limitations placed on the number of patrons in the bookstore; remote purchasing processes are still an option.

**Cafeteria:** Dining room will be open on a limited basis with limited meal options. Staggered meal times may be required and SHSST employees may be required to eat at their desks in order to maintain social distancing. Food may be served by Sodexo staff to limit touching of plates, utensils, etc.

**Chapel:** Attendance at liturgical services limited to 25% capacity of the chapel.

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## PHASE 4

**Courses:** Same as Phase 3, except pastoral placements are operational though possibly modified depending upon the situation; formation classes, formation advising, and spiritual formation are delivered in-person.

**Operations:** Full operations are maintained; on-campus offices are open; employees work on campus; in some situations, work practices that minimize direct contact (e.g., videoconferencing, digital communication) continue to be employed.

**Practices:** See standard practices on page 1. Meeting size is not limited, though restrictions may be imposed if the situation warrants.

**Campus Population:** All students are allowed on campus to engage fully with school functions and community life following continued guidance from the CDC and local health authorities. Visitors are permitted, though restrictions may be imposed if the situation warrants.

**Library:** Physical space is open to all students, faculty, staff and outside patrons; interlibrary loan and SWITCH borrowing are available.

**Bookstore:** The physical space of the Bookstore is open, though limitations on the number of patrons in the bookstore space can be required.

**Cafeteria:** Eating customs return to normal practice, though certain restrictions and procedures may be implemented as deemed appropriate.

**Chapel:** All members of the school community are invited to liturgical services as appropriate.