

## **COVID-19 Procedures for Students**

SHSST is committed to the physical well-being of all its community members and the educational progress of its students amid the COVID-19 pandemic. To this end, SHSST has developed a four-phase operational plan for responding to the possible trajectories of the COVID-19 pandemic. Please see SHSST's [COVID-19 Response Operations Plan](#) for details.

In order to respond to incidents of COVID-19 illness or direct contact with an infected person, SHSST has developed this policy and will follow the [Public Health Recommendations for Community-Related Exposure issued by the CDC as well as any state or local health requirements](#). Since the procedures mandated by the CDC and state or local health departments may change, students should also work directly with the Academic Administrative Assistant when deciding how to respond to a COVID-19 illness, direct contact with a known or suspected COVID-19 ill person, or increased risk through exposure to other people. SHSST will maintain transparent communication with members of the school community about any policy changes.

### **What are SHSST'S General Expectations of Students in the COVID-19 environment?**

- Students are expected to follow all protocols corresponding to the current Phase of Operations in SHSST's [COVID-19 Response Operations Plan](#).
- Students are expected to self-monitor for COVID-19 [symptoms](#).
- Students are expected to work with the Academic Administrative Assistant if they have any questions or concerns about SHSST's response to COVID-19.

### **What can Students Expect from SHSST in the COVID-19 environment?**

- If SHSST receives information that someone in the SHSST community has COVID-19, SHSST will work with the local health department to notify anyone who may have been exposed.
- SHSST will maintain the confidentiality of an ill student as required by federal and state regulations (e.g., FERPA).
- Notification to SHSST that a student has a positive test or symptoms of COVID-19 will not jeopardize student status.
- SHSST will follow student handbook policies related to absences for COVID-19.

### **What Should a Student Do If He/She has COVID-19 Symptoms, has tested positive for COVID-19 or Has Had Direct Contact with a Known or Suspected COVID-19 Positive Person?**

If a student begins to feel ill or experiences any COVID-19 [symptoms](#) while on campus, the student should take his temperature. Thermometers are available at one of the designated locations on campus (see HR in Room 214 or Front Desk).

If a student has a fever, is experiencing any COVID-19 [symptoms](#) the student should:

- Leave campus (except Residential seminarians) and follow up with his medical provider to have his condition assessed. Residential seminarians will follow on-campus housing quarantine protocols.
- Refrain from entering the campus grounds (if not a residential student) until the criteria to [discontinue home isolation](#) are met and in consultation with their healthcare providers.
- Self-quarantine and monitor for [symptoms](#)
- Maintain quarantine until he has been tested and received results, has been symptom free for the [CDC-mandated length of time](#), and receives clearance from a health care provider to return to school.
- If receiving test results takes more than one week, consult with the Academic Administrative Assistant.

If a student learns that he has been directly exposed to an infected person, the student should:

- Leave campus (except Residential seminarians) Self-quarantine and monitor for [symptoms](#)
- Refrain from entering the campus grounds (if not a residential student) until the [Reduced Quarantine for Contacts of Persons with COVID-19](#) are met and, if necessary, in consultation with their healthcare providers.
- Maintain quarantine until he has been tested and received results, has been symptom free for the [CDC-mandated length of time](#), and receives clearance from a health care provider to return to school.
- If receiving test results takes more than one week, consult with the Academic Administrative Assistant.

If a student tests positive for COVID-19, or has reason to believe he may have COVID-19, he should:

- Leave campus (except Residential seminarians) and follow up with medical provider for treatment. Residential seminarians will follow on-campus housing quarantine protocols.
- Refrain from entering campus grounds (if not a residential student) until the criteria to [discontinue home isolation](#) are met and in consultation with their healthcare provider.
- Self-isolate for the [CDC-mandated length of time](#)
- Follow [CDC-recommended steps](#).
- Contact the Academic Administrative Assistant to discuss academic needs and possible accommodations.

### **What steps will SHSST Take if a Member of the SHSST Community Is Diagnosed with COVID-19?**

If a member of the SHSST community is diagnosed with COVID-19, then the institutional practices recommended by the CDC will be followed. Currently, this guidance is:

- In most cases, facility shut-down is not necessary.
- If it has been less than 7 days since the sick person has been in the facility, areas used for prolonged periods of time by the sick person will be closed off.
  - Custodial staff will wait 24 hours before cleaning and disinfecting the person's extended use area(s) to minimize potential for others in the SHSST community being exposed to respiratory droplets.
  - If waiting 24 hours is not feasible, the SHSST maintenance staff will wait as long as possible before initiating cleaning procedures.
  - During this waiting period, SHSST will open outside doors and windows to increase air

circulation in these areas.

- If it has been 7 days or more since the sick person used the facility, additional cleaning and disinfection is not necessary. However, enhanced cleaning and disinfecting protocols will continue for all high-touch surfaces in the facility.
- SHSST will determine which students, faculty or staff may have been exposed to the virus and may need to take the following additional precautions:
  - Inform individuals of their possible exposure to COVID-19 at SHSST but maintain confidentiality as required by the Americans with Disabilities Act.
  - SHSST will follow the [Public Health Recommendations for Community-Related Exposure](#) and instruct potentially exposed students, faculty or staff to stay home for the [CDC recommended time](#), telework if possible, and self-monitor for [symptoms](#).

## **What If a Student Needs Learning Accommodations Because of COVID-19?**

SHSST utilizes the [Families First Coronavirus Response Act \(FFCRA\)](#) to determine qualifying reasons for a reasonable accommodation. The following procedures delineate the process by which reasonable accommodations will be made for the student impacted by the COVID-19 pandemic.

For those students who enter quarantine yet are still healthy enough to continue engaging and completing coursework, the following procedures will be followed.

- After the student has informed the Academic Administrative Assistant that s/he is in COVID-19 quarantine, the Academic Administrative Assistant will inform the Rector, Vice Rector, and Chief Academic Officer.
- The Chief Academic Officer will then inform the Assistant Academic Dean, who will contact the student to assess the situation and develop an academic plan for supporting the student during quarantine. The Assistant Academic Dean will then update the Rector, Vice Rector, and Chief Academic Officer on the situation and the plan.
- Typically, the following steps will then be implemented:
  - a) The Chief Academic Officer will contact the faculty teaching the quarantined student to inform them of the student's situation and the anticipated plan for supporting the student's academic progress.
  - b) If the student is a seminarian, the Rector will contact the sponsor regarding the situation and plan.
  - c) The Assistant Dean will contact the IT Department, who will ascertain and coordinate the most appropriate means for providing the student with remote access to class sessions.
    - i. The typical means will be the appointment of a classmate to use a Smartphone or laptop to "remote in" the quarantined student for class sessions via FaceTime, Skype, or similar videoconferencing software.
    - ii. If necessary, the means of remote attendance could only be through audio (e.g., cell phone).
    - iii. If the student is a residential seminarian, the IT Department will contact the Vice Rector to see if any remote attendance support is needed for formation classes, sacramental practica, spiritual direction, etc.

- d.) On a weekly basis, the Assistant Academic Dean or Academic Administrative Assistant will contact the student to check in on academic progress and ascertain if further support structures need to be established. Likewise, the Chief Academic Officer will weekly contact the faculty teaching the quarantined student to ensure that the process is going smoothly and address any issues.
- Once the student returns from quarantine, these structures are obviously ended, though it might be deemed appropriate to provide some ongoing support. This might be particularly the case for COVID-19 infected students who are no longer infectious yet are still suffering from health or physical consequences of the disease.

### **ECSP Students**

If the student is enrolled full-time in ECSP, then the procedures delineated above will be followed with the exception that the roles of the Chief Academic Officer and the Assistant Academic Dean will be undertaken by the Vice President for Intercultural Preparation for Ministry.

**COVID-Infected Students:** The severity of symptoms can vary widely among those infected by COVID-19. Thus, some students might continue to progress with their studies in the manner outlined above. However, if the symptoms are such that ongoing progress is impossible, inadvisable or limited, then SHSST will make all reasonable efforts to ensure completion of the semester's coursework. The extent and nature of these efforts will vary in relation to each specific case. The relevant procedures in the School Handbook regarding student health situations will be followed in such cases.

### **Formation Accommodations:**

In addition to implementing the above Learning Accommodation procedures, the following steps will be taken to relation to the residential seminarian's formation program:

1. The Vice Rector will inform the seminarian's Formation Advisor, who will contact the student to assess the situation and develop a formation plan for supporting the student during quarantine. The Formation Advisor will then update the Vice Rector and Rector on the situation and plan.
2. The Vice Rector will contact the relevant formation faculty (e.g., class moderators, pastoral placement supervisors, sacramental practicum instructors, spiritual directors, etc.).
3. The IT Department will coordinate any needed technological services in conversation with the Vice Rector (see 3.b. under Learning Accommodations).

## **How Will In-House Students with COVID-19 Be Handled?**

All of the applicable procedures outlined above will be implemented for residential students. In these residential areas SHSST will follow the guidance provided by the CDC as part of the [Shared or Congregate Housing Recommendations](#) and also expects all residents to consult the [Shared or Congregate Housing Recommendations](#) to take actions to protect themselves and others.

In addition, in-House student infections, contacts or those exposed to COVID-19 will follow the procedures delineated below:

- Students with COVID-19 or who have COVID-19 symptoms may need to move to temporary housing locations, self-quarantine, and monitor for worsening symptoms. Close contacts of

the students with COVID-19 may need to relocate to temporary housing to self-quarantine and monitor [symptoms](#). These procedures also apply to any residential faculty or staff.

- Residential students who have been in direct contact with an infected person or display COVID-19 symptoms (but not yet identified as infected), will immediately self-quarantine in their room.
- Upon entering quarantine, students will be provided with information from the CDC on how to care for themselves and when to seek medical attention; SHSST will also consult with Nurse Mary Balistreri.
- The only persons allowed into the student's room are caregivers or health officials designated by the Rector. Whenever another person is in the quarantined student's room, all persons (including the quarantined person) will wear masks, plastic gloves, and other appropriate protective wear.
- The student will only leave his room to use the bathroom; a separate bathroom will be designated for residents with COVID-19 symptoms. The student will be provided with cleaning supplies and will be required to clean all surfaces that he touches in the bathroom or hallway. The student will wear a mask whenever he is not in his room.
- Meals will be directly brought to the student's room and placed outside the door for the student to access after the delivery person departs. Upon finishing his meal, the student will place his tray outside his door and inform the delivery person that it is ready for pick up.
- Residential students who are diagnosed with COVID-19 will be placed in one of the pre-established quarantine rooms for the duration of his illness. These rooms have a self-contained bathroom that will only be used by the quarantined person. The student will not leave this room for any reason other than to access off-campus health services.
- Ill residents will be provided with information from the CDC on how to care for themselves and when to seek medical attention; SHSST will also consult with Nurse Mary Balistreri.
- The only person allowed into the student's room are caregivers or health officials designated by the Rector. Whenever another person is in the quarantined student's room, all persons (including the quarantined person) will wear masks, plastic gloves, and other appropriate protective wear.
- Meals will be directly brought to the student's room and placed outside the door for the student to access after the delivery person departs. Upon finishing his meal, the student will place his tray outside his door and inform the delivery person that it is ready for pick up.

### **What Should a Student Do if They Travel?**

- Risk via exposure increases as people travel to new areas. Students are asked to limit travel if possible. Please see the latest CDC guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>. Seminarians planning to travel need to talk with their formation advisor before solidifying any plans. All students that do travel are to inform the Academic Administrative Assistant and the procedures delineated above in the section entitled "What If a Student Needs Learning Accommodations Because of COVID-19?" will be implemented. Three to five days after travel, the student should have a viral test. If the test is positive, they must quarantine for 14 days; if negative, 10 days. If the student is not tested,

they must quarantine for 14 days. Reasonable accommodations or exceptions, should be agreed to with the formation advisor and then taken to the rector for approval.