

# SHSST's COVID-19 Response Levels Operations Plan

(Version: 8/30/2022)

*Sacred Heart Seminary and School of Theology (SHSST) has developed a multi-phase plan for responding to the COVID-19 pandemic. Implementation of these phases will follow the guidelines of federal, state, and local governments. 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. The elements of the phases can be adjusted as circumstances warrant given the fluid nature of the pandemic. 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 employees and students will regularly monitor for COVID-19 symptoms and not come to campus if feeling ill.
- Face coverings are worn in public spaces, meetings, and/or when leaving offices (required in all phase except 4.5; exceptions may be made in phase 4).
- 3 - 6 ft. distancing required, except in phase 4.5.
- Meeting capacity restrictions (see each phase for restrictions).
- Regular handwashing (for at least 20 seconds) is required and try to refrain from touching your face (eyes, nose, mouth) as much as possible.
- Disinfectant products are available upon request. Enhanced cleaning protocols are followed.
- 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 (Library or Front Desk).
- If an employee or student 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 isolate, test, and coordinate with their medical provider to assess their condition. See the Covid-19 Policy for Students or Covid-19 Policy for Employees.

*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 five 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).
- Guidance from the Archdiocese of Milwaukee.
- Other appropriate sources as needed.

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## 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.

**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.

**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).

**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% of 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. Community patrons may use curbside pick-up and drop-off (contact the library staff to arrange).

**Bookstore:** The physical space of the Bookstore is closed. Remote purchases are available.

**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 President-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.

**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 President-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, staff, and faculty; community patrons may use curbside pick-up and drop-off (contact the library staff to arrange); interlibrary loan and SWITCH borrowing are available to the degree those services are operational.

**Bookstore:** The physical space of the Bookstore is closed. Remote purchases are available.

**Cafeteria:** Dining room will be open. Students are to eat from Noon – 12:30pm; SHSST employees are encouraged to pick up meals between 12:30 - 1pm to eat back 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.

**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, perform essential coursework, or to attend special events to which they are invited. 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, staff, and faculty; community patrons may use curbside pick-up and drop-off (contact the library staff to arrange); interlibrary loan and SWITCH borrowing are available to the degree those services are operational.

**Bookstore:** The physical space of the Bookstore is closed. Remote purchases are available.

**Cafeteria:** Dining room will be open. Food may be served by Sodexo staff to limit touching of plates, utensils, etc. Faculty and staff are encouraged to wait until 12:15pm to avoid lines. People may sit 3 to a table or take their food to-go.

**Chapel:** Attendance at liturgical services and major events is encouraged; capacity of the chapel will be limited to 25%. Faculty and staff that would like to opt out should speak with the President-Rector.

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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. Fully vaccinated people may remove masks in group meetings if everyone agrees. Social distancing is not required for those fully vaccinated, but still preferred. People who are not fully vaccinated are asked to continue to wear a mask and socially distance. As a community, please support those people who wear a mask, either for health concerns or personal preferences! Masks will continue to be required in the lobby, chapel and classrooms.

**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 closed temporarily. Remote purchases are available.

**Cafeteria:** Eating customs return to normal practice, though certain restrictions and procedures (such as plating) may be implemented as deemed appropriate. POSH and Provincial employees are welcome back in the dining room.

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

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## PHASE 4.5

**Courses:** Courses are delivered in-person, though designed to take advantage of online delivery in order to minimize class sessions and allow for seamless toggling between in-person and online delivery formats; pastoral placements are operational though possibly modified depending upon the situation; formation advising, and spiritual formation are delivered in-person.

**Operations:** Full operations are maintained; on-campus offices are open; employees work on campus; exceptions must be approved by their manager and the President-Rector. The building will remain closed to the general public but arrangements can be approved by the President-Rector's Office on a case by case basis.

**Practices:** Meeting size is not limited, though restrictions may be imposed if the situation warrants. Masks are optional for employees and students on campus. If an individual is uncomfortable meeting with others in a closed room setting, then out of respect the others in the meeting should accommodate that person if they so desire. In addition, please note that wearing a mask does not imply the individual is unvaccinated but feels safer or more comfortable with the mask on, due to a variety of reasons.

**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.

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

**Bookstore:** The bookstore is open by appointment. Please contact Jenny Drzewiecki at [jdrzewiecki@shsst.edu](mailto:jdrzewiecki@shsst.edu)

**Cafeteria:** Capacity in the dining room and chapel will no longer be limited; individuals are welcome to continue social distancing and mask wearing due to comfort or other reasons. Windows in the lobby, dining room, or offices (including doors) can be opened, weather permitting, to allow for good airflow and to mitigate viral transmission. Food service can be buffet-style. Food service employees will follow Sodexo's Covid-19 safety protocols.

**Chapel:** All members of the school community are expected to attend liturgical services as appropriate and may wear masks if desired.