



COVID-19 Safety Policy

At Viterbo University, the health and safety of our students and employees is our highest priority. This policy has been developed to help maintain the health and safety of all Viterbo community members, in accordance with the current La Crosse County Health Department and Centers for Disease Control and Prevention (CDC) guidelines and recommendations. Note: this policy is subject to change based on guidance from the CDC and/or La Crosse County Health Department.

A. REDUCING SPREAD:

Due to the public health ramifications, the university will address any violations of this policy through the Code of Student Conduct. Students found responsible for violations will be subject to university discipline, including and up to suspension from the university. Employee violations will be addressed through human resources and the Employee Handbook.

Due to COVID-19's primary mode of transmission through person-to-person contact with an infected person, regardless if the person is symptomatic or asymptomatic, Viterbo has identified the following procedures to help reduce the spread of COVID-19 on campus:

- Students and employees are expected to complete a daily health screening. Students must complete this daily screening via the Viterbo app, which sends a health pass to a student's Viterbo email upon completion. Students may be asked to show the health pass when entering classes and other Viterbo spaces. Employees may use the Viterbo app or the materials provided by Human Resources or via Viterbo's COVID-19 website.
- If students and employees are interested in having their temperature checked by campus staff, they may do so at the following locations:
 - Brophy Center – Frank Ludwig, room 105
 - Murphy Center – Health Services, room 340 or Human Resources, room 200
 - Residence Life – Becca Rude, Marian Hall South/Hawk's Nest 5
 - Fine Arts Center – room 102
 - Reinhart Center – Sandra Bartel, room 100
 - Mathy Center – front desk
 - Varsity Athletic Center – Lynn Tully, VAC office
 - Physical Plant – Dawn Popp, front desk
 - Campus Ministry – house next to San Damiano Chapel
 - Nursing Center – Maryann Abendroth, room 105C; Brandy Cleveland, room 107
- Students and employees are not permitted on or in any Viterbo operated property or activity and are instructed to go or stay home when any of the following occur:
 - are experiencing symptoms associated with COVID-19 as defined by the Centers for Disease Control and Prevention;
 - have tested positive for COVID-19;
 - have had close personal contact with a person within the past two days who has tested positive for COVID-19.
- If any of the above occur, students must contact Health Services and employees must contact Human Resources immediately.
- Viterbo reserves the right to isolate the individual until arrangements can be made to leave campus, and/or cancel or reschedule work or class to address cleaning and disinfection needs.

B. FACE MASK USAGE

Face masks are required upon entry into Viterbo buildings or on Viterbo property when 6 feet of physical distancing is not possible. Masks are expected to be worn outdoors during all instances where physical distancing is not possible, including in vehicles. Masks may be removed while eating outdoors, but six-foot physical distancing must be maintained to ensure safety.

- Acceptable masks/face coverings are as follows:
 - Cloth face masks, such as handmade/sewn cloth masks; or
 - Disposable face masks, such as non-medical grade paper or procedure masks; or
 - Buffs/neck gaiters if they include a replaceable filter; or
 - Medical-grade face masks may be used but are not required. Viterbo does not encourage the purchase of medical-grade masks. These

- should be reserved for medical personnel and those with health issues who require them.
- Transparent face shields may only be used instead of masks when an individual is engaging in work where wearing a face mask would create a safety risk to the individual or if an individual has a medical condition which does not allow them to wear a mask/face covering (identified above). These individuals must obtain an exemption from either Human Resources (employees) or Health Services (students).
- The following face coverings are not acceptable:
 - Bandanas
 - Scarves
 - Crocheted masks
 - Vented face masks
 - Buffs/neck gaiters that are single ply
- Face masks must be worn throughout the buildings except when an individual is in a private office. Masks in private offices are mandatory when two or more individuals are present in that private office.
- Face masks must be worn in vehicles when students or employees are traveling together. Physical distancing in vehicles is strongly recommended.
- Face masks must cover the nostrils and mouth.
- Cloth face masks should be properly cleaned on a regular basis. Individuals should follow directions on care from the manufacturer. Masks should be discarded and replaced if worn or frayed.
- When consuming food or beverages, students should remain stationary, remove masks completely, and remain at least 6 feet from others. The inside of the mask should be protected and not laid on contaminated surfaces.
- Student athletes officially practicing or competing in an outdoor environment do not have to wear masks. Masks are expected to be worn outdoors during all other instances where physical distancing is not possible. This includes traveling in vehicles to and from practices and/or competitions.
- Compliance of Policy:
 - It is the expectation of the university that all Viterbo community members behave responsibly with respect for the health and safety of others. Any employee, student, or visitor who fails to abide with this policy will be asked to comply; failure to comply will result in disciplinary action or a removal from campus.
 - Faculty and staff who fail to abide by this policy will be taken off duty and/or subject to disciplinary action including up to termination of employment. Students who violate this policy may be subject to disciplinary action under the student disciplinary process outlined in the Code of Student Conduct. Supervisors reserve the right to specify which face coverings are acceptable for safety reasons in their areas and according to tasks.
 - Employees and students should not attempt to directly enforce this policy but instead should share any concerns of suspected violations with their supervisor, Director of Human Resources (hmbutterfield@viterbo.edu), Assistant Vice President for Student Affairs (kkgabriel@viterbo.edu), or by submitting a Viterbo Speaks Up form at www.viterbo.edu/viterbo-speaks-up.

C. PHYSICAL DISTANCING

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period (15 minutes or more). Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs.

- Students and employees are asked to ensure physical distancing by maintaining at least 6 feet of distance between themselves and others,
- avoid crowded places, particularly indoors,
- avoid close contact with people—instead of shaking hands, come up with other ways to greet people that don't involve touching,
- limit the amount of time you spend in close contact with others.

Large social gatherings, where lots of people are in close quarters and unmasked, are proving to be a major driver of outbreaks on college campuses. All on-campus and off-campus student gatherings (and those in attendance) must comply with all state and local health orders and allow for appropriate physical distancing. Indoor on-campus group activities above 50 are discouraged, require vice president approval, and physical distancing requirements must be met.

D. PERSONAL HYGIENE

Simple hygiene measures can help protect student and employee health. Viterbo University recommends employees and students:

- wash hands often with soap and water for at least 20 seconds.
- use hand sanitizer with at least 60% alcohol if soap and water are not available.
- avoid touching eyes, nose, and mouth with unwashed hands.
- cover their mouths and noses with a tissue when coughing or sneezing or use the inside of their elbow.
- throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds.
- keep distance from others (at least 6 feet).
- avoid using other employees' or students' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. To disinfect, use products that have been provided by Physical Plant.

E. CLOSE CONTACTS

For the purpose of this policy, a close contact is defined as a person who:

- was within 6 feet of the sick or confirmed positive individual for more than a total of 15 minutes while person was infectious,
- shared a common work or learning space for a prolonged period of time, or
- was in a space where either party was not wearing a face mask or appropriate PPE at the time of contact.

Viterbo employees or students who are identified as close contacts will be notified via phone by Health Services or Human Resources; if a close contact is determined to require testing, they will be asked to quarantine immediately. Close contact information may be shared with La Crosse County Health Department. If the local health department deems the individual is at an elevated risk due to prolonged exposure or other factors, the close contact may be contacted by the local health department as well.

F. CDC QUARANTINE GUIDANCE AFTER VACCINATION

Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:

- Are fully vaccinated (i.e., over 2 weeks past receipt of the second dose in a two-dose series, or over 2 weeks past receipt of one dose of a single-dose vaccine)
- Are within 3 months following receipt of the last dose in the series
- Have remained asymptomatic since the current COVID-19 exposure

Fully vaccinated persons who do not quarantine should still watch for symptoms of COVID-19 for 14 days following an exposure. Contact Viterbo health services with any questions about quarantining.

G. PROTOCOL FOR A COVID-19 POSITIVE TEST RESULT OR EXPOSURE TO A PERSON WITH COVID-19

Note: communication flow from local health department(s) may occur simultaneously with communication flow from Viterbo.

- Student or employee receives communication through health care provider and/or local county health department of confirmation of positive test or exposure to person who tested positive for COVID-19.
- If not already done so, contact should be initiated with the following offices:
 - EMPLOYEES: Contact Human Resources at 608-796-3930 or 608-796-3931
 - STUDENTS: Contact Health Services at 608-796-3806
- Symptomatic or positive-testing employees and students should also complete the La Crosse County Health Department Intake Form.
- If a student or employee is asked to take a COVID-19 test, Viterbo will follow up to address the needs of the impacted person as well as the campus community. Health Services (for students) and Human Resources (for employees) will:
 - identify close contacts for previous 2 days (close contacts = less than 6 feet separation for total of 15 minutes or longer; or unprotected contact with co-located employees or students)
 - identify areas to be disinfected according to CDC guidelines and notify Physical Plant staff for cleaning
 - provide guidance regarding seeking medical attention and/or isolation or quarantine protocols
 - consult with local health department(s) as needed
- Faculty will work with students to provide alternative modes of course content delivery and adjusted timeframes so the student can complete the course successfully.

- In collaboration with the COVID Response Team and La Crosse County Health Department, a decision will be made regarding temporarily ceasing face-to-face work or classes.

H. PROTOCOL FOR A COVID-19 NEGATIVE TEST RESULT

Even though you have tested negative, it is possible that you still have COVID-19. This happens when the level of virus from the place they took your sample, for example your nose, isn't high enough. For this reason, you should be quarantined until you have had no fever with a substantial improvement in symptoms without medication for 24 hours AND you receive approval from either Health Services (students) or Human Resources (employees). Isolation means you cannot leave your isolation space and should separate yourself from any other household members in every way possible. You can be discharged from isolation once the above-listed criteria are met. If your symptoms worsen, call Health Services (students) or Human Resources (employees); employees should also call their medical provider for retesting. If you are exposed to a person who has a negative test result, students should contact Health Services at 608-796-3806 and employees should contact Human Resources at 608-796-3930 or 3931. If you receive a negative test result as part of a mandatory baseline test, are not experiencing any symptoms, and have not been in close contact with an individual who has tested positive, quarantine is not necessary.

I. RETURN TO CAMPUS

Students and employees may return to campus based on the La Crosse County guidelines for discontinuing isolation or quarantine, or upon health care provider authorization to return to normal campus activity.

- Guidance for return from isolation for a student/employee who tests positive for COVID-19 who meets all of the criteria below. Return will occur once the student/employee:
 - is at least 10 days from the start of symptoms but potentially longer (per County Health Department recommendation);
 - is fever-free (<100.4 degrees) and improvement in other symptoms for at least 24 hours without the use of fever-reducing medication; and
 - has received clearance from Health Services (students) or Human Resources (employees).
- Guidance for return from isolation for a student/employee who is symptomatic but tests negative who meets all of the criteria below. Return will occur once the student/employee:
 - is fever-free (<100.4 degrees) for at least 24 hours without the use of fever-reducing medication;
 - feels sufficiently well to attend class or go to work; and
 - has received clearance from Health Services (students) or Human Resources (employees).
- Guidance for return from quarantine for a student/employee who was exposed through close contact who meets all of the criteria below. Return will occur once the student/employee:
 - has gone at least 14 days after last contact with sick person or 14 days after ill person is well, if student/employee is unable to completely separate from ill person during quarantine;
 - is symptom free for at least 24 hours without fever-reducing medication; and
 - has received clearance from Health Services (students) or Human Resources (employees).

J. COMMUNICATION

In collaboration with the COVID Response Team and La Crosse County Health Department, university leadership will determine appropriate college-wide and/or public notifications.

This policy is effective Saturday, Aug. 1, 2020 and will remain in effect until further notice. The situation with COVID-19 is fluid and thus this policy is subject to change at any time.

Changes to this policy may occur at any point. Visit www.viterbo.edu/covid-19 for the most updated policy. Employees who have questions or concerns with this policy should contact Heather Butterfield, director, human resources (hmbutterfield@viterbo.edu). Students who have questions or concerns with this policy should contact Kirsten Gabriel, assistant vice president, student affairs (kkgabriel@viterbo.edu).

K. DEFINITIONS AND IMPORTANT NUMBERS

- **Close contact:** defined by the CDC as: (1) being within approximately 6 feet of a COVID-19 Case for a prolonged period of time (more than 15 minutes) or (2) having direct contact with infectious secretions of a COVID-19 case.
- **Isolation** separates sick people with a contagious disease from people who are not sick.
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

IMPORTANT PHONE NUMBERS:

Viterbo University Health Services	608-796-3806
Viterbo University Human Resources	608-796-3930 or 608-796-3931
Viterbo University Counseling Services	608-796-3808
La Crosse County COVID Hotline	608-785-6240
Gundersen Nurse Advisor Line	1-608-775-4454
Mayo Nurse Advisor Line	1-608-785-0940 (ask for the nurse line)
FEI-Employee Assistance Program	www.feieap.com/1-800-638-3327

Completion of Worker's Compensation paperwork does not guarantee coverage of claim.