



COVID-19 Safety Plan

Revised: August 21, 2020 - Eric Messer

NY Emergency Line 518-494-1444

Non-Emergency Security 518-494-6200

Non-Emergency Health Center 518-494-1600

Introduction: Word of Life Bible Institute is committed to providing a safe and healthy environment for students and staff to deepen their faith. Our plans will be prayerful, Christ-centered, methodical, measured, and meaningful in our communication and care. We will remain balanced and responsible as we work with our governing and permit issuing officials.

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1. People

- a. Physical Distancing: Ensure a 6-foot distance between persons to prevent the spread of illness. If physical distance cannot be maintained, the use of acceptable face covering is required.

- i. Academics

1. Adjusted schedule to provide greater social distancing measures in the classroom.
 2. Spread assigned seats throughout classroom space to provide physical distancing during classroom instruction.
 3. During class breaks, if students are unable to maintain physical distancing in lobbies and restroom areas, the use of face coverings is required.
 4. Online and remote instruction will be utilized intentionally to reduce the spread of illness.
 5. All classroom spaces will be kept under 50% of maximum occupancy per Warren County Codes Enforcement.
 6. Social distancing markers will be placed in commonly used areas that denote 6-foot spacing.
 7. Students who are ill should self-isolate and follow academic procedures as found in the Student Handbook.

- ii. Student Life

1. Students will be spaced out in dormitories as much as possible to ensure physical distancing.
 2. Students will be housed by year (i.e. First Year, Second Year) to accommodate physical distancing in the Academic Program.
 3. In dorms where bunk beds are utilized, head to toe sleeping of residents is recommended.
 4. Where the layout of the residence hall permits, communal bathrooms will be designated for use by specific rooms/individuals to limit cross contamination.
 5. Face coverings are not required to be worn while students are in their own residence hall room.
 6. Campus visitors are limited to “invited guests” only and are expected to abide by all campus health and safety procedures. (See page 23 in Student Handbook for more information)
 7. Chapels, devotions, and other times of spiritual development will comply with physical distancing protocols.
 8. Student lounges will operate under 50% maximum occupancy.

iii. Ministries

1. Team sports will only be permitted as NY State permits in its phased re-opening plan.
2. Appropriate face coverings will be utilized when traveling in a Word of Life vehicle with other passengers.
3. Vehicles will only be filled to 50% of the maximum occupancy of the vehicle.
4. The Fitness Center and Aerobics Room will operate at 33% occupancy to ensure physical distancing between persons. Appropriate face coverings are always to be worn. Students must sign-in with their contact information and pass a health screening before using the Fitness Center and Aerobics Room. Additional ventilation and mitigation protocols will be followed.
5. Ministries will be booked with safety precautions in mind following all local and state guidance per the region they are in.

iv. Food Service

1. Mealtimes will be extended, and multiple seatings will be offered to accommodate physical distance between persons.
2. Meal lines will not be self-serve and will be sufficiently staffed to ensure there is no touching of common objects.
3. Grab and Go options will be made available to students for some meals with individual servings in disposable containers.
4. Dining room tables will be spaced 6 feet apart in all directions.
5. Physical markers will be placed in higher traffic areas to denote 6 foot spacing.
6. Separate entrance/exit will be designated in the dining room.

2. Places**a. Personal Protective Equipment (PPE)**

- i. All staff and students will be provided with PPE that is appropriate for assigned ministry or service areas when unable to maintain social distancing.
- ii. Staff and students will be trained on how to put on, take off, clean (as applicable) and discard PPE.
- iii. Those working in food service must always wear an appropriate face covering.
- iv. Face coverings must be cleaned or replaced when damaged or soiled.
- v. Face coverings should never be shared with others and are for personal use only.
- vi. Point of Sales and Student Service desks throughout campus will be equipped with a physical barrier for contactless transactions and service.

b. Hygiene and Cleaning

- i. All cleaning will adhere to hygiene and sanitation requirements from the Centers for Disease Control and NY State Department of Health.
- ii. Staff and students are trained in the prevention of disease transmission and safety orientations include training on hand hygiene, cleaning, and disinfecting.
- iii. A cleaning log will be maintained for all public spaces that document date, time, and scope of cleaning. This log will be maintained by Housekeeping Coordinator and/or Department Head.
- iv. Public spaces and bathrooms will be cleaned, disinfected, and stocked two times daily to reduce the risk of spreading illness.
- v. Dining room and classrooms will be disinfected between use according to the program schedule.
- vi. Hand sanitizing stations will be made available throughout campus with 60% or more alcohol. Hand sanitizing is required prior to entering dining room.
- vii. Residence Hall Cleaning Jobs (for students as assigned by Resident Assistant)
 - 1. Shared bathrooms are required to be cleaned twice daily.
 - 2. Trash is to be removed from dormitories daily.
 - 3. A rigorous cleaning schedule will be utilized to ensure residents follow hygiene and cleaning procedures.
- viii. Administration—please see office cleaning plans provided by the Office of Student and Guest Experiences.

c. Communication

- i. Appropriate signage is posted throughout campus to remind persons to adhere to proper hygiene, cleaning, social distancing, and personal protective equipment guidelines.
- ii. If a student or staff member tests positive for COVID-19, the Exec. Dean of Student and Guest Experiences will contact NY State Dept. of Health and fully cooperate with contract tracing efforts, including notification of staff, students, and visitors who may have had contact with the individual while maintaining confidentiality.
- iii. Students, staff, and visitors can visit <https://wordoflife.edu/> for the most up to date safety plan per state re-opening plan and other pertinent information for health and safety.

3. Process

a. Health Screening.

- i. Prior to moving into dormitories at the time of registration, students are required to go through a mandatory health screening which includes the following information:
 - 1. COVID-19 symptoms in the past 14 days
 - 2. Positive COVID-19 test in the past 14 days

3. Close contact with confirmed or suspected COVID-19 case in the past 14 days
 4. Temperature check
 - a. 14 days of temperature logs are to be maintained prior to registration wol.to/c19nyss
 - b. Temperature check will be taken at the point of health screening prior to registration
 - ii. Students traveling from Travel Advisory States are required to complete a two-week precautionary quarantine prior to the program starting and will be screening twice daily by Health Services. Daily reports will be sent to Warren County Public Health on students in quarantine.
 - iii. Students will be health screened periodically throughout the course of the program.
 - iv. Each staff member is self-screen each day before reporting to their ministry area by going to <https://wol.to/c19screen> Staff who are ill should stay home and follow Human Resources procedures to prevent the spread of illness.
 - v. Each campus visitor is also required to self-screen using the above link for safety of the campus and to maintain a continuous log for contact tracing purposes.
- b. Outbreak Procedures
- i. All Center for Disease Control and Department of Health Guidelines will be followed.
 - ii. All students and campers are required to fill out a health form that is received and reviewed by Health Services prior to arriving at WOL.
 - iii. If an individual is confirmed to have COVID-19, exposed areas will be cleaned and disinfected per CDC guidelines.
 - iv. Quarantine
 1. Students will be sent home, quarantined in the Health Center, or isolated in a quarantine room if they screen positive for COVID-19 to prevent the spread of illness with arrangement for their medical and health needs. Word of Life Bible Institute has identified and set aside residence halls for the purpose of quarantine, should they be needed.
 2. Staff who show signs and symptoms of COVID-19 or test positive for COVID-19 will be required to self-isolate in their home for 14 days.
 3. Those traveling into NYS from areas with widespread community transmissions of COVID-19 will be required to quarantine for 14 days and follow all NY State travel advisory orders. Visit <https://coronavirus.health.ny.gov/covid-19-travel-advisory> for up-to-date information. Arrangements for students' health and

medical needs while in quarantine have been made according to NYS guidelines.

4. Other

- a. Shut Down Procedures: if WOLBI needs to decrease on-campus activities to contain the spread of COVID-19**
 - i. Operational Activity**
 1. In classroom instruction will cease and all classes will be conducted via remote instruction.
 2. Food Service will serve students who are unable to move off campus per NYS Food Service Establishment Guidelines.
 3. Public buildings used for recreation and education will be cleaned and closed.
 4. Health Services and Student Life will continue to operate and monitor the medical needs of students remaining on campus who are unable to return home (i.e. international students or other extenuating circumstances)
 5. Campus Security will continue to patrol campus to ensure a safe environment for students and staff who are operating in essential positions.
 - ii. Move-out Procedures**
 1. All personal items removed from all areas (including laundry rooms)
 2. All trash taken to outdoor dumpsters (not to be left anywhere else in dorm)
 3. Furniture put in its original place
 4. Wardrobe/desk/dresser emptied, cleaned, and wiped down with drawers left open
 5. Floors vacuumed
 6. Blinds shut and windows locked
 7. Dorm keys returned to Student Life Department
 - iii. Communication**
 1. Internal
 - a.** Students, Faculty, and Staff will be provided with information regarding shut down procedures in a timely and orderly manner.
 - b.** WOLBI will serve students who are unable to depart campus quickly by providing room and board until they are able to move out.
 2. External
 - a.** Parents/Guardians and other constituents will be notified of Administration's decision to shut down campus via press release, email, and other modalities to ensure clear communication.

- b.** Regulatory Agencies will be notified of Administration's decision to shut down.