



Date: June 9, 2021

To:

From: Critical Incident Management Team ([PublicHealth@landmark.edu](mailto:PublicHealth@landmark.edu))

Re: Employee Health Pledge During COVID-19 (Summer I)

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Landmark College's core values of Respect, Understanding, Safety, and Honesty (RUSH) are the standards by which we derive the College's expectations for all members of the LC community.

Maintaining a culture of safety, accountability, and responsibility to others is essential as we address the challenges posed by COVID-19.

- I affirm that I have reviewed and will follow the [Guidelines for Campus Operations for Summer I](#), and will review and follow any subsequent updates to College guidelines or other health & safety directives related to COVID-19.
  - I will follow all masking and distancing guidelines for fully vaccinated or unvaccinated individuals (whichever applies to me). I understand the College will consider me unvaccinated until I provide proof of vaccination to [HumanResources@Landmark.edu](mailto:HumanResources@Landmark.edu).
  - I will monitor myself daily for [COVID-19 symptoms](#). If I am sick, I will stay home and report my symptoms to my supervisor and [HumanResources@Landmark.edu](mailto:HumanResources@Landmark.edu).
  - I will comply with all isolation and quarantine procedures if ill, or if exposed to someone with COVID-19.
  - I will frequently and thoroughly maintain hygiene by regular hand washing with soap and warm water or using hand sanitizer when soap and water are not available.
  - I will observe and follow all occupancy requirements and posted signs on campus.
  - I will follow all safety requirements regarding close contacts, campus visitors, off-campus travel, social gatherings, and events.
  - I will respectfully remind students and colleagues of safety expectations and be respectful of others when they remind me.
  - I will treat all members of the Landmark College community with the respect every human being deserves. I will not promote, participate in, or allow my own bias to impede the access and opportunity of others in my community.
- I understand that complying with the expectations and requirements outlined above helps protect our community, including its most vulnerable members, and is required for all employees who will be on campus at any time during Summer Session I.
- By signing this form, I confirm that I have read, understand, and agree to comply with this Health Pledge. I also acknowledge that compliance with this Pledge is a condition of my employment at Landmark College. Violations of this Pledge will be reviewed. Failure to comply with this Pledge may be met with actions from informal reminders to disciplinary action up to and including termination.**

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Employee Name (printed)

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Employee Signature

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Date



# COVID-19 Guidelines for Campus Operations for 2021 Summer I

June 1, 2021

## Overview

This document provides the guidelines that Landmark College will use for on-campus residential, academic, and business operations for the **2021 Summer I session** (effective Tuesday, June 1st, 2021).

These guidelines are designed to meet or exceed the existing [Vermont Forward Guidance](#) and the [Vermont Guidance for the Higher Education Sector](#) (updated and effective on 5/18/2021). Each of these resources serves as a minimum standard for safety. In any contradiction between these two resources, the Higher Education Sector guidance supersedes the Vermont Forward guidance.

Given the unique characteristics of Vermont colleges and universities, the State of Vermont requires each institution to adopt a written plan and keep it on file at the institution available for inspection by any employee, student, or State Agency upon request.

The state of Vermont encourages institutions to exceed these baseline recommendations. These guidelines are subject to change by the College based on updates to Vermont's recommendations and in the interest of public health for the College community.

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## Health Safety Pledge

All students, faculty, and staff will be required to sign an updated health safety pledge that affirms the individual is familiar and willing to comply with the state's COVID-19 restrictions and the Landmark College health policies.

This health safety pledge will be enforced through Student Affairs (for students) and Human Resources (for employees).

## Vaccinations

To reduce the transmission of COVID-19 and the possibility of acute illness if an individual is infected, Landmark College will require that all employees and students who will be on campus at any time during the fall semester are fully vaccinated (14 days past the final vaccination) by Wednesday, August 11, 2021.

Exemptions for religious and medical reasons will be considered on a case-by-case basis. Exemption forms for [students](#) and [employees](#) can be found on the College's [COVID-19 response](#) web page.

Getting vaccinated is an important step we can all take to help protect the College and the community at large, and one of the better options to return to an active fall semester with the least restrictions.

## Proof of Vaccination

Proof of being fully vaccinated is required to follow the relaxed guidelines outlined in this document.

- Fully vaccinated students should send proof of their COVID-19 vaccination to [HealthServices@landmark.edu](mailto:HealthServices@landmark.edu).
- Fully vaccinated employees should send proof of their COVID-19 vaccination to [HumanResources@Landmark.edu](mailto:HumanResources@Landmark.edu). (Unless a submission has already been uploaded to CoVerified).

Being fully vaccinated means a person is 14 days past their final dose of the vaccine.

If the College has not received proof of full vaccination, an individual will be considered unvaccinated.

**As held by the College, employee and student vaccination records and status are not considered protected health information (PHI) and may be shared with others at the College as needed to manage public health and safety standards. For students, this may include the disclosure of vaccination status to residential staff, faculty, advisors, and Student Affairs staff. For employees, this may include disclosure to supervisors. Reasons behind an individual's vaccination status (medical, religious, other) will not be redisclosed.**

## Campus Arrival for Summer Session I

To return to campus for the Summer I session:

1. Unvaccinated individuals living in a residence hall on campus will be required to have proof of a negative PCR test for COVID-19 infection administered within three (3) days before arriving on campus.
2. A pre-arrival test is not needed for fully vaccinated students or those who have recovered from COVID-19 in the 90 days prior to June 6, 2021. Being fully vaccinated means a person is 14 days past their final dose of the vaccine. Fully vaccinated students should send proof of

their COVID-19 vaccination to HealthServices@landmark.edu. If Health Services has not received proof of full vaccination, a student will be considered unvaccinated.

3. There are no quarantine requirements for any student returning to campus.

We understand that this change in travel requirements is coming just days before the Summer Session I begins and after individual travel plans have been put into place. To accommodate for travel plans that cannot be changed, students will now have the choice of three different options:

- a. Remain on campus from May 23rd – May 28th as previously planned. This option has been offered for the convenience of students whose travel circumstances made leaving campus during the short break before the planned quarantine on May 28th difficult. As mentioned before, no meals will be provided during this period, and limited staffing (Campus Safety/Administrator on Call) will be in place (but available 24-7).
- b. Return from off-campus on May 28th as previously planned (the original arrival and quarantine date). Students may stay with this option if they are unable to change their travel plans. Dining services resume with dinner on Friday, May 28th.
- c. **NEW OPTION:** Return to campus on Sunday, June 6th, 2021 (the day before classes begin). This option is new and available because of the recent changes to travel and quarantine guidelines. Switching to this option is available to all students and may be best for students who can travel home and change their return travel plans.

For all these options, no quarantine will be required upon return, but unvaccinated students will be required to have proof of negative PCR test result taken within three (3) days before arrival on campus. A pre-arrival test is not needed for fully vaccinated individuals or those who have recovered from COVID-19 in the 90 days prior to June 6th, 2021.

**Any student who would like to change their arrival date to June 6<sup>th</sup> should contact [Housing@landmark.edu](mailto:Housing@landmark.edu).**

## Health Screenings

**Upon Initial Arrival:** All students must submit to a health screening upon arrival to campus that verifies they have no symptoms of COVID-19 (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle or body aches, headache, congestion or runny nose, sore throat, the new loss of taste or smell, nausea or vomiting, diarrhea).

**Daily Health Check:** Submitting a daily health screening in the CoVerified App will no longer be required, but posters and a daily text message will remind students, faculty & staff to stay home (in their res. hall) if they have signs or symptoms of COVID-19. No symptomatic or COVID-19 positive students or faculty are allowed on site.

## Visitors (Drop-off and Pick-up)

Students may have up to two **vaccinated guests** enter the residence halls with them on move-in day or move-out day. Vaccinated guests may be required to provide proof of vaccination ahead of arrival to campus or upon arrival.

**Unvaccinated guests** must still conduct a contactless drop-off. During a contactless drop-off, guests may not enter any college facilities, must limit activities outside the car to helping the student unload at the curb, and must avoid contact (within 6 feet of any individual) with anyone outside their household.

## Testing

For Summer Session I, unvaccinated students must arrive on campus with proof of a negative PCR test for COVID-19 infection administered within three (3) days before arriving on campus. Proof of a negative test should be sent to [HealthServices@Landmark.edu](mailto:HealthServices@Landmark.edu) and students should be prepared to show proof of a negative test on arrival.

Unvaccinated employees who will be on campus during Summer Session I (June 7-July 9) will be required to provide proof of a negative PCR test for COVID-19 infection that is administered no earlier than June 4th, 2021. Proof of a negative test should be sent to [HumanResources@landmark.edu](mailto:HumanResources@landmark.edu).

The College will no longer be providing on-campus testing for employees. Tests can be scheduled through personal health care providers, pharmacies and [Vermont Health Department testing sites](#). See the [Test Site Finder](#) on the VDH web page for local testing options. Testing is free to all.

Otherwise, testing will only be required for individuals when symptoms emerge (including vaccinated individuals). Students with symptoms will be tested through Health Services. Employees who are symptomatic will be required to be tested through their Health Care provider and submit the negative test results to Human Resources.

## Travel

Students, faculty, staff, and visitors must adhere to the following guidelines for any out-of-state or international travel. It should be noted that due to congregate living environments that exist on campus. These requirements by the College exceed the [state's travel guidelines](#).

1. **Vaccinated students and employees** may travel out of state, or within the state of Vermont, without testing or quarantining on their return to campus.
2. **Unvaccinated students and employees** may travel out of the state but are required to provide proof of a negative PCR test for COVID-19 infection administered within three (3) days after their return to campus except in the following circumstances:
  - a. Unvaccinated students, employees, and visitors may travel within Vermont without testing or quarantining on their return to campus.
  - b. Unvaccinated students and employees who must travel out of state for work or medical care will not be required to test or quarantine on their return to campus.
3. Visitors:
  - a. **Vaccinated visitors and unvaccinated VT residents** may come to campus without testing or quarantine. Vaccinated visitors should carry their vaccination card with them and be prepared to produce it for College officials when asked.
  - b. **Unvaccinated visitors** from outside of VT may come to campus but will be required to provide a proof of a negative PCR test for COVID-19 infection administered within three (3) days before the visit. Unvaccinated visitors will be required to wear a mask and practice social distancing while on campus.
4. Students, Employees, and Visitors After International Travel (including Canada):
  - a. Individuals fully vaccinated with an FDA-authorized vaccine or a vaccine authorized for emergency use by the World Health Organization are required to:
    - i. get tested with a PCR test for COVID-19 infection 3-5 days after travel and:
      1. Isolate if the test returns positive to protect others from getting infected,

- ii. Self-monitor for COVID-19 symptoms; isolate and get re-tested if you develop symptoms.
- iii. Follow all state and local recommendations or requirements after travel.
- b. Unvaccinated individuals are required to:
  - iv. Get tested with a PCR test for COVID-19 infection 3-5 days after travel AND stay home and self-quarantine for a full seven (7) days after travel. Even if you test negative, stay home and self-quarantine for the full seven (7) days.
    - 1. If your test is positive, isolate yourself to protect others from getting infected.
  - v. If you don't get tested, stay home and self-quarantine for ten days after travel.
  - vi. Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.
  - vii. Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
  - viii. Follow all state and local recommendations or requirements.

The CDC recommends delaying travel until you are fully vaccinated because travel increases your chance of getting and spreading COVID-19.

In Vermont, masks are required in public spaces for people who are not vaccinated. This includes all spaces on campus. If you are fully vaccinated, be sure to carry your COVID-19 vaccine card with you and be prepared to show it when asked.

Travelers should follow the guidelines of the state or country they visit. These rules may be different state by state or country by country.

## On-campus events

All on-campus events must comply with the state's [event guidance](#). As of 5/23/2021, this guidance allows for the following:

1. **Indoor events:** One unvaccinated person per 50 square feet up to 300 unvaccinated people (whichever is less), plus any number vaccinated people as [Universal Guidance](#) spacing allows.
2. **Outdoors:** 900 unvaccinated people, plus any number of vaccinated individuals as [Universal Guidance](#) spacing allows.
3. If an event has no way of determining if an individual is vaccinated, assume all are unvaccinated for the capacity limit.
4. All events and gatherings must also follow Vermont's [Universal Guidance](#), including spacing requirements and mask mandates.

## Face Coverings (Masks)

Face coverings (masks) shall be worn indoors by all **unvaccinated** faculty, staff, students, and visitors when in the presence of others and in public. When outdoors and more than six feet apart from one another, masks are not required, but discretion must be exercised, and masks should be carried on the person in the event circumstances warrant their use.

**Fully vaccinated** faculty, staff, and students are not required to wear face coverings (masks). Documentation of being fully vaccinated must be on file with the College before an individual can follow the guidance for fully vaccinated individuals.

## Physical Distancing

Unvaccinated students, faculty, and staff should avoid prolonged close contact with others.

For clarity, “prolonged close contact” is defined as being less than 6 feet from an individual outside your household for more than several minutes. Six (6) feet of distancing should be observed whenever possible.

## Hand Hygiene

The most reliable way to prevent infection from surfaces is to [wash hands or use hand sanitizer regularly](#). Hand sanitizer dispensers will be provided in common areas throughout campus and in all classrooms. Handwashing stations with soap and water are available in all bathrooms across campus. Handwashing or hand sanitization is required frequently.

## Cleaning and Disinfecting

All common spaces (when open to students, faculty, and staff) and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles will be cleaned [in accordance with CDC guidance](#).

## Dining Hall Use

The College will require that [Universal Guidance](#) is followed in the Dining Hall and the Fireside Café. This means that:

### Unvaccinated individuals:

1. are required to wear a mask when they enter the Dining Hall or Fireside Café
2. must observe 6-foot physical distancing from others (especially others who are unvaccinated)
3. must be 6 feet away from others before they can remove their mask and eat their meal
4. should not enter the dining hall if they have signs and symptoms of COVID-19

### Fully Vaccinated Individuals:

1. are **not** required to wear a mask **or follow distancing requirements** when entering or eating in the dining hall or Fireside Café
2. should not enter the dining hall if they have signs and symptoms of COVID-19.

## Classrooms

The College will require that [Universal Guidance](#) is followed in all classrooms and instruction areas. This means that:

### Unvaccinated individuals:

1. are required to wear a mask when they enter are in a classroom
2. must observe 6-foot physical distancing from others (especially others who are unvaccinated)
3. should not enter class if they have signs and symptoms of COVID-19

### Fully Vaccinated Individuals:

1. are **not** required to wear a mask or follow distancing requirements when they enter a classroom.
2. should not enter class if they have signs and symptoms of COVID-19

## Libraries

The College will require that [Universal Guidance](#) is followed in the Library. This means that:

### Unvaccinated individuals:

1. are required to wear a mask when they enter the Library
2. must observe 6-foot physical distancing from others (especially others who are unvaccinated)
3. should **not** enter the library if they have signs and symptoms of COVID-19

### Fully Vaccinated Individuals:

1. are **not** required to wear a mask or follow distancing requirements when they enter the library
2. should **not** enter the Library if they have signs and symptoms of COVID-19.

## Social Gatherings, Campus Activities, and Programs

The College will require that [Universal Guidance](#) is followed for all social gatherings, club meetings, activities, and programs. This means that:

### Unvaccinated individuals:

1. are required to wear a mask when they participate in a gathering, activity, or program.
2. must observe 6-foot physical distancing from others (especially others who are unvaccinated)
3. should **not** participate in a gathering, activity, or program if they have signs and symptoms of COVID-19

### Fully Vaccinated Individuals:

1. are **not** required to wear a mask or follow distancing requirements when participating in a gathering, activity, or program.
3. should **not** participate in a gathering, activity, or program if they have signs and symptoms of COVID-19

The College will ensure that face-to-face on-campus programming will follow State of Vermont Event guidelines.

## Athletics & Recreation

The College will follow the state's guidance on [recreational sports and activities](#).

1. Students will not be allowed to participate in recreational sports and activities if they have been in close contact with a person who has COVID-19 or experiencing any symptoms consistent with COVID-19.
2. Recreational sports athletes and officials who are fully vaccinated are no longer required to wear a mask in an indoor or outdoor setting (but may choose to do so).
3. Athletes participating in low contact and no contact outdoor recreational sports (i.e., cross country running, frisbee or disc golf, baseball, and softball) who are not fully vaccinated are not required to wear masks so long as six feet of physical distance can be maintained. Baseball and softball players who are not fully vaccinated must wear masks while sitting in the dugout/ bench.
4. Athletes participating in indoor recreational sports who are not fully vaccinated must wear masks at all times during practice and gameplay.
5. Any student who is not fully vaccinated must wear a mask while utilizing any indoor recreational facility (i.e., locker room, fitness rooms, gymnasium).



The College will not be operating any formal athletic team seasons during the Summer I session and, as a result, is not required to create an athletic team plan.

## Performing Arts

Only performing arts (dance, singing, bands, open-mic, poetry-slams, etc.) that allow for social distancing will be allowed to occur.

## Transportation

College shuttles are currently required to reduced density to allow for social distancing, unless they are transporting fully vaccinated groups or groups who usually have close contact, such as an athletic team or those from the same household (Note: all Summer I residents are considered part of the same household). Unvaccinated individuals must wear cloth face coverings, and unvaccinated individuals must maximize physical distance wherever possible.

## Protect At-Risk Faculty, Staff, and Students

Students who feel they may need additional accommodations due to an underlying health issue should review the College's Accommodations policy and complete an [Accommodation Request Form](#).

## Health & Safety: Containing the Spread of Any Identified Cases Of COVID-19

**Landmark College Health Services** is staffed by health care providers qualified to assess COVID-19 symptoms, diagnose COVID-19 infection, conduct contact tracing and monitor individuals in isolation or quarantine for close contact. The Health Services Department maintains an adequate supply of personal protective equipment for each provider and staff member. The Director of Health Services is a member of the College's Critical Incident Response Team during the COVID-19 pandemic and has contributed to the College's COVID coordination plan.

**Reporting Illness:** Students should contact Health Services immediately if they develop symptoms related to COVID-19. Symptoms include fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle or body aches, headache, congestion or runny nose, sore throat, the new loss of taste or smell, nausea or vomiting, and diarrhea.

**Isolation Procedures:** In the event of a positive test and multiple exposures, the College has designated isolation and quarantine housing locations on campus that can accommodate 5 percent of the College's on-campus resident population. Once a positive case is identified, Health Services, Residential Life, and Campus Safety will coordinate to shift the student who tested positive to isolation housing.

Students who test positive for COVID-19 will remain in isolation and be monitored by Health Services, who will determine when the isolation period has concluded, and the student may return to their regular room assignment. Monitoring by Health Services will occur via telehealth visits with the students who will need to check their temperature and oxygen saturation levels multiple times a day. Landmark College Health Services is unable to provide infirmary services or 24-hour attendant care.

**Campus Contingency Plans:** In the event the Department of Health determines there is an outbreak on campus, the College has developed procedures to quarantine portions of or the entirety of campus and shift students to remote learning during the quarantine period.

**Contact Tracing:** Because rapid identification of the infection is crucial to controlling the spread of COVID-19, Landmark College Health Services will coordinate with the Vermont Department of Health to conduct contact tracing in the event of a positive case on campus.

**Campus Evacuation:** Should the College decide to evacuate a student, a group of students, or the entire campus due to COVID-19 cases or related quarantines, only students free of COVID-19 symptoms or have successfully completed their quarantine and remain asymptomatic will be allowed to leave campus.

1. Students who are asymptomatic and not close contacts may immediately depart campus and return home. These students may require quarantine upon return to their home state.
2. Students who require quarantine or are actively quarantining must stay on campus for the duration of their quarantine (usually seven days followed by a negative PCR test). Students shall not return home to quarantine. The only exception to this rule is if the College determines the student needs alternative housing to facilitate a quarantine. This policy reduces the likelihood of further spread outside the campus environment.
3. Students in isolation shall remain in isolation on campus for the duration of isolation. Students shall not return home to isolate unless the College determines the student needs alternative housing to facilitate isolation. For most persons with COVID-19 illness, isolation and precautions can generally be discontinued ten (10) days after symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with the improvement of other symptoms.