

## COMMUNITY HEALTH PRECAUTIONS

### Masks

- **Why is CSM requiring its faculty, staff and students to wear a mask?**  
We are requiring everyone to wear a mask and support a campus culture of wearing masks to protect themselves and others as a reflection of our value of human dignity. The Center for Disease Control strongly recommends the wearing of masks to stem the spread of COVID-19. Wearing a mask can also provide a visual cue, reminding others to keep their distance as well as an easy way of letting others know you care about their health as well as your own.
- **How will I get my two masks provided by the College?**  
The masks will be mailed to the homes of all students, faculty (including adjuncts) and staff in early August.
- **What should I do if I forget my mask at home?**  
You can get a free disposable mask from the Information Center (ground floor of Walsh Hall) or the Library Front Desk. You can also purchase additional washable masks from the Campus Store.
- **When do I have to wear a mask?**  
You are required to wear a mask when you are in close proximity of others. This includes in hallways, classrooms, the Library, meeting rooms and gathering areas. Masks are not required if you are alone in your residence hall room, your office, or a study room.
- **Will faculty be required to wear a mask when teaching?**  
Faculty can choose to wear a mask, use a face shield, or stand behind podium Plexiglas when teaching.
- **Do I have to wear a mask when I am with my roommate?**  
Roommates are considered to be living in the same “household.” As such, you are not required to wear a mask when only you and your roommate are together, whether that be in your residence hall room or a study area.
- **I have a health condition, and I can’t wear a mask. Is that a concern?**  
We understand that in rare situations, individuals are unable to wear a mask due to health issues. In these instances, please use a face shield, continue to practice social distancing, and send a notice of this in on the “[Health Self Reporting Form](https://www.csm.edu/fall-semester-2020)” found at <https://www.csm.edu/fall-semester-2020> (we will inform the faculty who teach your courses).
- **What should I do if someone around me is not wearing a mask, and I feel uncomfortable?**  
You can respectfully ask them if they are willing to wear a mask in your presence, consistent with the approach the College is taking. If it becomes a regular occurrence, you can share your concern with your instructor (if a student) or your vice president (if you are a faculty or staff member). Please note that in rare situations, individuals are unable to wear masks due to health issues, and instead may be using a face shield.
- **Can I prevent someone from coming into my office or residence hall room if they are not wearing a mask?**  
Yes. You will be provided a sign for the outside of your door indicating that all who enter must wear a mask.

### Social Distancing

- **How are classrooms being set up to allow for social distancing?**  
Classrooms have been adapted to ensure the appropriate spacing of students to allow for social distancing. This has included reducing the seating in some classrooms, adding Plexiglas dividers in others, and adapting some meeting spaces into additional classrooms.

- **How many feet of social distancing is expected on campus?**  
It is safest if folks keep six feet apart and wear masks. This distance can be reduced (for example, in some classrooms) if protective Plexiglas between individuals is in place.
- **Why is the Dining Hall the one place on campus in which we can have six people seated at each table (compared to two people per table elsewhere on campus)?**  
You are safest when you remain 6 feet away from another and you wear a mask. However, the Dining Hall is considered similar to a restaurant. Restaurants in our County are allowed to have six people per table. Thus, we have set only six chairs around each table, and we ask that you not move chairs or tables. Additional precautions in place in our Dining Hall include all food being served to diners or as pre-packaged. There will be no buffet salad bar or buffet dining. And, we will continue to utilize disposable plates and utensils. Diners will have the option to take their food elsewhere to eat it if they are not comfortable using the dining hall seating.
- **How many people are allowed in an elevator at the same time?**  
Four people at a time, as maintaining a safe distance, will help prevent the spread of germs and protect you from COVID-19 and other respiratory viruses.
- **Why have some building stairways been designated as one way only?**  
For narrow stairways in which proper social distancing is a challenge, one-way signage has been added to foster better social distancing practices.
- **Will there be limitations on the number of people who can gather for an event on campus?**  
Yes, we will continue to follow guidance from local health officials related to this. These precautions can help slow the spread of infections and prevent spikes that could potentially overwhelm hospitals and their capacity to care for those who need help.
- **Will faculty and staff meetings continue to be online via zoom in the fall?**  
Yes, as this is a relatively simple preventative measure. This will also free up meeting rooms that may be needed to support social distancing for classes.

## Classroom Cleaning

- **Why are faculty and students being asked to wipe down surfaces and equipment at the end of each class?**  
This is a preventative measure being taken to increase the frequency of cleaning of the classrooms every time the group of people in the room changes. The custodial staff will continue to perform their regular cleaning of the classrooms as well.
- **Will cleaning supplies be provided?**  
Yes, cleaning supplies will be provided in each classroom for students to use to wipe down their desks and equipment at the end of class. Faculty are asked to wipe the podium and any other surfaces they might use in the classrooms. Faculty and staff will also be provided cleaning supplies for use in their offices and other spaces they utilize on campus.
- **What should I do if I need more cleaning supplies?**  
Faculty and staff can email [workorder@csu.edu](mailto:workorder@csu.edu) to request additional cleaning supplies. Please share where you would like them placed (ex: in your Copy Center mailbox, with an administrative assistant, or in your office).
- **Who should I contact if the classroom I am using has consistently not been cleaned by the class that was held there before mine?**  
Please share this with your Associate Dean, in order for them to follow-up with the faculty member who teaches the class before you. If you have general cleaning requests for your classroom (ex: vacuuming), please email [workorder@csu.edu](mailto:workorder@csu.edu).

## Self-Screening

- **What is the difference between ‘testing’ and ‘screening?’**

Testing involves inserting a swab into the nasal cavity and sending the swab to a lab that tests the material for the virus. Screening consists of taking one’s temperature to ensure one does not have a fever and answering questions about other symptoms related to COVID and whether the person has been exposed to someone who has the virus.

- **What does a self-screening entail?**

Self-screening includes taking your temperature and asking yourself a series of questions about how you are feeling on that day. The University of Nebraska Medical Center has developed a quick and easy application: “1-Check COVID,” which you can download to your android or apple phone.



- **How often are we expected to self-screen?**

All students, faculty and staff are encouraged to self-screen daily.

- **What should I do if I have symptoms or think I may have been exposed to COVID-19?**

If you have symptoms or think you may have been exposed to COVID-19, contact your health care professional and please complete the “[Health Self Reporting Form](https://www.csm.edu/fall-semester-2020)” found at <https://www.csm.edu/fall-semester-2020>. A CSM employee will contact you to help you in making any accommodations to your living, learning, or working conditions.

## Water Fountains

- **What has been done to limit the risk of using water fountains?**

The water fountains will be converted to touchless water fill stations to eliminate surface touching and to minimize potential exposure to COVID-19.

- **How do I get a drink if I don’t have a water bottle?**

You can purchase a water bottle from the campus store or get a disposable cup from the Dining Center.

## ACADEMICS

- **Are students required to wear a mask when in the classroom?**

Yes, students will be required to wear a mask while in the classroom or a face shield when working in a science lab. Social distancing of seating and Plexiglas dividers provide additional preventative measures.

- **Will faculty be required to wear a mask when teaching?**

Faculty can choose to wear a mask, use a face shield, or stand behind podium plexiglas when teaching.

- **What do online office hours look like?**

Office hours can be in the form of Zoom, on Canvas, via email, as well as by phone. If a student contacts a faculty member via email during office hours, the student can expect a response before office hours are over.

- **What should I do if I am unable to attend class because of quarantine or isolation?**

For the health of the CSM community, it is imperative that students and faculty stay home if they are experiencing symptoms of illness. Students are required to communicate with their instructors prior to their absence. Make-up work and alternate assignments may be assigned at the instructor’s discretion. Students must be aware that there is no guarantee that days missed in a laboratory, clinical, or fieldwork setting will be available for make-up.

- **Will we have assigned seating in classrooms?**

Students will have a choice of preferred seating. However, once a seat has been selected, we will highly encourage student to keep this seat to minimize risk and to assist with contact tracing should such be necessary.

## STUDENT RESOURCES

### Campus Store

- **How do I get my books for the fall semester? Can I order them online?**

Students can go to <http://campusstore.csm.edu/home> to find fall textbooks. You can select to have the books shipped to you or select in-store pickup. Payment options include financial aid, although to use your financial aid you must make arrangements with the Express Center prior to picking up your books. For any questions, call the Campus Store at 402-399-2462.

### Express Center

- **If I have questions regarding financial aid or my student account balance, who do I reach out to?**

The Express Center's financial aid and student account staff are here to help. Due to limited space within the Express Center they are asking to assist students via phone, email, or through Zoom whenever possible. Please see our how-to guide for answers to many of the financial aid and student account frequently asked questions.

<https://www.csm.edu/sites/default/files/Express%20Center%20Student%20Reference%20Resource.pdf>

### Dining Hall

- **Why is the Dining Hall the one place on campus in which we can have six people seated at each table (compared to two people per table elsewhere on campus)?**

You are safest when you remain 6 feet away from another, and you wear a mask. However, the Dining Hall is considered similar to a restaurant. Restaurants in our County are allowed to have six people per table. Thus, we have set only six chairs around each table, and we ask that you not move chairs or tables. Additional precautions in place in our Dining Hall include all food being served to diners or as pre-packaged. There will be no buffet salad bar or buffet dining. And, we will continue to utilize disposable plates and utensils. Diners will be able to take out food and go elsewhere to eat if they are uncomfortable with the dining hall seating.

### Support for Students Who Have Young Children

- **How do I attend class if I have school-aged children in Omaha Public Schools (OPS) or other districts that are on the 3/2 plan?**

CSM is currently working on a plan to assist CSM students, faculty and staff who have children in OPS (or other districts utilizing a 3/2 plan) and are in grades kindergarten through 6<sup>th</sup> by providing tutoring and activities on campus for the day's children are e-learning. We are referring to this as "CSM OPS Kids Club." If you have interest in this option, please complete the [CSM OPS Kids Club Interest Form](#).

- **If I do not have daycare lined up for fall, am I able to use Spellman?**

Please contact the Director of Single Parent Success Barb Treadway for assistance with daycare questions. She can be reached at [btreadway@csm.edu](mailto:btreadway@csm.edu).

- **Will I be able to bring my children to class this fall?**

The current policy of not having children in class will remain in place. Students are expected to arrange care for their children prior to attending class.

## RESIDENCE HALLS

- **Do I need to be tested for COVID-19 prior to arriving on campus for move-in?**

At this time, the College does not plan to require students to be tested before arriving on campus. Once you arrive, however, please be prepared to answer symptom-screening questions, and have your temperature checked to help keep our community safe. If you have a fever, your move-in will be rescheduled to a later date.

- **Will I be required to wear a mask/facial covering and gloves on campus?**  
All visitors, students, faculty and staff, will be required to wear facial coverings and maintain social distance in public areas and inside all buildings. Gloves are not required.
- **Will I be able to have visitors/guests in my room?**  
Non-CSM residents, including commuting CSM students, are not permitted to visit the residence halls. Inter-residential visitation may continue but will be limited to one guest per resident, for a maximum of four residents in a residential room at a given time. All community members should exercise safe social distancing (at least 6 feet) at all times.
- **Why can't we have guests in the residence halls this fall, given the public can go to restaurants and other places?**  
We are trying hard to keep our community safe and healthy. Preventing additional individuals from entering our living space will help to stop the spread of the virus, make any necessary contact tracing easier, and promote a safe and healthy living space.
- **Will residence hall programming still happen?**  
Yes, residence hall programming will still occur. Students and residence life staff will maintain proper social distancing (at least 6 feet) during all events, and staff will include virtual programming opportunities.
- **Who should I contact if I have questions about Welcome Days (orientation) or Move-in?**  
Students/parents who have questions about orientation and move-in can contact the Director of Student Leadership & Organizations Kristofer Czerwiec at [kczerwiec@csm.edu](mailto:kczerwiec@csm.edu) or 402-399-2309.

## ATHLETICS

- **Will CSM test student-athletes for COVID-19 this fall?**  
No. The types of viral testing, their availability and cost, the turn-around times involved, and the local or regional public stances regarding testing vary greatly across the country. Given this variability and complexity, the NAIA determined it was inappropriate to require a single testing protocol for all its members. Rather, the NAIA strongly recommends that individual conferences and institutions consider very carefully the best way to deploy COVID-19 testing to support the safe return to athletics. (Updated 7/29/2020 from NAIA website).
- **Will CSM screen student-athletes for COVID-19 this fall?**  
Yes, per NAIA "return to play" guidelines, student-athletes and coaching staff will be required to be screened for COVID-19 prior to every team practice, team meetings and all home or away competitions.
- **What is the difference between 'testing' and 'screening'?**  
Testing involves inserting a swab into the nasal cavity and sending the swab to a lab that tests the material for the virus. Screening involves taking one's temperature to ensure one does not have a fever and answering questions about other symptoms related to COVID and whether the person has been exposed to someone who has the virus.
- **Will student-athletes be required to wear masks during practice or competitions?**  
No, masks will not be required during team practice or competitions due to the health risks and restriction of airflow to student-athletes while participating in physical activities.
- **Will spectators be allowed to watch home competitions at CSM?**  
Yes, College of Saint Mary will follow the appropriate Nebraska state guidelines pertaining to attendance at sporting events. All spectators will be required to wear masks. Specific CSM guidelines have been designed for indoor and outdoor on-campus athletics facilities.
- **Will the weight room in the Walsh Annex be open for use during the fall term?**

Yes, the weight room located in the Walsh Annex will be open during the fall term. Space will be limited to 15 users during a given time. Users will be asked to clean equipment immediately after usage, and regular sanitation of the weight room will be performed throughout the day by student workers. Flames Athletic teams will schedule usage in small groups in order to comply with the 15-person maximum.

- **Who will be the point-of-contact if a COVID-19 case is identified with a student-athlete?**

The Head Athletic Trainer Kristine Leick will be the point-of-contact if a student-athlete is found to have tested positive for COVID-19. The Athletic Director Peter Haze Haring will serve as a liaison if the Head Athletic Trainer is unavailable.

- **Where can I learn more about the CSM Flames Athletics COVID-19 Team and Spectator Protocols?**

A link to the complete protocols for CSM Athletics, which align with NAIA “return to play” guidelines, can be found at this <https://www.csm.edu/sites/default/files/Flames%20Athletics%20COVID-19%20Protocols.pdf>. A complete copy of NAIA guidelines is available [HERE](#). CSM protocols will continue to evolve as guidance from the NAIA and local health authorities’ changes.

## COVID-19 SYMPTOMS AND/OR DIAGNOSES

- **How often should we screen ourselves before being present on campus?**

We ask you to self-screen daily. Self-screening includes taking your temperature and asking yourself a series of questions about how you are feeling on that day. The University of Nebraska Medical Center has developed a quick and easy application: “1-Check COVID,” which you can download to your android or apple phone.



- **What should I do if I need to use a thermometer and do not have one?**

If you need the use of a thermometer, you will be able to access one in residence life in your Hall Director’s office or the Information Center (south end of Hillmer Art Gallery).

- **Where should I go if I need to be tested, and will there be a charge?**

Testing provided by testnebraska.com is free. More information about locations to get tested and how to sign up online for an appointment can be found here:

<https://www.douglascountyhealth.com/covid-19/109-dchd/home/covid-19/748-think-you-might-have-covid-19>

- **Will contact tracing be implemented for individuals who test positive?**

Yes, individuals who test positive will be contacted by the Douglas County Health Department for contact tracing. Contact tracing is the practice of identifying and monitoring individuals who may have had contact with an infectious person as a means of controlling the spread of the illness. A team of staff at the College have been trained on contact tracing as well, to provide some redundancy to the County in their efforts when contacting CSM students, faculty and staff.

- **Who do I tell if I test positive or have been in contact with someone who has tested positive?**

If you test positive or have been exposed to COVID-19, contact your health care professional and please complete the “[Health Self Reporting Form](#)” found at <https://www.csm.edu/fall-semester-2020>. A CSM employee will contact you to help you in making any accommodations to your living, learning, or working conditions.

- **If I test positive and have been self-isolating for 10 days, can I come back to campus after the 10 days?**

If you test positive, generally isolation can be discontinued 10 days *after symptom onset* and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms. A limited number of persons with severe illness may produce symptoms of the virus beyond the 10 days that may warrant extending duration of isolation. A CSM employee will contact you after you complete the “[Health Self Reporting Form](#)” found at <https://www.csm.edu/fall-semester-2020> to determine next steps.



Others who were exposed but who did not test positive or develop symptoms can return to campus after 14 days.

- **How will I learn if there has been a positive diagnosis on campus?**  
We will share general updates on MyCSM regarding the presence of COVID-19 in our community while maintaining confidentiality for those who received the positive diagnoses. To protect the person's identity and to follow HIPPA guidelines, the name of the person won't be shared. Individuals who may have been exposed will be contacted directly.
- **Will I be allowed to access my courses online if I've been exposed or become sick?**  
Yes, courses will be available through Canvas.
- **What's the difference between quarantine and isolation?**  
Quarantine is used as a preventative measure to keep someone who *might* have been exposed to COVID-19 away from others. Isolation is used to separate people *infected* with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected.
- **How do I know if I need to quarantine?**  
If you believe you have been exposed to someone who tested positive for COVID-19 and/or have symptoms of COVID-19, you need to self-quarantine for 14 days.
- **How do I know if I need to isolate?**  
If you have tested positive for COVID-19, you need to self-isolate.
- **How long will the quarantine or isolation period last?**  
Typically, the quarantine period is 14 days from possible exposure and/or the start of symptoms. Typically, the isolation period is 10 days from a positive COVID-19 diagnosis and/or the beginning of symptoms.

## Students Living in the Residence Halls

- **What's the difference between quarantine and isolation?**  
Quarantine is used as a preventative measure to keep someone who *might* have been exposed to COVID-19 away from others. Isolation is used to separate people *infected* with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected.
- If you are in quarantine:**
- If it is possible for you, you have the option to move home temporarily. If you remain on campus, you will be asked to temporarily live in the quarantine wing (planned for the ground floor of Gallagher Residence Hall).
  - You may leave your room, but only to utilize the ground Gallagher bathroom.
  - You must maintain 6-foot social distancing if passing others in the hallway.
  - You must not leave the quarantine wing.
- If you are in isolation:**
- If it is possible for you, you have the option to move home temporarily. If you remain on campus, you will be asked to temporarily live in an isolation suite in Madonna Hall.
  - You must not leave your suite while in isolation and should only leave your individual room to utilize the bathroom.
  - You must maintain 6-foot social distancing with suitemates when leaving your bedroom.
- **If I need to quarantine or isolate, can I just move home temporarily during this period?**  
Yes, you may move home temporarily.
  - **Can I have guests/visitors while in quarantine or isolation?**  
No. The purpose of quarantine/isolation is to protect others from possible COVID-19 exposure.

- **What if the designated quarantine/isolation rooms are full?**  
Residence Life staff will make alternate quarantine/isolation arrangements.
- **What if I am concerned my roommate may have symptoms?**  
COVID-19 symptoms should be reported utilizing the College's self-reporting system AND reported to the Assistant Director of Residence Life Larissa Buster who will determine the next steps.
- **If my roommate must isolate, do I have to as well?**  
Yes, if your roommate is in isolation, you will need to be as well.
- **If my roommate must quarantine, do I have to as well?**  
Yes, if your roommate is in quarantine, you will need to be as well.
- **How will I get meals while in isolation or quarantine?**  
Residence Life officials will bring meals 3X/day, around 8:30 a.m., 12:30 p.m., and 5:30 p.m.
- **How do I do laundry and take out my trash while in quarantine or isolation?**  
The College will hire a laundry service provider to safely perform pickup and drop-off laundry services weekly. Trash should be left just outside your door so that custodial staff may pick up at 9 a.m. daily.
- **What if I need something from Walmart during quarantine or isolation; will someone go there for me?**  
Residence Life staff will work with you on an individual basis.
- **Can I get a package/mail delivered to me during quarantine or isolation?**  
Yes, Residence Life staff will deliver mail/packages for you.

## **FACULTY AND STAFF SPECIFIC QUESTIONS**

- **What if I have extenuating circumstances due to the COVID crisis that makes it difficult for me to work on campus?**  
If you have extenuating circumstances related to the COVID crisis that would make it difficult for you to work on campus, please talk to your supervisor.
- **Are there accommodations for essential employees who are at high risk?**  
Yes, accommodations could include changing hours to reduce contact with others, positional PPE, etc., and taking advantage of the Families First Coronavirus Response Act for extended sick leave and FMLA.
- **Will faculty be required to wear a mask when teaching?**  
Faculty can choose to wear a mask, use a face shield, or stand behind podium Plexiglas when teaching.
- **How will I work on campus if my child(ren) attend Omaha Public Schools (OPS) or other districts that are on the 3/2 plan?**  
CSM is currently working on a plan to assist CSM students, faculty and staff who have children in OPS (or other districts utilizing a 3/2 plan) and are in grades kindergarten through 6<sup>th</sup> by providing tutoring and activities on campus for the day's children are e-learning. We are referring to this as "CSM OPS Kids Club." If you have interest in this option, please complete the [CSM OPS Kids Club Interest Form](#).