Cairn University has created this Health & Safety Plan in accordance with the guidance of the Pennsylvania Department of Education and recommendations from the Pennsylvania Department of Health and the Centers for Disease Control and Prevention (CDC). This plan builds upon ten core components, which build the foundation for the University response to the changing nature of the COVID-19 pandemic. Decisions related to in-person instruction, on-campus workforce and residential living are subject to change based on the state of Pennsylvania’s color-coded phases.

The ongoing preparation for continued delivery of academics during the COVID-19 pandemic is the joint work of numerous University departments responsible for academics and student support services. Cairn personnel are continually reviewing the latest guidance and measuring our institutional response. The purpose of this document is to inform the reader of our plans and make transparent that we will alter and edit those plans as needed and informed.

Students and parents seeking general pandemic response information should communicate with the Department of Student Life.
Contact:
   Phone: 215. 702. 4213
   Email: studentlife@cairn.edu

Students and parents seeking health information should communicate with the Health Center.
Contact:
   Phone: 215. 702. 4350
   Email: nurse@cairn.edu

Faculty and staff seeking additional information should contact their immediate supervisor. COVID-19 response efforts are led by a team of professionals under the supervision of the University Pandemic Officer, Scott Cawood ( scawood@cairn.edu ).

These are challenging days, as the complexities and dynamics of the pandemic are constantly changing and the scientific community, along with public perception, are often in conflict. We lean on the sovereignty of God each day and have more reason to be encouraged in our faith as we face the unknowns in front of us. It is our hope and prayer that battling this pandemic furthers the cause of Christ, even in the midst of uncertainty.

**NOTE:** This Health & Safety Plan will continue to be edited and supplemented as more details are known and as guidance from public and state health officials changes.
Current guidance from the state of Pennsylvania categorizes instructional activities by the three color-coded phases of the COVID-19 response plan. The University will follow any modifications to the phases made by the state:

<table>
<thead>
<tr>
<th>Red Phase</th>
<th>Yellow Phase</th>
<th>Green Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual-only Instruction</td>
<td>Limited in-person instruction with increased social distancing</td>
<td>Full resumption of in-person instruction</td>
</tr>
<tr>
<td>In person instruction permitted for select programs preparing for licensure with proper social distancing guidelines</td>
<td>In person instruction permitted and clinical placements can take place in licensure programs</td>
<td></td>
</tr>
<tr>
<td>Large gatherings prohibited</td>
<td>Restrict gatherings of non-instructional activities to no more than 25 people</td>
<td>Restrict large, non-instructional gatherings to no more than 250 people</td>
</tr>
<tr>
<td>Telework required for all non-essential staff</td>
<td>Phased return to work on campus with telework when needed for immunocompromised</td>
<td>Normal work environment for faculty and staff</td>
</tr>
<tr>
<td>Limited residential living with isolation and quarantine available and in use as needed</td>
<td>Unlimited residential living with social distancing protocols in place for each living community and quarantine space available</td>
<td>Unlimited residential living with quarantine space available</td>
</tr>
</tbody>
</table>

Core Components of the Cairn University Health and Safety Plan for In-Person Instruction:
- Academic Year and the Return to Campus for In-Person Instruction
- Instructional Design and Strategies
- Residential Living
- Food Services
- Athletics, Fine Arts, and Social Events
- Mitigation and Containment of the Virus
- Communication to Students, Faculty, Staff, Parents, and Alumni
- Sanitizing of Campus
- Hygiene and Personal Protective Equipment (PPE)
- COVID-19 Signage
Academic Year and the Return to Campus for In-Person Instruction

Cairn University will begin undergraduate and graduate classes for the Fall 2020 semester on Monday, August 31, 2020. This is the date previously established for the academic term. While some institutions of higher education have altered their start date, Cairn’s position is that the best course of action is to maximize the summer break before returning to campus. In addition, we will follow our normal fall semester schedule with fall and Thanksgiving breaks and the semester ending after exams on Friday, December 18, 2020. At any point during the semester, the state could change the status of the COVID-19 response color phase, dictating the need for Cairn to alter the semester schedule and related activities. Cairn is prepared to pivot course and adapt as needed.

- Undergraduate students will return to campus in phases spread out over a two-week period.
  - International student program for self-isolation August 12. (dates adjustable based on travel)
  - Student leaders will return to campus as early as August 14.
  - International students will arrive for orientation on August 25.
  - Incoming students will arrive for Student Welcome and Orientation on August 27.
  - Returning students will be able to move back into the resident halls on August 29 & 30.

- Fall break takes place on October 19 & 20, 2020. Cairn recognizes that travel during the break heightens the risk of transmission and thus will be urging students to limit travel. However, we do believe that a mid-semester break is a time of needed rest from the pace of studies and the emotional weariness that dealing with the virus on a continual basis is likely to create.

- Thanksgiving break takes place on November 25 - 29, 2020. We are aware that numerous institutions are planning on ending on-campus instruction by Thanksgiving. As of now, it is the intention of Cairn to return from Thanksgiving and complete the remaining three weeks of classes and exams. This will again afford students the opportunity to rest prior to the remainder of the semester.

- We do not take these academic calendar decisions lightly and we know that with any travel comes increased risk. Cairn will be ensuring that students have options to stay on campus for fall break and Thanksgiving break. Meals will be available for a reasonable price each day of the breaks.

- Students who do travel on these breaks or on any other weekend should anticipate that they will face additional screening upon return, including the potential of self-isolation for the prescribed time.

- Homecoming was originally scheduled for September 25 & 26, 2020. This event is now canceled, yet we look forward to the September 2021 Homecoming.
Cairn University looks forward to gathering again in person while safeguarding the health and safety of our community members. Cairn intends to start the Fall 2020 semester with our Langhorne Campus facilitating in-person instruction. While we enjoyed a successful transition to remote instruction in the latter half of the Spring 2020 semester, we also heard feedback from many students who want to be able to learn in the physical classroom along with their peers. The academic deans, chairs, and faculty have collaborated to create courses for the Fall 2020 semester that can be delivered either on campus, in a temporary transition to remote instruction, or through remote instruction for a longer duration. Best practices in instructional delivery for all modes of instruction are being followed to provide our students with an excellent learning experience.

Remote Instruction
To safeguard the health and safety of all students, the University will use remote instruction for those unable to attend class in person on any given day due to personal health reasons or due to quarantine measures required by the University. At times, the University may need to transition all or part of a class to remote instruction in such instances. Instructional delivery will be adjusted as follows:

- If an individual student is in self-isolation, quarantine, or is unable to attend class for personal health reasons, the student will be provided with remote access to course instruction, including support for his/her learning needs for the duration of the self-isolation or quarantine period.
- If up to 50% of the students in a course are impacted by virus spread, the impacted students will be provided with remote access to course instruction, including support for their learning needs for the duration of the quarantine period.
- If more than 50% of the students in a course are impacted by virus spread, the course will be offered fully through remote instruction, for the duration of the quarantine period.

Each syllabus will include a statement regarding the potential need to adjust course modalities to protect the health and safety of students. Students will be informed of changing situations promptly upon the University’s notification of virus spread.

Social Distancing and Classroom Instruction
The University will implement modifications to classroom assignments to create an environment conducive to the students’ health and safety while implementing best practices in instruction. Classes will be assigned to rooms that support increased social distancing. For larger classes or when a room is not available to provide for increased distancing, half of the students will attend face-to-face per class meeting time, on a rotation. Instruction will be provided using effective instructional practices, as appropriate to the subject matter, to the half of the students who are not meeting face-to-face on a given class day.

Attendance Policies
Cairn University has a class attendance policy that takes into account necessary absences. Should extenuating circumstances cause more than the allowable absences, a student may submit an appeal to the dean of the appropriate school. Consideration will be given for situations impacted by virus spread. Accommodations for remote access to course materials will be provided as appropriate to the situation and as determined by Cairn personnel.
**Academic Integrity**
Cairn University places a high value on academic integrity, as detailed in the Academic Integrity Policy found in the Academic Catalog and the Student Handbook. Exhibiting academic integrity is one aspect of the character the University seeks to develop as part of its mission. Faculty members are provided with training and resources to detect academic integrity violations in all modalities. Students and faculty members will continue to abide by the University’s policy, including if course modalities are adjusted to include remote access or remote instruction. Remote instruction often depends on more student-submitted written work. Developing effective time management skills in preparation for increased student research and writing is the first line of defense in making your work your own and having proper citations throughout the assignment.

Should exams need to be offered through remote access due to virus spread, the same Academic Integrity Policy will apply. Proctoring services will be utilized as needed. The Academic Resource Center is the resource for approved student accommodations.

**Ministry Credits**
Cairn is prepared to work with each student on an individual basis to help remedy disruptions to required ministry and service experiences. Students should consult the Student Ministry portal on eLearning for resources, including recommendations for ways they can fulfill ministry expectations while in self-isolation or quarantine. University personnel are prepared to work with students to find creative solutions for service during this time. Students can also contact the University Ministry Center for guidance and planning.

**Chapel Attendance**
Chapel exists to provide an expression of our worship and identity as an academic community of believers with a deep commitment to Christ as we live out the mission of the University. Chapel remains an important element of our University DNA. Cairn will continue to gather as a University community for chapel in the fall. However, locations and the number of attendees in each room, as well as the duration of our time together, will look somewhat different as we adjust to and accommodate health and safety guidelines. We are exploring options of using the gym every Monday and Friday with seats spread out along with additional options that will meet current mandates and conditions. Further information will be provided.

**Online and Hybrid Programs**
Online and hybrid programs will be offered during their scheduled academic terms and semesters. Courses are available online asynchronously and accessible from any location. Hybrid courses will transition to fully online courses in instances of virus spread. Students in hybrid courses will be informed of changing modalities promptly upon the University’s notice of virus spread.

**Commencement**
Commencement is a celebratory time for the Cairn community. The University intends to hold the December commencement on campus while implementing the appropriate distancing protocol recommended at the time of the event. This may include the need for limitations on attendance and/or multiple smaller ceremonies. However, due to the fluid and ever-changing nature of the COVID-19 pandemic, plans may need to be adjusted. In this event, the University will celebrate the end of the academic journey at a future time, which could include a larger spring commencement with appropriate health and safety measures.
Residential Living

Students may return to residential living at the onset of the fall semester. The physical layout of the Manor Resident Site buildings and Heritage Hall allow Cairn to create familial living units. CDC guidance stresses that students who are able to live in smaller familial units are able to structure healthy routines and help to limit the widespread exposure to COVID-19 that can take place in other types of residential living.

Familial living suggests that the students living within suites or private rooms have significant interaction with one another and they assume levels of hygiene, establishment of cleaning routines, trust, and even risk just as they would in a family. The more careful the familial unit is, the more likely they are successful in preventing spread of the virus. At the same time, it is understood that when one person in the familial unit is sick, the other members will need to isolate for their own protection and the protection of the entire community.

Manor Resident Site has five buildings designed in suite format with four students living in a two-bedroom suite sharing one bathroom. Heritage Hall has a combination of four-person suites sharing a bathroom and single rooms with private baths. The rooms with a private bath vary in size. Private bath resident rooms with a larger footprint are commonly a three-person room, and when needed some of the additional private bath resident rooms that are not as large have served as supplemental triples. During the COVID-19 pandemic, Cairn will limit and reduce dependency on supplemental triple housing rooms. Total resident occupancy for the 2020 Fall semester aims to fall within 88-93% of our potential capacity.

Each resident building will be thoroughly sanitized on a daily basis. This process covers the common entry and gathering areas along with all of the high touch points. It is important to recognize that cleaning of the student resident room is the responsibility of the room occupants.

Access to each of the resident sites will be contained to resident students, student life personnel, campus services staff and security officers. Visitors need to stay outside of the building. Students will not be permitted to have friends stop by or have overnight guests.

- A small number of rooms will be set aside to function as emergency quarantine/isolation rooms. Based on the configuration of our resident rooms, it is possible for students to self-monitor in their assigned rooms. There are scenarios where the healthiest option for a student displaying symptoms is to travel home for a period of days to get well and be apart from the student body.

- Resident hall housing selection took place at the end of the Spring 2020 semester, and most of those selections will continue to be honored. Due to the elimination of some of the supplemental triples and the establishment of quarantine rooms, residence life personnel will be contacting some residents to discuss the need for a new placement.
Food Services

Pioneer College Caterers provides board meals and all related food services at Cairn. Pioneer operates the Furman Dining Commons and The Highlands. Due to the pandemic, the food service industry has been examining significant changes to the manner in which food is served in restaurants and institutions. Pioneer has made systemic changes to food serving guidelines in coordination with recommendations from the CDC and public health officials. One of the core components of the Pioneer food service plan is their Phased Reopening Plan.

<table>
<thead>
<tr>
<th>Phases</th>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
<th>Phase 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Distancing</td>
<td>Establish Social Distance</td>
<td>Maintain Social Distance</td>
<td>Maintain Social Distance</td>
<td>Respect Others Social Distance</td>
</tr>
<tr>
<td>Dining Hall Entry</td>
<td>One Entry / Cashier</td>
<td>One Entry / Cashier</td>
<td>All Entries / Cashiers Open</td>
<td>Full Capacity</td>
</tr>
<tr>
<td>Food Service</td>
<td>Carry Out Only</td>
<td>Dine in and Carry Out</td>
<td>Dine in and Carry Out</td>
<td>Full Capacity</td>
</tr>
<tr>
<td>Dining Area</td>
<td>Closed</td>
<td>50% Max Occupancy with Social Distancing</td>
<td>75% Max Occupancy with Social Distancing</td>
<td>Full Capacity Avoid Large Crowds</td>
</tr>
</tbody>
</table>

The active COVID-19 case count in the state of Pennsylvania will establish the phase within which Pioneer will be operating when they transition into and out of the phases. No matter what phase we are in students will be able to observe additional safety measures in place that center on sanitization, social distancing, and limited touch points to your drink and plates of food. Upon entry to food serving locations in the Dining Commons and The Highlands students should anticipate new methods of interacting with a cashier and with receiving food. Students should expect to see signs that remind individuals to practice social distancing while in lines, effective hand washing, and other practices established by those working in the food preparation areas.

- During the restricted and moderate phases of service, students will go through the serving line of their choosing and make food selections that are plated for them. This prevents the cross contamination of multiple people touching serving utensils. This will naturally slow down the serving lines. We are working on strategies to make this type of service move rapidly. Additional examples of service changes during phases 1-3 will be prepackaged salads and dessert, the elimination of self-service beverages, and condiments not available on tables and prepackaged disposable cutlery.
- During phases 1-3, Pioneer will increase the availability of grab and go items to compensate for longer service times. Our hope is that for much of the year, Pioneer operations will be in phase 4 and that student mealtimes will look much like they have in the past.
- The student meal plan will increase from 20 meal exchanges to 30 in the Fall 2020 semester to help accommodate the need /desire for more grab and go items.
- Depending on the phase of the Pioneer plan, table seating will spread out in the Dining Commons. Tables will have a limited number of seats. The Auxiliary Dining Room will be open to provide additional seating.
Athletics, Fine Arts and Social Events

Campus life is an important aspect of the Cairn University experience. Student participation and attendance at these types of events is a significant reason why many students decide to come to Cairn. Cairn is committed to honoring that choice and the commitment students have made to athletics and the arts. Our hope is to host as many of the traditional components of intercollegiate athletics and fine arts events as permitted and possible. However, there are multiple factors and decision makers that will have input in what we are actually able to accomplish and host. There will be a reduction in the overall number of events as the institution limits the amount of interpersonal contact.

Athletics:
On July 21, 2020, the Colonial States Athletic Conference announced that all fall sports were postponed. This decision does not prevent Cairn from holding team practices and participating in competitions if opponents are willing. The league is exploring whether playing the fall sports in the spring is possible; thus, we will limit the number of practices and any games in the fall to preserve our ability to play in the spring.

The NCAA has made several decisions for the year, including a more relaxed formula for the initial start of seasonal practices and first date of competition. They have also reduced the minimum competition number of contests by 30% across all sports. The NCAA requires each university to create their own Athletics Health & Safety Plan.

Decisions on all of the sport seasons (fall, winter, spring) by the NCAA and the Colonial States Athletic Conference will take place at future intervals as the country deals with the COVID-19 pandemic. The Athletic Department will provide continual updates regarding the restart of collegiate athletics on the Cairn Highlanders website, in emails, and on social media.

Music & Fine Arts:
Music ensembles will continue to practice and perform, and they will do so in accordance with increased social distancing guidelines. At this time, we anticipate most performances being held without guests on site and hopefully available on electronic media.

Social Events:
The planning of student programs and social events will continue in coordination with current limits on gathering size. Many of our traditional events can be adapted to allow for greater social distancing and health norms at that current time.
Mitigation and Containment of the Virus

It is important to note that Cairn University cannot make any claim of ability to contain or prevent the spread of the virus. Although we would like to say the virus never reaches our campus we know that is virtually impossible. Our strategies for reopening the campus depend on establishing protocols and procedures recommended by public health officials and, common sense approaches to cleaning, sanitization, and personal hygiene. In addition, the burden will be on every campus community member to protect themselves and those around them.

Statistics gathered around the world since the pandemic started have indicated that young adults are contracting the virus and the majority in this age group show mild symptoms or are even asymptomatic. College age students to this point have not faced significant hospitalization or mortality. This can translate into young adults feeling invincible and perhaps not taking appropriate precautions. However, a college campus is an intersection of different age and risk groups. Our efforts must protect all of our community members no matter what age and position in the campus community.

The mainstays of Cairn’s mitigation strategies will depend on community members practicing social distancing, wearing masks and, having consistent and thorough hygiene along with proper sanitizing of campus and individuals self-isolating when needed.

Prevention strategies will be discussed with Cairn community members. These strategies will center on proper hygiene, social distancing, wearing masks, and limiting exposure to other communities, along with staying home or in a resident hall room when feeling ill.

COVID-19 TESTING
At the present time, the State of Pennsylvania has not clarified a testing plan for college students and members of a university community. Unless dictated by the state, Cairn does not plan to implement a comprehensive strategy of testing for positive infection or antibodies on campus. Our hope is that a vaccine is developed during the academic year and becomes available to the community at large. Cairn is working with several local health care providers and officials in Bucks County to identify locations, costs, and protocols for COVID-19 testing.

Cairn’s Health Center has a working relationship with People’s Choice Urgent Care Center. For COVID-19 testing, the student will go to their website and schedule the Telemed service to speak with one of their doctors. After the assessment, the student will drive up to the building where he/she will be tested without entering the building.

Additional testing resources and locations:

**CVS Minute Clinics**
Locations in Bensalem, Newtown, Richboro, Jenkintown, Warminster, and Philadelphia

**Rite Aid Redi Clinics**
Abington Hospital
1200 Old York Road 8 am - 5 pm
(A referral from a primary Doctor is needed. Student can Telemed with family provider for the referral.)
DAILY SCREENING

It is of the utmost importance that every student and member of the faculty and staff conduct their own personal assessment of their health. To create a safe environment, we need anyone feeling ill to stay home from work or to stay in his / her residence and not come to class and campus events. Our highest priority will be creating a culture where we care for one another by being honest about our own health.

In order to properly monitor our community members and establish the need for honest personal assessment, Cairn will be implementing temperature checks and screening as needed for the first weeks of the semester. Check-in screening stations will be established in several locations and it will be a requirement for Cairn community members to be screened before they interact in classes, work, and attend events that day. Screening will consist of responding to several basic questions on recent travel, contact with people who are ill, personal health that day, and a forehead thermal scan.

- Members of the community who have a temperature of 100.4 or higher will be sent back to their residence and not permitted to interact on campus.
- We will be encouraging each student, staff, and faculty member to monitor their temperature daily. Every resident student should bring a personal thermometer to campus.
- Members of the community who are displaying symptoms of the virus or who have been in direct contact with a person who is positive for the virus in the past 14 days should stay isolated and not attend campus functions.

Mobile App Screening

Cairn has been in the process of examining several mobile apps that could be useful tools in the daily screening process and building of reports for contact tracing. If implemented, the University is requesting that all members of the community take the time to perform the very basic screening at the start of the day and expect displaying the “clear to attend” page will be the means for entry to class, events and the workplace. The app would be a free download. This type of mobile app screening is greatly strengthened as a tool when daily use is high and users are honest about the assessment questions.

Resident Life has implemented strategies to establish familial units and have practices in place for self-isolation if needed. Resident Life personnel will play a role along with the Health Center in providing food and care to those isolated or quarantined. Students who are ill and have worsening symptoms will be referred to professional medical care.

- The familial units mean that when one person faces self-isolation due to risk or quarantine due to illness that all other members of that familial unit will also need to self-isolate.
- Arrangements for care, food, and access to classes will be part of the self-isolation model.
- Students who become symptomatic with COVID-19 or students who come in contact with a sick person and need to isolate and do not wish to stay on campus can arrange to travel home if able to do so with a mask and practicing extreme care.
Cairn will contact the Bucks County Department of Health immediately upon learning of a COVID-19 positive student, faculty or staff member. Cairn will assist the department or their designees with contact tracing to help isolate those who have been in close contact.

**Additional Mitigation Strategies:**

Students, staff, and faculty dealing with medically documented immunocompromised health conditions should notify university personnel for individual academic or work expectations and accommodations. The student point of contact for medically related accommodations in dealing with educational services is the Academic Resource Center. 215. 702. 4511.

As required by order of the Governor of Pennsylvania, all businesses are to continue to rely on telework when possible. Cairn supervisors are continually assessing their departmental workforce for the potential of having employees work from home. The very nature of in-person instruction requires that many departments need to have staff and faculty on campus. It is possible that contact with personnel will be limited to videoconferences, calls and emails rather than traditional face-to-face contact. Cairn remains committed to prompt and professional responses to all inquiries whether in person or through alternate communication.

Students, faculty, and staff who use public transportation should follow CDC guidance on how to protect themselves when using public transportation. This includes attempting to travel during less busy times and cleaning their hands as soon as possible after the trip.

Cairn will be asking all community members to limit travel once the semester begins. This includes students traveling home on weekends. The danger of infection on campus increases dramatically as members of our community travel to geographic hotspots. The state of Pennsylvania has a list of states that if a person has traveled from they would need to self-isolate for a period of time before returning to normal social, educational, and work environments. If traveling, individuals need to plan on the state-requested accompanying self-isolation period and anticipate that they will face additional screening from the University for the respective time after returning from that trip.

We are aware that the impact of the virus is not just physical. Dealing with the constant news cycle and continued threat assessment has increased stress levels. Student life staff, the Health Center, and the Oasis Counseling Center are all points of contact for students who are seeking additional strategies in coping with the world around them. We remind community members of the basic means of staying mentally, emotionally, and physically healthy by establishing healthy habits of sleeping, eating, exercising, and fellowship with a body of believers.

Cairn has always been committed to the local church. We recognize the need for the body of Christ to be together in corporate settings for exhortation, worship, and prayer. We are in the process of assessing how to provide a church environment for our students. Some of our local churches are meeting in a very limited capacity while others remain online. Further information will be provided about options for our students and the resident community for Sunday church services.
Communication

Students, Faculty, and Staff:
The Cairn website will continue to carry a banner linking viewers to the most current COVID-19 information. Email distribution lists and social media will also be utilized to inform members of the community to updates, changes, and any schedule adaptations.

Faculty and staff are encouraged to read The Campus Walk and all other university-wide communications to remain current on the University’s response, in addition to checking the COVID-19 webpage.

We encourage all Langhorne Manor resident students, commuters, faculty, and staff to verify that they are signed up to the University text alert system. This will not be a normal outlet for COVID-19 information, but is our primary tool of communication when alerts are needed in an immediate timeframe.

Parents of Current Students, Alumni, and the Community:
Each of these groups will be directed to the same COVID-19 information page as all other groups. Parents, for whom we have contact information, will begin to receive monthly communication tailored for them, to create an avenue for any additional, specific updates or information.

Parents will be:
● directed to the parent webpage
● pointed toward the COVID-19 webpage
● communicated with on a monthly basis at minimum, via the parent newsletter

The Alumni and Community Affairs web pages will have links to the COVID-19 webpage, and visitors from these communities will be encouraged to follow the same general practices as posted on campus and followed by students, faculty, and staff.
Sanitizing of Campus

During the initial stage of the COVID-19 outbreak, Cairn University was ordered to close by the state of Pennsylvania. Essential personnel remained on site caring for the facility and the students who could not travel home. During that time, the custodial services work team was retrained and established new protocols on the daily cleaning and sanitizing of campus.

The University seeks to safeguard the health and safety of all students and employees by following CDC guidance regarding sanitization. This includes the following:

- Door handles, handrails, classroom desktops, bathrooms, common areas, and other high touch surfaces will be sanitized once a day with the recommended cleaning products, per CDC guidance.
- The music building, including keyboards, will be sanitized daily by students and faculty.
- Extra hand sanitizing stations will be located at the main entrances to each building and additional disinfecting solution will be available.
- Cleaning supplies will be provided to departments for disinfecting personal offices at their own discretion.
- One bottle of sanitizing spray and a microfiber cloth will be located in each classroom for use at the instructor and students’ discretion.
Hygiene and Personal Protective Equipment (PPE)

From the onset of the COVID-19 virus, health officials have stressed that one of the most significant means of stopping the spread is each person practicing increased levels of personal hygiene. Cairn will be using signs and postings along with public service statements to remind all community members of the need to wash hands thoroughly, cover their cough/sneeze, use masks and stay home when they are not feeling well.

- Signs will be present throughout campus to remind the Cairn community about hygiene.
- Resident students will have wing meetings in which resident life personnel will discuss expectations for cleanliness and what tools are available for cleaning.
- During the periods of time that the state of Pennsylvania considers facemasks to be needed, Cairn will comply with the requirement of wearing facemasks. Compliance and follow through include education, encouragement, and ongoing personal communication.
- Students will be asked to wear masks in all campus academic, residential and student support services buildings (with the exception of individual student’s rooms) and at outdoor social gatherings where social distancing and the open air permit the removal of masks.
- University personnel including resident life, student life, and security will not take on a role of rigid enforcement officials regarding masks and social distancing. As referenced above, our approach will be done in the context of a Christian community where we can speak to one another with respect, encouragement, and exhortation while stressing the requirements of the state and our need to protect one another.
- Students are required to sign an addendum of our Community Life Covenant, which will highlight the mutual obligation of the members of the community to live daily in care for one another. By signing this addendum, the student is pledging to comply with the COVID-19 expectations of the University. Blatant disregard for personal care, dishonest assessment of physical well being, lack of cooperation with Cairn personnel, or failure to comply with established guidelines of self-isolation and quarantine could result in a student forfeiting the right to be on campus for the duration of the pandemic.
- At some locations on campus, Plexiglas shields have been put in place to provide mutual protection.
- Individual offices may establish their own set of guidelines for additional PPE and hygiene. Many offices will be establishing a protocol of appointments only to avoid continued foot traffic and help to minimize overcrowding of a physical location.
Covid 19 Signage

**CORONAVIRUS**

**PREVENTION**
- Wear a mask
- Wash hands
- Cover your sneeze and cough
- Avoid contact with others

**CORONAVIRUS**

**SYMPTOMS**
- Fever
- Cough
- Sore throat
- Shortness of breath
- Headache
- Tiredness

**PLEASE**

**SOCIAL DISTANCE**
- Avoid contact with others
- 6 ft

**PLEASE**

**Wear a mask upon entering**

**MAXIMUM ROOM CAPACITY IS 000**
Glossary of Terms

The following terms have been placed here due to the need for community-wide understanding. These terms are defined using medical and CDC guidance, yet are also be nuanced for use at Cairn University.

Community Life Covenant Addendum
Cairn community members work and live under a Community Life Covenant, which is acknowledged at the time of application for enrollment and employment. This covenant declares our need to live in a community of mutual care and respect for one another. This year with the need for further care for one another, all students will be required to sign and further pledge their commitment to personal responsibility and mutual care. Failure to sign the addendum or to honor the core elements of COVID-19 care will jeopardize a student’s ability to remain on campus as a student.

Contact
The CDC considers contact to be “direct and close contact” for a period of time with a potentially infected person. Determining direct contact factors in the following:

- You were within six feet of someone who has COVID-19 for at least 15 minutes unmasked.
- You provided care in the place of residence to someone who is sick with COVID-19.
- You had direct physical contact with the person (touched, hugged, or kissed).
- You shared eating or drinking utensils.
- They person sneezed, coughed, or somehow got respiratory droplets on you.

Contact Tracing
Public health officials use Contact Tracing to communicate with persons who were in “direct and close contact” or indirect contact with an infected person. This process starts with the infected person and requires that he/she reveal all the places and people that represent potential contact. The health officials determine the level of contact and give recommendations for isolation if needed. Cairn will assist health officials in Contact Tracing and in some situations will conduct our own tracing if needed. Students must participate in contact tracing efforts. Failure to do so jeopardizes their ability to reside on campus.

COVID Symptoms
People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Symptoms include but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Rash
**Daily Screening**
Without being able to rely on continual testing, it is important that Cairn create a culture of honest self-assessment of personal health. At the onset of the academic term and as needed, the University will have staff at various locations on campus. Those arriving for class or work will be directed to proceed to a screening station to be asked a simple battery of questions and to be thermal screened using a digital forehead thermometer.

**Early Arrival Self-Isolation Program**
Students coming to Cairn for the start of the fall semester from international destinations or from domestic locations on the restricted travel list are invited to take advantage of an early arrival self-isolation program. To accommodate State Department and State of Pennsylvania guidance, and to help minimize the amount of in-class instruction missed, Cairn University is providing students traveling to PA with the option of returning to campus two weeks early, beginning on August 12, to participate in a self-isolation program. This program is structured around solo activity and is designed to minimize touch points for the CDC recommended 14 days. There is a $250 charge for the program to cover the costs associated with hand-delivered meals and regular health and safety checks from University personnel. During this time of self-isolation, students are encouraged to stay in their rooms as much as possible. When they do leave their room (to go on a walk, to do laundry, etc.), they’re asked to avoid contact with others, if at all possible.

We understand that depending on what travel plans students have already made, arriving on campus two weeks early may not be a possibility. In such cases, we will work with those students to do our best to minimize their loss of classroom instruction time, while also adhering to the aforementioned CDC guidance.

**Indirect Contact**
Contact with a person who is infected or tests positive for COVID-19 but does not meet the criteria of close and direct contact is referred to as indirect contact. This can include being in a room yet while wearing appropriate masks or other PPE, social distancing, and with limited direct exposure.

**Quarantine:**
Quarantine takes place when a person determines he/she is sick, whether tested or untested, and is required to remain at his/her place of residence and eliminate direct and close contact interactions with other people. The time of quarantine begins at the onset of symptoms or at the revelation of a positive test result whether symptomatic or not. During the quarantine, the person needs plenty of sleep, a healthy diet, and medicinal treatment of symptoms.

- Quarantine can end after 14 days, or ten days after symptoms first appeared and after at least 24 hours have transpired without the need for fever-reducing medicine and symptoms have improved.
- If the person is asymptomatic, it is also possible to end quarantine after ten days of no symptoms or after he/she receives two negative test results in a row at least 24 hours apart.

**Quarantine and Self-Isolation Care**
Cairn’s student life team has established care routines for students who need to be in isolation or quarantine. Meals will be provided by Pioneer and delivered to rooms by resident life staff. The university Health Center and Oasis will reach out to students for continual assessment. If additional medical treatment is needed, students will be directed to utilize Telemed with their own physician or with a local urgent care. The Academic Resource Center will support students in navigating virtual
resources if applicable and needed temporary accommodations. Although it is difficult to envision, the student needs to stay in the resident room for the duration of the isolation period.

**Self-Isolation**
Self-isolation takes place when a person needs to be isolated for his/her own safety due to travel to a high impact area, being exposed in direct contact with an infected person, or showing symptoms of illness and waiting to determine if the illness is in fact COVID-19. In the Cairn setting, it is also quite likely that roommates will need to self-isolate when another roommate is sick. This is at the core of our familial approach to living in a residence hall. Self-isolation entails staying in your room with limited careful ventures outside for solo exercise and fresh air.

**Testing**
It is widely known that for the world to effectively overcome the pandemic, we must have access to testing, along with quick and reliable results. Although government officials talk about these issues, the state of Pennsylvania has not made significant progress on testing and has not made any additional resources available to universities. Therefore, Cairn is not implementing a testing protocol. Community members who desire to have testing will need to contact their physician or make use of local medical centers.

**Travel Restrictions**
Pennsylvania is one of many states that have imposed travel restrictions. The general expectation of these restrictions is that people avoid travel to the hotspot location. If travel does take place, it is recommended that immediately upon return the person self-isolate. Students will need to heed this expectation as they arrive on campus from out of state and if they travel to a listed geographic location during the semester or on semester breaks.
Cairn Community Life Covenant
COVID-19 Addendum

Cairn University is an academic community of Christian students, faculty, and staff. As such, and in keeping with the mission of the University, members of the Cairn community are to exhibit biblical wisdom and Christian maturity regarding their personal conduct and behavior toward others. They should be sensitive regarding the testimony of their personal lives in representing the Lord Jesus Christ, His church, and the University. Members of the University community should live according to 1 Corinthians 10:31: “Whatever you do, do all to the glory of God.”

Christian community involves covenantal responsibility and mutual obligation to one another as members of one body living together before a righteous and holy God. Therefore, members of the University community are to be guided by biblical admonitions to demonstrate Christian love and concern for others, honesty, fairness, justice, kindness, forgiveness, mutual edification, self-control, deference, respect, and social responsibility toward one another and all people.

Because Christian community exists in a social and cultural context, members must be careful to demonstrate civility and respect for those with whom they disagree, while exercising wisdom in evaluating the ideas and activities of others. Christians living in harmony share a deep concern for the Body of Christ, defer to one another, reason together, and express genuine Christian love, as outlined in Romans chapter 14.

During the COVID-19 pandemic, students are to live out the expectations of this covenant with these additional expectations acknowledged as crucial to our life together during a dangerous worldwide pandemic:

- I understand and acknowledge that Cairn University does not have ability to guarantee my safety from exposure or infection of the COVID-19 virus or from the stresses of living in a time of heightened anxiety.

- I pledge to act in a manner that protects all of the Cairn community recognizing that among the students, faculty and staff that there are people at much higher risks of serious illness and complications.

- I pledge to daily assess my own health status and honestly state the condition of my current health when asked by university personnel, at screening locations or on other electronic health monitoring tools as a means of caring for the welfare of the Cairn community.

- I acknowledge that state guidelines on the wearing of masks and practicing social distancing are in place at Cairn University and I will adhere to the guidelines throughout my time on campus.

- I understand that social gatherings without the wearing of masks are hot spots for transmission of the virus as well as travel home in general could place my family in jeopardy of exposure and upon return to campus could be introducing the virus back on campus.
• I acknowledge that if I am a resident student, the University has the right and obligation to place me in self-isolation or quarantine if I am exposed to person(s) who are showing symptoms common to the virus, have tested positive for the virus, or have returned from travel to a hotspot location.

• I understand that new resident hall policies are in effect and that visitation procedures will be different, overnight guests are forbidden, and even visitors to the building are off limits.

By signing this Cairn Community Life Covenant COVID-19 Addendum, I am acknowledging my own risks and accepting that I need to act in a manner that demonstrates deference, respect, and social responsibility toward one another. I am aware that failure to live up to these expectations could place my ability to take classes and live on campus in jeopardy.

____________________________________________  __________________
STUDENT NAME                                      DATE