

RANDALL --- UNIVERSITY

COVID-19 MANUAL - FALL 2020



Overview

Decision Making Regarding COVID-19

We believe that our mission to educate students and glorify God is much needed in today's world. The policies set forth in this manual reflect the prayerful hearts of the Randall Administrative Team as we seek to open our campus safely with precautions that we will monitor with integrity.

As noted by the Apostle Paul in Romans 13, Administrators at Randall University seek to honor the law as determined by our government officials. We will respect safety measures set forth by [The City of Moore](#) and [Oklahoma State Department of Health](#). Given the dynamic nature of science surrounding COVID-19, we will actively adjust plans based upon information from the [Centers for Disease Control](#) (CDC). In terms of the unique challenges we are facing, we will review plans set forth by other institutions of higher education in Oklahoma, especially those of the OICU (Oklahoma Independent Colleges and Universities).

Areas Addressed in This Document

In answering your questions regarding Randall University's ongoing response to COVID-19 in the upcoming Fall term, please direct your attention to the following areas:

- Campus Safety Measures
- Campus Facilities
- Student Housing
- Academics
- Athletics

Campus Safety Measures

Testing

Anyone with symptoms of the virus must self-isolate for 10 days and/or seek medical advice/testing before returning to Randall University. An *employee* with symptoms must first contact his/her immediate supervisor before returning to work and *students* with symptoms must contact the Dean of Students.

Symptoms might include, but are not limited to, the following:

Temperature of 100.4 degrees or higher	Sore throat	Cough
Unexplained muscle aches	Shortness of breath	Chills
Loss of taste or smell	Fatigue	Nausea
Loss of appetite	Vomiting	Diarrhea

Positive Test Protocol

Upon receiving a positive test result, *residential students* must:

1. Immediately notify the Dean of Students, Jody Blackwell (jblackwell@ru.edu)

2. Return home for isolation.
(If student is not able to return home because of distance, family health concerns, etc., student will be isolated on campus in a designated isolation room.)
3. Virtually participate in classes as their health allows.
4. Self-quarantine for 10 days from the initial fever/symptoms.

Upon receiving a positive test result, *non-residential students* must:

1. Immediately notify the Dean of Students.
2. Self-isolate off campus.
3. Virtually participate in classes as their health allows.
4. Self-quarantine for 10 days from the initial fever/symptoms.

Upon receiving a positive test result, *employees* must:

1. Notify their immediate supervisor.
2. Self-isolate at home.
3. Work with their supervisor to make virtual job arrangements.
4. Self-quarantine for 10 days from the initial fever/symptoms.

Randall University will intervene by calling an appropriate medical provider if:

1. A student or employee has not followed healthcare provider recommendations.
2. Symptoms appear to have worsened.
3. Other issues arise that might jeopardize the student, employee or Randall community.

Face Coverings

Currently, city, state, and federal guidelines do not require face masks. For example, the City of Moore has not voted on a mask mandate. If the City of Moore or other officials do begin to require masks, Randall University will fully comply and necessitate masks in all public areas on campus.

Currently:

- Masks/shields are highly encouraged.
- Masks and gloves are available at the reception desk (Administration Building), in the Executive Office (Barber Building) and in the office of the Athletic Trainer (Gym).
- Masks are required for all Student Center and Cafeteria workers/employees.
- Masks must not be offensive in nature.

Sanitation

Our custodial staff is committed to regularly cleaning our entire campus to limit the spread of germs. A few of the new measures include:

- Hand sanitizer is available in all buildings on every floor.
- All buildings and floors will be sanitized twice daily with a mister.
- Tabletops, chairs, and door handles will be sanitized after each class session.

Temperature Checks

At this time, we are not requiring daily temperature checks, however there are thermometers available at specified locations on campus for those who would like to have their temperature

checked. Students and employees can have their temperatures checked in the Administration Building, Gym, and Yandell Hall. Temperature checks are required for Student Center and Café workers.

Campus Facilities

Throughout our facilities, signage has been implemented to indicate proper entrances and exits (where possible) and to direct traffic flow. We have also closed all water fountains.

This manual includes specific policies for our Cafeteria and Student Center.

Cafeteria

- There will be no more than 4 people per table.
- All tables will be sanitized regularly.
- Plexiglass has been added to the scan counter.
- Students and employees will have a designated lunch time.
- Condiments, silverware, napkins will be single use items.
- A new cup will be required for drink refills.
- All food items will be served by cafeteria staff. There will be no salad or dessert bar.

Student Center

- There will be no more than 10 people (not counting the worker/s) in the student center at any time.
- Games (pool, ping pong, etc.) are unavailable.
- Chairs and couches are separated for social distancing.
- Plexiglass has been added to the order counter.
- Student Center workers will sanitize table tops regularly.

Student Housing

Housing

- Students are responsible for cleaning and sanitizing their rooms and bathrooms.
- Room inspections will occur weekly.
- Sanitation and cleaning products are provided on every floor.
- Staff will sanitize all bathrooms daily.
- Staff will sanitize all floors with a mister daily.
- There will be no more than 2 students in regular-sized dorm rooms and no more than 3 in large rooms.
- Beginning August 13, dorm students must inform Resident Life Staff before bringing anyone else into the dorm buildings.
- Yandell Lobby is currently closed.
- Any student with a pre-existing condition that (per CDC) places him/her in the “high-risk” category is encouraged to live at home.

Academics

Fall Semester Schedule

Key Dates for the Fall Semester	Event
August 8 th	Freshmen Move-In Day & Parent Meeting
August 11 th	Transfer Move-In Day & Meeting
August 13 th	16-week Classes Begin
November 20 th	Last Day of Face-to-Face Classes
Week of November 23 rd	Thanksgiving Break
Week of November 30 th	Classes Occur Virtually*
Dec. 7 th to Dec. 11 th	Final Exams (online)

*As noted in the table above, face-to-face classes begin on August 13 and conclude on November 20. In an effort to limit the spread of COVID-19 post-Thanksgiving Break, we will complete the remainder of the semester remotely. This includes one week of virtual instruction and online final exams. The decision to complete the semester online is based upon the factors of travel post-Thanksgiving Break, influenza season, and concern for increased reliance indoors due to cold weather.

Class Sizes and Locations

One of the educational benefits of RU is small class sizes, which allows for instructors to personalize content to learners. In an effort to mitigate the spread of COVID-19, we have even further decreased class sizes through the reconfiguration of furniture with the goal of distancing students six feet from each other and the instructors.

Building	Location	Old Capacity	New Capacity	% Reduction
John H. West Administration Building	215	30	18	- 40%
	216	21	15	- 29%
	218	21	15	- 29%
Oller Science Building	1	24	16	- 33%
Learning Resource Center	101	18	14	- 23%
	102	18	13	- 28%
	104	18	13	- 28%
Barber Center	225	36	23	- 36%
	231	36	23	- 36%
	234	40	24	- 40%
Mabee Hall	Mabee Hall	175	99	- 40%
	Main Auditorium	800	336	- 58%
	Cafeteria	160	52	-68%

Larger class sections will be moved from traditional classrooms to our largest classes, including Mabee Hall. This will allow for large-scale distancing. Mabee Hall has also been outfitted with instructional technology, including a large rolling whiteboard and A/V connectivity for media.

Alcoves and gathering places outside classrooms will include social distancing signage and sanitation stations

Chapel

Instead of scanning cards as students enter chapel, students will have an assigned seat. Attendance will be taken by the seating chart. The chart will place students at least 3 seats apart.

Class Sanitation

Faculty members will complete institutional service by way of sanitizing classrooms after each class period. The following materials will be provided in classrooms for faculty to clean: masks, gloves, fresh towels, and sanitizer.

Face coverings (masks, face shields) are encouraged but not required in most class settings. Masks will be provided at selected locations on campus (see “Campus Safety Measures” section of this manual).

Students in classes involving laboratory work such as biology and chemistry will receive higher grade PPE (personal protective equipment) than in years past. This will include, but is not limited to: personal face shield for use over the semester and disposable aprons.

Internships/Practicums/Student Teaching

Randall University values experiential education but understands working with community partners and supervisors during these times is a challenge. Internship/practicum courses will continue as needed. Academic advisors will consult with the Academic Dean to resolve the best learning experience for the student with safety in mind.

Instructional Technology

As of now, the majority of courses will continue to meet face-to-face. Because of the generous support of our donors, beginning with the largest classrooms, the following instructional technology will be outfitted into all classrooms:

- larger TV Monitors
- high fidelity audio pucks
- high definition cameras

This technology will allow instructors to teach bimodally (in-class and virtual). Faculty will receive training on implementing this technology prior to the beginning of the semester.

Non-course related Academic Events

All non-course related academic events such as office hours, academic meetings, and advising appointments will adhere to RU COVID Best Practices as outlined in this manual. These include social distancing and self-selection of facial coverings.

Student Accommodations

While RU has taken great measure to mitigate the spread of COVID, we realize there will be unexpected and unique student needs that will arise over the course of the semester. For this reason, this section outlines possible unique accommodations for students. For details or clarification for accommodations or unforeseen needs, please contact Beth Harper, Accommodations Coordinator, at accommodations@ru.edu.

- Any class attendance exemptions must receive preapproval. To this point, it is the student's responsibility to contact one of the following persons: Accommodations Coordinator, Instructor, or Academic Dean.
- Students should continually practice self-monitoring (For more information, including a list of symptoms, see the "Campus Safety Measures" section of this manual).
- Students with pre-existing or comorbid medical conditions should contact the Accommodations Coordinator and provide medical documentation.
- Students who are in self-isolation or quarantine must attend classes virtually (when possible) and participate in class weekly to meet the Department of Education's guidelines on regular and substantive interaction. This is to say, students will not be allowed to complete coursework sporadically.
- All faculty must accommodate and differentiate instruction for students who cannot attend course due to documented COVID-related issues as outlined in this manual.
- In the event of special circumstances, students may appeal to the Academic Dean (bsykes@ru.edu) to receive special approval to attend classes virtually or remotely. The Academic Appeals Committee, as outlined in the Faculty and Staff Handbook will serve as the review committee for such accommodation requests. Such instances may include immunological vulnerability or caring for a close family member with COVID-19. The following information must be included in the appeal:
 - Name
 - Student Identification Number
 - Student email
 - Phone number
 - Summary of request, including expected length of accommodation
 - Medial (or other documentation)

Faculty Accommodations

Faculty members are encouraged to communicate general concerns regarding university COVID-19 precautions to the Faculty Liaison, Steve Byas, sbyas@ru.edu. His role, as required by our accrediting agency, is to serve as a medium for faculty to express concerns anonymously.

In the event of special circumstances, faculty members may appeal to the Academic Dean (bsykes@ru.edu) to receive special approval to teach classes virtually or remotely. The Academic Appeals Committee, as outlined in the Faculty and Staff Handbook will serve as the review committee for such accommodation requests. Such instances may include immunological vulnerability or caring for a close family member with COVID-19. The following information must be included in the appeal:

- Name
- Student Identification Number
- Student email
- Phone number
- Summary of request, including expected length of accommodation
- Medial (or other documentation)

In the event that a faculty member tests positive for COVID-19 or is unable to perform her or his duties due to COVID-related issues, she or he is required to immediately notify the Academic Dean, who serves as supervisor for faculty. In addition, the faculty member is required to adapt her or his course to online instruction for 14 days, which will include synchronous instruction through Zoom or similar video-based software.

Should the instructor develop significant symptoms or is unable to perform her or his academic duties, the Academic Office will appoint a peer or another qualified faculty member to teach in their absence. The faculty member in question will not be penalized for this medical absence.

Academic Affair Concerns

Add/drop deadlines, grading policies, and absence policies will remain the same as in a typical year, as noted in the Academic Calendar section of the RU 20-21 Catalog.

Library and Computer Lab

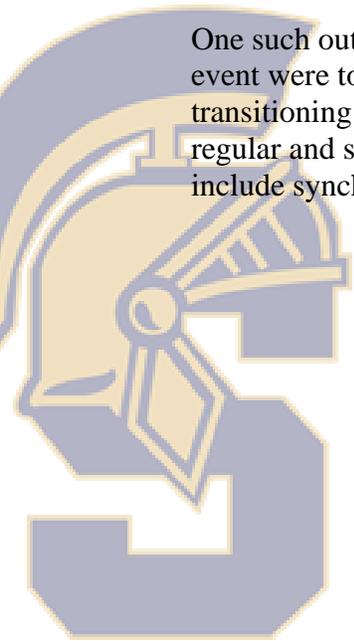
“Campus Safety Measures” will apply to library and computer lab. Please review the following policies:

- Every other computer terminal in the computer lab will be closed until further notice to allow for 6 feet of distancing.
- Computers, printers, and other high touch areas will be sanitized frequently during the day.
- Library hours will be posted on the website (ru.edu/library).

Unforeseen Circumstances

As limited and finite beings, we realize there are circumstances we cannot foresee or fathom. Thus, we reserve the right to amend these academic guidelines. If such a need arises, we will notify students and parents as soon as information is available.

One such outcome is an outbreak of COVID at the national, state, local, or RU level. If such an event were to arise this could force a closure of campus and/or courses and result in courses transitioning to online instruction, as it were in the Spring 2020 semester. Courses will require regular and substantive interaction as set for by the Department of Education, which will likely include synchronous instruction.



Athletics

Practice Procedures

Student-Athletes will be required to be screened daily before any school sponsored physical activity takes place. The screening includes (but is not limited to):

- Temperature check
- Symptoms check

Student athletes will report to the Athletic Trainer for their daily screening paperwork before any school sponsored physical activity. Any student athlete with a temperature greater than 100.4 degrees will not be allowed to participate in activities that day. Any student athlete with reported symptoms will not be allowed to participate until they can provide proof of a negative COVID-19 test result.

Student athletes will wash hands prior to any physical activities and before they leave the facility. Equipment will be sanitized before activities. Athletes will be required to shower after practice. Athletes will not be seen in training room after practice unless:

- They have showered.
- There is an emergency.
- They are getting ice packs.

Water bottles will be assigned to students and will be sanitized before and after physical activity. Water bottles, towels, and clothing/shoes will not be shared.

Cleaning Procedures

Randall University Staff will clean the gym, locker rooms, training room, water bottles, coolers, practice equipment, and weight room/fitness center with a multi-surface disinfectant cleaner. Laundry for each team will be started immediately after practice or games. Any materials used during practice will be sanitized and cleaned after practice and stored properly. Water coolers will be sanitized after each use. All clothing worn during practice must be washed before being worn again.

Testing Policies

Temperature checks will be required before any school sponsored physical activity. COVID-19 screening questions will be asked daily and answers will be recorded. NCCAA is requiring a mandatory COVID-19 screening 6 hours before competition starts. The NCCAA COVID-19 screening tool either needs to be done by a medical professional or Athletic Trainer.

NCCAA Screening tool will be taken before leaving the university for away competitions. The student athlete must score a 0 to travel to away competitions. Visiting teams will have to complete the NCCAA COVID-19 screening tool and have a score of 0 to participate in competitions held at Randall University. If either host or visiting team has a team COVID-19 case percentage greater than 10% of the travel roster the competition will be postponed and rescheduled at a later date. If any student-athlete or coach displays any COVID-19 Symptoms, they should refrain from all team activities.

Travel Policies

NCCAA COVID-19 screening tools will be taken before leaving the university and must have a score of 0 to travel. Randall University will follow host College's/University COVID-19 Policies and Procedures

Home Games

All game personnel must complete the NCCAA COVID-19 screening tool with a score of 0 to participate in any home competitions. All participants of any Randall University sponsored athletic events must wear a face mask, shield, or other CDC recommended face covering before and after athletic events. During home games social distancing will be practiced. All games will have a limited number of seating determined by the State of Oklahoma, and City of Moore best practices policies.

For home soccer competitions fans will practice social distancing. Randall University will adjust maximum attendance policy to the State of Oklahoma and City of Moore best practices policies, which Randall University will follow with regards to attendance at athletics competitions. At this time fan attendance is being evaluated for athletic events. Maximum capacity will include athletes, referees, and game day workers.

Locker Rooms

Each team will be assigned to their own locker rooms. There will be no sharing of locker rooms. Each locker room will be cleaned daily and will be cleaned twice on game days.

Entry and Exit

Entry into the weight room/fitness center will be through the west side doors inside the Activities Center. Exit for the weight room/fitness center will be through the east side doors that lead outside the Activities Center. Entry into the Activities Center will be on the South Side of the building using the east side door. Exit out of the Activities Center will be on the South Side of the Building using the west side door.

Best Practices

All effort will be made to practice social distancing during practice and travel. Randall University will provide an isolation area for any student-athlete that doesn't pass the NCCAA COVID-19 screening tool. The Athletic Director must approve all off-campus team functions and events. Any symptoms of COVID-19 presented by a student-athlete or coach should be reported to the Athletic Director immediately. Randall University's COVID-19 guidelines and best practices supersedes the athletic department's policies and procedures.

