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Returning to campus this summer requires all members of the Kettering University community to agree to a campus compact. This compact mandates that we all observe a set of prescribed behaviors designed to reduce the risk of COVID-19 transmission to employees and students on and off campus. These behaviors include social distancing, use of proper hygiene, and wearing facial coverings in shared spaces. Your compliance, with no exception, is absolutely necessary to limit the spread of the virus in our community.

To continue providing excellent educational experiences for our students, academic delivery of programs and student services will be adapted to support these behaviors.

This Playbook is designed to outline both preparations and expectations for everyone’s safe Return to Campus in summer 2020.

Our priorities for this Playbook include:

- ensuring the health and safety of students, faculty, staff, and our neighbors in Flint
- providing an excellent Kettering education to every student
- strengthening our University community
- acting as good stewards of our resources

Social distancing is required in all situations and face coverings are necessary with few exceptions. Everyone is responsible for monitoring and reporting COVID-19 status or symptoms on a daily basis as well as practicing good hygiene, including frequent handwashing, which is essential. If required, members of the Kettering community must participate in a contact-tracing program.

Dining service will be reconfigured including staggered meals and limits on the size of gatherings, both on and off campus.

Scheduling, delivery, and instruction of academic courses will also change to accommodate safety protocols, which are detailed in this Playbook.

Please understand the pandemic situation is evolving, and the policies and protocols in this Playbook are subject to change as circumstances warrant. For example, if COVID-19 creates a significant health issue on campus, in Michigan, or if there are new government mandates issued, we may have to alter our plans significantly.
I. SAFE RETURN TO CAMPUS HANDOUT
Welcome Back, Bulldogs!

Everyone returning to campus is required to follow specific critical safety guidelines and practices at all times including wearing masks, social distancing, proper hygiene, and self-monitoring for symptoms. By entering campus, you agree to comply with all Safe Return practices. For more details, go to kettering.edu/return2campus for the complete Playbook for Our Safe Return.

Before coming to campus:
- You are required to take your temperature and answer health questions each day at: safereturn.kettering.edu

When arriving on campus you will:
- Receive one Return-to-Campus kit that includes two washable Bulldog face masks, hand sanitizer, a no-touch tool, a lanyard with ID holder, and a forehead thermometer
- Be screened daily for symptoms prior to entering the campus
- Use designated entrances to campus buildings and visibly wear your Kettering ID
- Wear a mask at all times while on campus. Remember: “Your mask protects me, and my mask protects you.”

Also, note:
- Free COVID-19 testing is required for on-campus employees and residents of Thompson Hall
- Free COVID-19 testing will be available and encouraged for employees working remotely and off-campus residents (including Greek Life)
- Anyone coming to campus agrees to participate in a contact-tracing program if required
- You are responsible for self-reporting if you are sick or have been exposed to someone who is sick; in these circumstances please do not come to campus. Students should call the Wellness Center and employees should call Human Resources (HR) to report symptoms or exposure

While you are on campus:
- Digital and physical signage remind everyone to follow 6-foot social distancing in all buildings
- Follow all directional and separation signs when using the stairs and tunnel
- Elevators will be limited to a maximum of two passengers at a time
- Hand-sanitizer stations and disposal wipes are widely available across campus
• Wash hands frequently and use hand sanitizer
• Cough or sneeze into your arm or cover with tissue
• Maintain social distancing at all times including not congregating at entrances or while waiting in line
• Student and employee service offices are open, some with limited hours or appointment-only, virtual offerings, and/or reduced staff. Go to my.kettering.edu for updated information

When you leave campus:
• All members of the Kettering community should practice social distancing and safety measures even when not on campus
• Stay updated on the latest information by regularly checking your email and visiting the University’s website as well as my.kettering.edu
• Sign up for Kettering Alerts
II. Students
Student Services

Student services departments across campus continue to provide support to students while complying with social distancing and safety precautions. All meetings will continue to be conducted virtually until July 12th. During Summer Term, provisions have been made for in-person meetings as needed; however, students should complete as many meetings as possible through virtual platforms.

For information on the office hours, contact information, and virtual services offered by the Student Services departments, please follow the links below. Please note that many of the links will require Kettering community members to log in to my.kettering.edu using their ID number and password.

- **Academic Success Center** (Academic Advising, tutoring services, testing, and accommodations)
- **Campus Safety**
- **Culminating Undergraduate Experience: Thesis**
- **Cooperative Education Office** (Co-op office and Co-op advising)
- **Dining Services** (Meal plans, menus, hours)
- **Financial Aid** (Financial aid, student on-campus employment, scholarships, grants)
- **Information Technology** (Support regarding passwords, computers, software support)
- **Library** (Textbooks, laptop loans, resources)
- **Mail and Shipping** (Mail, shipping services)
- **Office of International Programs** (International student services, study abroad, J-1 scholar services)
- **Office of the Registrar** (Course schedules, graduation, transcripts, drop/add)
- **Recreation Services** (Rec Center, intramural sports, Atwood Stadium)
- **Residence Life/Thompson Hall** (Housing and dining)
- **Student Affairs** (Dean of Students, Greek Life, KSG, Office of Multicultural Student Initiatives)
- **Wellness Center** (Physical and mental health support services)
Dining & Food Services

The University is committed to providing safe dining services and a safe dining environment in meeting the food service needs of students and employees. Daily menus and updates can be found using the BITE app.

Staff Safety

- All KDS staff will be screened for health questions and have temperature taken upon arrival to work
- All KDS staff will use appropriate social distancing procedures
- All KDS staff will wear face masks and use other appropriate personal protective equipment for the various service roles

Dining Service and Dining Environment Arrangements

- All food will be served by KDS staff (i.e. no customer self-serve options)
- Lunch will have a carryout option
- Lunch period will be set in conjunction with academic course schedule to avoid congestion in the dining area
- Kettering employees will have a separate lunch period from 11 to 11:45 a.m. to help avoid congestion in the dining area
- Sunrise Room will have limited seating in order to adhere to social distancing guidelines

Schedule

- KDS will be closed for “zero section” as usual and reopen meal plan dining services with dinner on Saturday, July 11th
- C-Store will reopen on Saturday, July 11th
- BJ’s Lounge and Grill will reopen on Monday, July 13th
- Einstein Bros. Bagels will reopen on Wednesday, July 8th, and the meal plan exchange begins Sunday, July 12th

Hours of Operation

- Sunrise Café:
  - Breakfast – 7:15 a.m. to 9:30 a.m. (Monday-Friday)
  - Lunch – 11 a.m. to 1:30 p.m. (Monday-Friday)
  - Dinner – 5 p.m. to 6:30 p.m. (Monday-Friday)
  - Brunch – 11:30 a.m. to 1:30 p.m. (Saturday-Sunday)
• C-Store:
  o 8 a.m. to 8 p.m. (Monday-Friday)
  o 11:30 a.m. to 7 p.m. (Saturday-Sunday)
• BJ’s Lounge and Grill:
  o 6 p.m. to midnight (Monday-Friday)
  o 5 p.m. to midnight (Saturday-Sunday)
  o Meal Exchange – dinner until 9 p.m.
• Einstein Bros. Bagels:
  o 7 a.m. to 4 p.m. (Monday-Friday)
  o 10 a.m. to 2 p.m. (Saturday-Sunday)
  o Meal Exchange – breakfast until 11 a.m., lunch until 2 p.m.

**Delivery of Food from Off-Campus Sources**

• To help ensure everyone’s safety, it is important to avoid situations in which one person might touch or breathe on another person’s food
• Only individually wrapped or packaged food items and individually bottled drinks will be allowed to be brought on campus from outside food service providers or restaurant sources
• No outside delivery persons or catering staff will be allowed inside campus buildings
• Multi-person servings of food provided in self-serve containers (i.e. pan of pasta or chicken or box of pizza) and large containers of drinks (i.e. liter bottles of soda) will not be allowed

**Restricted Services and Limitations**

• C-Store occupancy will be limited to five (5) customers at a time, and customers are required to wear face masks and observe social distancing
• BJ’s capacity will be limited, and customers will be required to observe social distancing; face masks may be removed while eating
• Einstein Bros. Bagel will have limited seating capacity, and customers will be required to observe social distancing; face masks may be removed while eating

🎵 **Thompson Hall 🎵**

**Move-in**

• All students will receive appointment times for arrival and move-in. Students are required to adhere to their appointment
  o Before arriving on campus, residents will be required to take their temperature and answer health questions at safereturn.kettering.edu
All Thompson Hall residents are required to undergo COVID-19 testing during move-in

- Number of family members/friends assisting with move-in will be limited to one person who will be screened and must wear a face mask at all times
- Social distancing and safety protocols will be enforced
- In addition to the standard Return-to-Campus kit (two washable Bulldog face masks, hand sanitizer, a no-touch tool, and a forehead thermometer), students will receive one welcome kit with:
  - Student’s ID card and lanyard (ID must be worn while on campus)
  - Parking permit
  - Other items normally received during New Student Orientation

**Sanitation and Risk Mitigation Procedures**

- Modifications have been made to common areas (lounges, restrooms, etc.) to ensure social distancing, including movement of furniture, and protective barrier installation
- All restrooms, lounges, common areas, and high-touch surfaces such as doorknobs, faucets, toilets, etc., are disinfected twice daily
- A combination of electrostatic mist and/or spray-on disinfectant will be used to clean surfaces
- All residents will be assigned single rooms
- All residents will be required to wear a mask at all times, with the exception of showers and in their personal room or while eating
- All residents will be required to use designated entry and exit doors
- Social distancing and safety protocols will be enforced. Violations will be referred to the Office of Student Affairs and may be cause for removal from Thompson Hall
- Front Desk rentals may be limited or unavailable throughout the term
- Until further notice, non-student guests will not be allowed within Thompson Hall

**If Sick - Isolation and Quarantine Process**

- Thompson Hall residents will be responsible for reporting if they have been exposed to COVID-19, are experiencing symptoms, or have tested positive for COVID-19
- Notification must be made immediately to the Wellness Center
  - If symptoms, positive test results, or exposure to COVID-19 occurs after the Wellness Center closes for the day, students should contact the Resident Assistant on Duty immediately via phone (phone numbers for the
RA on duty can be found at the Thompson Hall front desk and will be shared with residents upon move-in

- Residents who become sick or need to quarantine are to leave campus and isolate in their personal or family home, if possible
- Isolation and quarantine rooms within Thompson Hall have been identified in a section of the building away from occupied rooms for use by students who are unable to return home
- If a student is unable to return home and has notified the Wellness Center or RA on Duty, the RA on Duty or a Thompson Hall staff member will assign a room to the student and slide the key to that room under the resident’s door.
- The resident is expected to move out of their residence hall room and into the room for isolation (or depart for home), immediately.
- Auxiliary Facilities will be contacted to sanitize the student’s room and appropriate restroom(s) and common spaces (based on location of the room and Wellness Center’s questionnaire)
- For those requiring isolation, provisions will be made to allow for coursework completion virtually during isolation
- For those requiring isolation on campus, dining services will be provided
- The Academic Success Center will assist students to transition from face-to-face courses to virtual courses and/or support the COVID-19 positive student in taking a Leave of Absence, if desired or necessary
- Once isolation has been completed and the student has tested negative, they will be allowed to return to campus and their original Thompson Hall dorm room (which will be disinfected)

**Off-Campus Residents and Greek Life**

**When you arrive on campus**

- You will receive one Return-To-Campus kit that includes: Two washable Bulldog face masks, hand sanitizer, a no-touch tool, a lanyard with ID holder, and a forehead thermometer
- Before arriving on campus, students will be required take their temperature and answer health questions each day at safereturn.kettering.edu
- All students will be screened upon entering the designated entry doors. Entering campus through a door not specifically designated for entry is strictly prohibited, and doing so may result in revocation of campus access privileges for the entire term
• All students will be required to wear a mask at all times while on campus and must comply with outlined social distancing and safety protocols
• Free testing will be available and recommended for off-campus residents (including Greek Life)

**SOCIAL DISTANCING AND GATHERINGS**
• On-campus gatherings will be limited to no more than 10 people, and this limit is strongly encouraged for all off campus gatherings
• Students living in fraternity and sorority houses, and in private homes/apartments, are encouraged to practice mask wearing and safe social distancing guidelines

**SELF-REPORTING AND ISOLATION**
• Off-campus student residents will be responsible for reporting if they have been exposed to COVID-19, are experiencing symptoms, or have tested positive for COVID-19
• Notification must be made immediately to the Wellness Center
• Off-campus students who have been exposed will not be allowed on campus and must self-isolate until a 14 day quarantine period has expired
• If a member of a Greek community tests positive, the entire chapter will be required to quarantine for a 14-day period as recommended by CDC guidelines. Exceptions to this must be approved in writing by the Dean of Students

**🔗 Student Activities 🔗**

**EVENTS**
• Cancelled or postponed campus events will be evaluated for rescheduling by the department or organization responsible
• Updates will be provided to the campus community through various communications platforms including email, updates to the website, internal e-newsletter (Bulldog Weekly), digital signs throughout campus, and/or on social media

**CLUBS/ORGANIZATIONS**
• All student clubs or organization leaders should communicate their current status to the appropriate faculty/staff advisor and/or Student Affairs
• All clubs and organizations will be required to follow social distancing and safety protocols established by the University while on campus
• Social distancing and safety protocols apply to off campus meetings or events
**RECOMMENDED INTERIOR SPACES FOR STUDENT GATHERINGS:**

- The D-space in the Campus Center
- The Great Court
- The Sunset Room
- The Abbey

**Connie and Jim John Recreation Center**

- Opens July 13th with reduced capacity and staff supervising self-swipe card entry, *pending approval by the Governor's office*
- Hours will be 9 a.m. to 2 p.m. (9 a.m. to 10 a.m. for those 50 and older) and 6-10 p.m., Monday-Friday and Noon to 4 p.m. on weekends
- You must show your ID to enter
- Upon entry your temperature will be taken and you will be asked a brief series of safety questions
- Wearing a face mask is required except shower rooms and pool areas
- No day-pass guest access will be permitted, and there will be no new membership sales
- Social distancing and occupancy regulations will be enforced
- No equipment will be available for check out, including towels and laundry bags
- Fitness classes will resume the week of July 13th with schedules posted when finalized

**CLOSED AREAS**

- Steam rooms
- Racquetball and squash courts
- Hot tub
- Weight room (a free weight area will be created in Gym Court 4)
- Student Lounge
- Swimming Pool

**LIMITED ACCESS OF NO MORE THAN 20 PEOPLE AT ANY GIVEN TIME**

- Fitness Room
- Group Exercise Room
- Free weight area
• On the track (10 feet between users unless passing)

**PERMITTED ACTIVITIES**

• Tennis, badminton, and pickleball (singles no doubles)
• Individual basketball shooting and individual volleyball practices
• Fitness classes will resume, outside if possible
• Intramural Sports are being evaluated, and a decision will be announced at a later time

**Atwood Stadium**

The University is evaluating future events and coordinating with event partners to ensure safety measures are in place when events at Atwood are allowed to resume.

**Wellness Center**

• The Wellness Center will be open from 8 a.m. to 4:30 p.m. Monday-Friday
• A nurse and counselor will be onsite during these hours
• Students with illness should call and speak to the nurse prior to visiting the Center and will be required to self-swipe at each visit
• Students will be required to wear face masks at all times unless receiving an exam or test that requires its removal
• Social distancing will be enforced

**Mental health and well-being**

The Wellness Center provides individual counseling to students who experience psychological, behavioral, or learning difficulties whenever they occur. Students can contact the Wellness Center to make an appointment to see the counselor in person, by phone, or virtually. Students can also call the Student Assistance Program (SAP) at (855) 774-4700 24/7 to speak directly to a licensed mental health specialist.

**What to do if you are sick**

The Wellness Center has a list of guidelines to be followed if a student is sick. These guidelines include:
• Be aware of COVID-19 symptoms which include: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea
• If you are ill or have been exposed to someone who has tested positive for COVID-19, call ahead before visiting your healthcare provider or the Wellness Center.
• Wellness Center phone number is (810) 762-9650
• Isolate yourself until you are able to speak to a healthcare provider or Wellness Center staff.

**POSITIVE CASE ON CAMPUS**

In addition to normal medical and wellness services, the Wellness Center has been regularly monitoring and following CDC and health guidelines as part of training to deal with any potential COVID-19 cases on campus.

This process includes:

• The Wellness Center will oversee the initial report of a positive student case on campus and will retain a record of the case as the student moves through quarantine to return to campus.
• Initial report will include gathering information to conduct contact tracing of on-campus activity, determine residence location and roommates, and a report to Custodial Services, ASC, and Thompson Hall (if relevant) to initiate sanitation processes, quarantine processes, and assistance with initiating transition to virtual learning.
• Return to campus will require specific CDC and campus guidelines to be met.

**Co-ops**

Summer Term Co-ops in the U.S. will continue based on, and at the discretion of the employer and the student. Those participating in a Co-op are encouraged to contact their company’s Human Resources department with any questions or concerns about employment status.

• For Summer Term, the usual requirement of six (6) weeks of full-time work has been reduced to four (4) weeks.
• Students working a Co-op are encouraged to regularly engage with both their Co-op employer and their Kettering Co-op manager (contact information found here).

**Pre-College and Summer Camps**

Some Pre-College and summer camps previously scheduled for June and part of July are being offered virtually. Numerous camps starting in late July and running through fall, are still scheduled to take place on campus including Robotics, Doctor for a Day, and Math Olympiad. All students, staff, and faculty participating in the camps will be
abiding by social distancing and safety regulations established by the University. To ensure a safe environment for participants, the following protocols have been put in place.

**PRE-CAMP**

- Parents or guardians will be asked to conduct a 14-day health pre-screening and complete a form detailing their child’s health prior to attending camp. The form will be emailed to parents upon registration, and the form must be brought to campus on the first day of camp.

**DURING CAMP**

- Check-in: Participants younger than 16 require one parent for check-in; participants 16 and older may self-check in.
- Each camper and parent will have their temperature checked.
- Masks, gloves, and new safety glasses (when appropriate) will be provided to every camper and are required to wear during camp. Parents are required to wear masks upon entering the building.
- Isolation areas (for both check-in, check-out, and for campers who show symptoms or become ill) will be established and explained to all parents and campers on the first day of camp.
- Each parent will be given a University contact for any questions, concerns, and ongoing communication during the camp period.

For details and updates, go to [kettering.edu/precollege](http://kettering.edu/precollege)
III. ACADEMICS
**Academic Guideline Overview for Summer Term**

**COURSES**
To ensure the continuation of high-quality learning and academics, Kettering has adapted the summer schedule of courses. Courses may be delivered on-campus with live streaming or virtually through Blackboard employing Bb Collaborate for live sessions (see summer academic schedule for listing of courses on campus).

**INSTRUCTION**
Most courses will be available on campus and streamed or virtual through Bb Collaborate. Faculty that are teaching virtually are not excluded from coming to campus to take advantage of a faster Internet connection. If a faculty member is not scheduled to teach a face-to-face course, they must be approved to be on campus by their respective department head, dean, and the Provost.

- **Face-to-Face Classes:** Faculty will be expected to be on campus if they teach one of the courses listed for on campus delivery
- **Virtual Classes:** A small number of courses will continue to be delivered virtually throughout the Summer Term
- **Lab Technicians:** Lab techs supporting courses on campus will be required to return to campus. Others will be required as needed
- **Staff:** To appropriately support campus activities, students, and faculty staff will be required on campus as their position or job dictates under the direction of their supervisor

**CLASSROOMS**
Only those classrooms specified will be used for instruction (see classroom list). Classrooms have been appropriately modified to provide for social distancing. Students will not move between classrooms unless necessary. Faculty may rotate into classrooms to teach various courses. Examples of adaptions to the classrooms include but are not limited to:

- Spacing of classroom seats
- Plexiglas shields for teaching podium
- Designated entrance and exits
Classrooms will be disinfected daily, and if requested, more often. In the case of the need for disinfection of a space please contact: (810) 762-9750 during business hours and Campus Safety after hours at (810) 762-9501.

Guidelines for Academic Operations after Reopening

Academic Affairs is excited and ready to welcome faculty, staff, and students back to campus. To ensure safety in addition to providing the best learning and most flexible experiences for our students, the following general guidelines for Academic Operations have been established. Details regarding classroom and lab uses, course schedule arrangements, and academic support functions can be found in the appropriate sections below.

Faculty, Staff, and Students Returning to Campus

Faculty, staff, and students are required to follow campus rules and procedures set forth by the University.

Academic Affairs – Instructional Operations

Lectures

Lectures will be delivered in two modalities during Summer Term: Face-to-face (with live video streaming) and Virtual. The following explains each of the delivery modalities offered:

- **Face-to-Face Classes**: A majority of the classes are to be offered face-to-face. These classes include a vast majority of the major courses with a few exceptions (please see Virtual Classes). To provide the best in-person class experiences to the students and to ensure the safety of faculty and students, all face-to-face classes will not exceed 25 students with very few exceptions (based on classroom size).

- **Live Video Streamed Classes**: All face-to-face classes will be live streamed. In some cases, we have to alternate students for face-to-face classes due to class-size limit. Live-streamed classes will enable these students to be part of the face-to-face classes and participate with other in-class students. All classes will be recorded as supplemental learning materials.

- **Virtual Classes**: A small portion of the classes will be offered virtually via Bb Collaborate. Faculty are encouraged to record their virtual classes as supplemental materials. Classes (with a few exceptions) offered virtually do not have lab components associated with them. This enables the University to prioritize the available classrooms to accommodate those face-to-face
courses without overwhelming students’ schedules. An exception is those classes (very few) that only use computer labs for modeling and simulations. Due to social distancing requirements, offering those classes face-to-face will significantly decrease the efficiency of equipment use. All computer labs are made virtual so that students can remotely access them from their own computing devices.

Laboratories

Lab work is essential to the success of all Kettering students. Students thrive through Kettering’s educational model, which places equal importance on both theory and practice. To provide students the best learning experiences, a majority (with a few exceptions, see below) of the labs will be offered face-to-face with the following restrictions:

- During Summer Term, two-member student teams will be formed for all lab sections that are offered face-to-face
- To ensure students’ safety, members of each team will alternate their face-to-face lab sessions. Each week, one of the members will be physically in the lab to conduct the experiments and record the data and share the real-world data with their teammate
- Exceptions to face-to-face labs are those using computer modeling and simulations. All computer labs will be offered virtually by accessing KUCloud or Virtual Computing Labs

Instructional Support

The following measures will be taken to support lectures and laboratories:

- All face-to-face classrooms will be equipped with live video stream equipment
- Teaching Assistants will be assigned to each face-to-face classroom to assist the instructors with camera control, class streaming/recording, and help facilitate class participation
- All faculty office hours will be held virtually. In-person meetings will be held in designated areas by appointment only

Academic Support Functions

- All academic support offices will reopen and be staffed during normal business hours
- Face-to-face services will be available by appointment only
- ADA accommodations will be provided to students with documented needs
ASC in-person appointments will be held in the Collaboration space outside of the Tutoring area and CETL

OIP (Office of International Programs) in-person appointments will be held in 3-506 AB

Opening of the Library for group activities (e.g., study groups) is to be announced

Online tutoring services will be available for all students

Faculty Senate Room will be reserved for small group face-to-face meetings

**Recommended Physical Flow in Buildings**

**Academic Building**

- The FIRST Robotics doors and the tunnel have been designated as the entry points for students and faculty/staff to enter the AB
- The entrances near IME Offices and CHME Offices have been designated as exit only
- FIRST Robotics participants to enter and exit the FIRST Center via the auxiliary entrance only

**Mott Building**

- The front door has been designated as the single entry point
- The entrance near the stairwells has been designated as the preferred exit

**Recommendations for Students Gathering Spaces**

As a reminder: All will be expected to adhere to social distancing guidelines while gathering.

- The D-space in the Campus Center
- The Great Court
- The Sunset Room
- The Abbey

**Guidelines for Use of Classrooms and Labs after Reopening**

To prepare for the campus reopening for the Summer Term, Academic Affairs provides the following general guidelines for use of classrooms and labs:

- A majority of the lectures will be offered face-to-face. Face-to-face classes will be live streamed and recorded. For large classes, students will attend face-to-face sessions on an alternating basis.
Faculty and student safety is our top priority. Most classrooms that allow for more than 15 students have been modified to meet social distancing requirements. To ensure all students will have an opportunity to enjoy the benefits of face-to-face instructions, we will divide students into two groups and designate certain days of the week for a certain group to take face-to-face lectures.

- Face-to-face class size will not exceed 25 students to ensure adequate interaction between faculty and students.
- A small number of classes will remain virtual.
- This will maximize classroom use efficiency by prioritizing courses in face-to-face delivery mode.

- A majority of labs will be offered face-to-face. To comply with social distancing requirements, two-student lab teams and alternate student members for in-lab experience will be formed on an odd and even week basis.
  - To ensure our students gain practical experience in a safe manner, one student team member will be in the lab and share collected data with the other team member.
  - The students in these two-member teams will alternate their in-person lab sessions throughout the Summer Term.

- Senior capstone projects will be offered face-to-face, and social distancing requirements will be strictly enforced.

- Use of Research Labs (including faculty and graduate research assistants using these labs) will follow the outlined “Research Laboratories Use Guidelines” (below).

- All D-spaces (except the one in the Campus Center) will be temporarily closed.
- All general computer labs will be temporarily closed.
- Specialty computer labs will be set up as virtual computer labs that can be accessed remotely.
  - These computer rooms provide specialty software packages that are used for specialty courses.

- All classrooms and labs will be cleaned and/or disinfected following the University’s guidelines.
- Students are required to wear face masks in classrooms and labs.

Research Laboratories Use Guidelines

These procedures are subject to change based on updates to University procedures.
- All office and dry lab work should be conducted remotely.
• Principal Investigator (PI) will limit the number of people entering or working in their research laboratory in order to maintain the six (6) feet social distancing recommendations
• As necessary, use tape on the floor to demarcate socially distanced workspaces and to create one-way traffic flow
• Minimum social distancing of six (6) feet must be maintained at all times
• Every researcher will be required to fill out a health questionnaire prior to working in a research laboratory each day
• Employees will be required to notify the PI if they contract or exhibit symptoms of COVID-19 as soon as possible
• PI must report any symptomatic individual(s) from their research group (or any individual) with a confirmed case of COVID-19 to the appropriate Department Head and Dean
• Send any potentially exposed co-workers home if there is a positive case in the laboratory
• Clean and disinfect the work site if/when a worker is sent home with symptoms or with a confirmed case of COVID-19
• All non-essential in-person visitors (including visiting scholars and undergraduate students) are suspended from research laboratories until further notice
• Personal Protection Equipment (PPE)
  o Everyone will be required to wear a face mask at all times
  o Standard lab safety glasses should be worn while working in the laboratory
  o Latex/nitrile gloves will be available but not required to be worn
  o A hand sanitizing station is nearby
• PI should minimize the use of shared lab equipment/tools and create protocols for disinfecting lab equipment and lab tools
• Researchers are required to wipe down their workstations/areas with disinfectant wipes at least twice daily
• PI must implement an audit and compliance procedure to ensure cleaning criteria is followed
• Signage will be placed to remind researchers about hand washing and social distancing
• Common surfaces (door handles, bench tops, etc.) will be disinfected throughout the day
CLASSROOMS FOR FACE-TO-FACE INSTRUCTION

The following classrooms will be used for face-to-face instruction and live streaming:

SPACE MODIFICATION REQUIREMENTS

- All classrooms listed will be rearranged to meet the social distancing requirements
- Protective shields will be installed on instructor stations
- Equipment will be installed for live streaming classes

ACADEMIC BUILDING

First Floor
- 1-210
- 1-815
- 1-817
- 1-819

Second Floor
- 2-225
- 2-601
- 2-617
- 2-716
- 2-759
- 2-761
- 2-907
- 2-911

Third Floor
- None

Fourth Floor
- 4-101
- 4-102
- 4-103
- 4-104
- 4-305
- 4-309
- 4-310
- 4-312
- 4-501
**Campus Center**

- 1-250

**Mott Building (Students to bring their own laptops for computer labs)**

The following classrooms will be used primarily for senior classes.

- 2-116 (Hougan)
- 2-146 (Loeffler)
- 2-240 (Denso classroom)
- 2-130 (Pace lab classroom)
- 3-222

**Classroom Technologies & Course Delivery Modalities**

All face-to-face classes will be recorded and live-streamed. To achieve this goal:

- Each live classroom will be equipped with a webcam capable of capturing class details and a microphone providing sufficient clarity to capture audio signals
- Live stream will use Bb Collaborate as an official platform
- A student worker (e.g., graduate assistants, work-study students, etc.) will be staffed in one of these live classrooms during class times. Three (3) student workers will be assigned to large classrooms (1-817 AB, 1-819 AB, 2-225 AB). One (1) to two (2) student workers to be assigned to other classrooms based on the schedules
- Student workers’ responsibilities include: Control the camera, record (and repeat, if necessary) questions to the instructor, and record the lecture in Bb Collaborate
- All training of the student workers scheduled to be completed by July 6th

**Sample Schedules - Summer Term**

**Group 1: Last names: A - K**
(This group is on campus all day Monday, Tuesday and Wednesday A.M. and in labs on even weeks.)

**Group 2: Last names: L - Z**
(This group is on campus Wednesday P.M., and all day Thursday and Friday and in labs on odd weeks.)
<table>
<thead>
<tr>
<th>Student Information</th>
<th>M</th>
<th>T</th>
<th>W am</th>
<th>W pm</th>
<th>R</th>
<th>F</th>
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</thead>
<tbody>
<tr>
<td>Senior II ME major</td>
<td>8-10:05 F2F</td>
<td>10:15-12:20 Virtual</td>
<td></td>
<td>8:00-10:05 Live streamed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last name “H” (Group 1)</td>
<td>1:20-3:25 F2F</td>
<td>1:20-3:25 F2F</td>
<td></td>
<td>1:20-3:25 Live streamed</td>
<td>10:15-12:20 Virtual</td>
<td></td>
</tr>
<tr>
<td>Note: No labs for this student</td>
<td>3:30-5:40 F2F</td>
<td></td>
<td></td>
<td>3:30-5:40 Live streamed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6:00-8:00 Virtual</td>
<td></td>
<td></td>
<td>6:00-8:00 Virtual</td>
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</thead>
<tbody>
<tr>
<td>Last name “A”</td>
<td>1:20-3:25 Virtual</td>
<td>1:20-3:25 Lab even weeks</td>
<td>1:20-3:25 Virtual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Group 1)</td>
<td>3:30-4:30 Virtual</td>
<td>3:30-4:30 Virtual</td>
<td>3:30-4:30 Virtual</td>
<td></td>
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<td></td>
<td>4:40-5:40 F2F</td>
<td></td>
<td>4:40-5:40 Live streamed</td>
<td></td>
<td>4:40-5:40 Live streamed</td>
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<tr>
<td><strong>Soph II</strong></td>
<td>9-10 Live streamed</td>
<td>9-10 Live streamed</td>
<td></td>
<td>9-10 F2F</td>
<td>9-10 F2F</td>
<td></td>
</tr>
<tr>
<td>ME</td>
<td>10:15-12:20 Live streamed</td>
<td>10:15-12:15 Lab odd weeks</td>
<td>10:15-12:20 F2F</td>
<td></td>
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<tr>
<td>(Group 2)</td>
<td></td>
<td></td>
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<td>3:35-5:40 Virtual</td>
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<tbody>
<tr>
<td>FR I ME</td>
<td>8-9 Live streamed</td>
<td>8-9 Live streamed</td>
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<td>8-9 F2F</td>
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**Kettering University Library**

**INFO-TO-GO**

- The Library will reopen with the Info-to-Go model, a virtual contactless service that provides library resources efficiently and safely.
- Major features of Info-to-Go:
  - Virtual Library services will continue and will be open 64 hours a week, including Sunday
  - Library staff will rotate on-site five days a week
  - On-site work assignments will include book and technology circulation and cleaning, collection maintenance and trouble-shooting, and responding to requests
  - Physical Library materials will be circulated touch-free by use of a secure locker system. Patrons will be sent an access code and will pick up their materials
  - As campus continues to reopen, additional services will become available in the Library
**STAFF**

- Library and Special Collections staff returned to campus on Monday, June 15th. On-campus work hours will be 8 a.m. to 4:30 p.m. daily

**OPERATIONS**

- Work areas are large enough to allow social distancing
- As campus continues to reopen, services will be expanded
- Staff will be cleaning returned items and inter-library loans and returning them to the shelves
- Special Collections staff will begin on-site work in the Art Gallery and continue in Factory One as it reopens
- Special Collections digitization projects will be accelerated to improve virtual access

**🔍 Academic Success Center 🔍**

**STAFF:**

- ASC Director and staff will be on-site on a rotating basis
- An advisor will be on-site from 8 a.m. to 5 p.m. Monday-Friday
- Thesis support staff will be on-site Tuesday and Thursday as needed
- Tutoring, supplemental instruction, and writing support will be available virtually through Google Hangouts during scheduled times

**TESTING:**

- Testing stations will be open to all students
- ASC can accommodate up to two (2) students at a time in the main testing space. If additional space is required, testing will be temporarily moved to the ASC Lab space
- Furniture has been removed in the ASC lab space leaving five (5) testing stations with space available for the overflow of two (2) additional students
- Testing will be held on Monday, Wednesday, and Friday for the first three weeks of the term and will be continuously evaluated to determine if testing days/times need to be increased
- Testing will begin at 8:30 a.m. and 12:30 p.m. to allow for proper sanitization between testing groups
- Students requiring a reader or scribe for their test will work in the lounge space in a private pod area in compliance to social distancing and face masks guidelines
• All students using the ASC testing service must adhere to the existing policy of scheduling 72 hours in advance

**ASC Lab Services**
• All ASC Lab services (tutoring, supplemental instruction, math and writing support) will remain fully virtual at this time but will be evaluated throughout the term to determine if services need to be modified for face-to-face options
• Writing support will be evaluated on a weekly basis if on-campus hours are required to be added

**Advising**
• An academic advisor will be on campus daily from 8 a.m. to 5 p.m. by appointment only
• In-person advising appointments will be carried out in a private pod in the lounge space at the end of the hall on the third floor
• Only one student may meet with an advisor at a time, and masks must be worn by all parties
• All advisors will be available virtually during normal business hours

**Academic Support Functions – OIP, OIR, and Registrar**

**Office of International Programs Staffing Plan**
• Staff will be on-site on a rotating basis
• Office hours will be 8:30 a.m. to 3 p.m. Monday-Friday

**Office of Institutional Research**
• IR Analyst and the Report Writer will be onsite on a staggered schedule

**Office of the Registrar**
• As of June 15th, the office is staffed for a portion of each day Monday-Friday
IV. EMPLOYEES
**Procedures & Practices for Returning Employees Protocol**

**Commitment to Safety Guidelines**
- Read and acknowledge commitment to adhere to safety guidelines via online portal
- Follow guidelines in keeping with Kettering Values and showing respect for others
- Set a good example for students and other employees
- Safety guidelines are now a required responsibility of every employee’s job description

**Personal Health Check Prior to Coming to Campus**
- If you have any symptoms of sickness or fever, do not come to campus, please stay home
- Immediately report any situation involving symptoms of sickness to HR at (810) 762-9933
- Check your temperature daily for a reading of less than 100.4 degrees Fahrenheit
- Answer Safe Return to Campus Daily Questions to indicate “no” if applicable regarding health concerns

**Arrival on Campus**
- Wear your Kettering ID card while on campus in a readily visible manner at all times
- Use only the designated entrance for your respective work area. Other entrances will be inaccessible, and no access is to be given to others when exiting a building
- Any special needs should be brought to the attention of the Director of Campus Safety for consideration and advance approval

**Use of Face Masks**
- Face masks must be worn when moving through public areas and in all other spaces any time there is more than one person present
- Face masks must cover both nose and mouth
• While lecturing, faculty may be permitted to remove their face mask in select rooms (i.e. rooms in which appropriate safeguards have been made)

**SOCIAL DISTANCING**
• Maintain at least six (6) feet of separation (specific areas may require further distancing)
• Adhere to signage instructions posted on campus
• Conduct all group meetings online, e.g. Google Meet, unless there is a compelling reason to meet in-person
• If there is a need to meet in person, keep the group size to no more than ten (10) people and adhere to social distancing while meeting
• Conduct any one-on-one meetings via online tools or by phone as much as possible unless there is a compelling reason to meet in-person
• Show courtesy and step aside in stairwell landings to allow others to pass safely
• Adhere to the two (2) passengers limits for elevator use
• Stay to the right in hallways, the tunnel, and walkways
• Do not congregate at entrances or while waiting in lines

**PERSONAL HEALTH HYGIENE & CLEANING OF PERSONAL SPACE**
• Wash hands frequently with soap and water for at least 20 seconds or use hand sanitizer
• Cough or sneeze into your arm or cover with tissue
• Clean personal equipment daily, e.g. doorknobs, keyboard, phone, and work surfaces including desks, tables, and chairs
• Avoid sharing equipment with others; when required to share, clean before and after each use
• Request cleaning supplies from Auxiliary Services Office

**SHARING YOUR CONCERNS**
• Address any concerns about adherence to these guidelines to HR at (810) 762-9933

🔗 **Daily Health Check Protocol**🔗

If an employee plans to work on campus, the employee must take their temperature and answer four health questions **daily** (see below) indicating there are no health concerns. These tasks must be completed prior to leaving the employee’s residence using
an online app called “Safe Return to Campus Daily Questions” which can be accessed at safereturn.kettering.edu/

Based on the employee’s answers to the questions, they will receive approval to come to campus (indicated by a “green” screen with approval message) or be directed to stay home and contact the Human Resources Office (indicated by a “red” screen with message to call HR).

Upon arrival on campus, the employee will be required to show their smartphone screen with approval to come to campus as received from the “Safe Return to Campus Daily Questions” app. If the employee does not have a smartphone, they will be asked to contact Human Resources for instructions at (810) 762-9933. A paper questionnaire will be available to use in these situations.

**HEALTH QUESTIONS:**

1. When you checked your temperature today, was it 100.4° F [38.0° C] or higher?
2. Have you had any of the following symptoms in the last two weeks?
   A. Fever (100.4° F [38.0° C]), signs of a fever, and any other symptoms listed below for at least 24 hours. Note: Fever is present; without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
   B. Shortness of breath
   C. Cough
   D. Chills or repeated shaking with chills
   E. Muscle pain
   F. Headache
   G. Sore throat
   H. New loss of taste or smell
3. Are you ill or caring for someone who is ill?
4. Have you had contact with someone diagnosed with COVID-19?

**Employee Building Entry Access Protocol**

**CARD ACCESS**

Entry to campus buildings has been limited since June 15th:
1. Card access for the groups listed, who may be required to move between buildings while performing their work, will maintain their current door access levels:
   - Cabinet Members
   - Campus Safety Officers
   - Maintenance supervisors & staff
   - Custodial supervisors & staff
   - IT staff

2. Card access to campus buildings for all other faculty and staff will be limited to the following entrances:
   - Academic Building: Use northeast ground floor entrance (near FIRST Robotics Community Center)
   - Campus Center: Use southwest ground floor entrance ("pizza doors")
   - Mott Center: Use main entrance on north side of building
   - Recreation Center: Use main entrance doors. *(Note: open for limited hours)*
   - The tunnel between the Campus Center and AB will be available for use

3. Card access will be allowed for the main front entrance doors to the Campus Center and Academic Building for all faculty and staff on weekdays from noon to 7 p.m.

Any exceptions to the above must be arranged in advance by contacting Campus Safety at (810) 762-9501.

**ARRIVAL**

- Faculty and staff are not to arrive on campus before 7 a.m. on weekdays
- Upon arrival, they will be screened by a Campus Safety officer or designee, who will be stationed at the noted building entrances
- Faculty and staff will be required to wear a face mask and Kettering ID upon entering any building
- Faculty and staff will be required to show their cell phone’s “green” screen response from the “Safe Return to Campus Daily Questions” app (or provide a paper form equivalent available from Campus Safety Office) before being admitted to campus
- In the event an employee is either unable to complete or has not completed their electronic questionnaire, they will be provided with a paper questionnaire which must be satisfactorily completed. The officer or designee will be equipped with a digital
thermometer and will take the employee’s temperature and review the questionnaire to ensure that their temperature is within acceptable range prior to the employee being allowed admittance to campus

- Staff members with schedules that require them to arrive on campus prior to 7 a.m. or on weekends, will be screened by their immediate supervisor, his/her designee, or when necessary, by Campus Safety

**ADDITIONAL INFORMATION**

Screening stations will be equipped with the following supplies:

- Digital thermometer
- Supply of disposable face masks
- Supply of paper questionnaires
- Supply of hand sanitizer
- Supply of pens
- N95 mask (for officer use)
- Face shield (for officer use)
- Disposable gloves (for officer use)
- Disinfectant wipes (for officer use)

The screening stations will be staffed on weekdays from 7 a.m. to 11 a.m. with other hours determined by the Director of Campus Safety.

🔗 **Facilities Cleaning & Sanitation Protocol**🔗

The Custodial team will clean and disinfect campus facilities daily with priority given to high-use and common areas. Special needs will be addressed as they arise. The staff will follow training procedures for the use of personal protective equipment and various cleaning supplies.

**RESTROOMS**

Public restrooms will be cleaned and disinfected twice daily.

**SURFACES**

Frequently touched surfaces and objects will be cleaned and disinfected at least daily (depending upon use patterns) including:

- Doorknobs and handles
- Stair rails
• Classroom desks and chairs
• Lunchroom tables and chairs
• Countertops
• Handrails
• Light switches
• Handles on equipment (e.g. athletic equipment)
• Push buttons on vending machines and elevators

**Floors**
Floors will be swept and mopped at least daily and more frequently as required.

**Trash Removal**
Trash cans in offices and classrooms will be emptied daily.

**Special Needs for Enhanced Cleaning**
If a positive COVID-19 case is reported, the space will be closed off until it can be properly cleaned and disinfected. Depending upon the situation with respect to time of day, size of space needing to be cleaned, etc., an outside contractor may be brought to campus for the cleaning and disinfecting work. The focus will be on any areas where the individual is known to have been and on any items or furnishings, they may have touched.

**Personal Protection Equipment (PPE) Supplies**
The Director of Auxiliary Services and Environment Health & Safety and the Director of Physical Plant will be responsible for acquiring appropriate supplies and personal protective equipment to meet campus needs including:

• Cleaning and disinfecting supplies (including micro-mist sprayers)
• Cloth face masks (including instructions for cleaning cloth masks)
• N95 face masks for first-line workers
• Hand sanitizer (including dispenser stations and refill supplies)
• Gloves
• Clear shield materials (including fabrication services)
• Rope barriers
• Handheld infrared thermometers
**Workspace Modification Protocol**

The University's goal is to provide a workplace environment that is safe for employees and for those whom it serves.

**Objective**

In accordance with CDC guidelines, modifications are being made to workspaces to allow for six (6) feet of separation between the employee and other employees or those being served.

**Physical Solutions**

Safety may be achieved by moving furniture, erecting physical barriers or shields, adjusting pathways, and/or limiting capacities of spaces.

- In situations where physical changes are needed, department heads will be asked to submit requests online with requests being reviewed by the Director of Auxiliary Services & Environmental Health and Safety, the Director of HR, and the Director of Physical Plant.
- The Physical Plant team will then be directed to order materials and make changes as required.

**Other Solutions**

Creativity will be helpful in addressing situations for meeting institutional needs.

- Work activity may be moved to another area rather than make a physical modification, such as providing a separate room for in-person interviews.
- In some cases, a change in how work is accomplished may be most appropriate, e.g. having individuals submit photos online for ID’s and distributing finished ID cards from a new location.

**Implementation**

- The Administration & Finance Office coordinated with department heads to modify workspaces with completion scheduled by June 15th.
- Department heads will be contacted subsequently to confirm success of modifications and/or the need for further assistance.

**Outside Visitor/Guest/Contractor Access Protocol**

The University’s goal is to provide a workplace environment that is safe for employees and for those whom it serves.
**LIMITATIONS**

Until further notice, entry to campus buildings by outside visitors and contractors is limited effective beginning June 15th, as follows:

- No outside visitors or guests will be allowed on campus without advance written approval by HR
- Only those outside contractors who must be on campus to perform required services will be allowed on-site, and such individuals must be approved in advance by HR

**ARRIVAL PROCEDURE**

Upon advance approval by HR, the following procedures must be followed:

- All outside visitors, guests, and contractors will be issued a temporary ID that must be worn at all times while on campus
- All outside visitors and guests must wear a face mask at all times while on campus
- Approved outside visitors and guests must complete and sign a Visitor/Guest Access Card (including answering health questions to demonstrate that there are no health concerns) and must have their temperature taken upon entry
- Approved outside contractors must follow the COVID-19 Contracted Services Guidelines, answer health questions, and have their temperature taken upon entry. Health questions and temperature check must be done each day during any multi-day project work