



RESIDENCE LIFE ADDITIONAL SAFETY PROTOCOL

Guiding Principles

You will sleep, study, relax, make new friends, and build community with your neighbors in your Franklin College residence hall. This academic year will present unique challenges, but one principle remains the same: your safety and well-being is of paramount importance. Just as you have an obligation to help keep your friends safe in the residence hall, they have an obligation to do the same. The Office of Residence Life, guided by the college's [Return to Campus Plan](#), has established protocol that outline your responsibility to your neighbors, and their responsibility to you.

As we live together over the coming year, please remember:

- We are all in this together.
- Care about yourself. If someone's behavior is putting you at risk, say something.
- Care about others. If your behavior is putting others at risk, change it.
- If you see someone not following these policies, be gentle, but courageous, in holding your peers accountable.
- Seek help from Residence Life staff members when you need it.

What should I do if I feel sick?

Please see the [Fortify Franklin plan](#) for official Health Services implementation guidelines. Below is a summary of information that may be helpful to you in the Residence Halls.

People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Or at least two of these symptoms: fever, chills, repeated shivers and chills, fatigue, muscle pain, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea. *(This list is not all inclusive. Please contact your medical provider for any other symptoms that are severe or concerning to you.)*

If a student experiences these symptoms during business hours (8:00 am to 5:00 pm), they should contact the Health Center at 317-738-8090. If a student experiences any of the above symptoms outside of business hours, they should contact the on-call Residence Life professional staff member at 317-738-8015. *Students should **not** call their RA to report symptoms, as the on-call Residence Life professional staff member will need to respond.*

If a resident feels that they may be experiencing a life-threatening emergency, they should first call 911.

In consultation with other campus administrators, the Office of Residence Life may determine that the resident should isolate or quarantine at their permanent residence (off-campus home), that the resident should relocate to on-campus quarantine & isolation housing, or that no action is necessary.

Roommates/suitemates of a symptomatic resident may be required to quarantine at their permanent residence (off-campus home) or relocate to on-campus quarantine housing.

If a resident has any overnight travel away from campus and develops any of the aforementioned symptoms, they should contact the on-call Residence Life staff member at 317-738-8015 before returning to campus.

Masks in the Residence Halls

Masks covering the nose and mouth are required everywhere in the residence halls with the exception of shower stalls and private residence hall rooms. This requirement extends to trips to the bathroom and laundry room. If Residence Life staff – acting in an official capacity – need to interact with residents inside private residence hall rooms, residents will be required to wear masks covering their nose and mouth for the duration of that interaction, even if masks are not normally required in private residence hall rooms.

Masks inside private residence hall rooms are strongly encouraged. At the beginning of the year, roommates and suitemates should work collaboratively to decide if guests entering their housing assignment will be required to wear a mask. Remember, all roommates/suitemates must consent to a guest's presence in the room; every Franklin College resident is empowered to ask a guest to exit their housing assignment if that guest is not wearing a mask.

Mask use will be respectfully but consistently enforced by Residence Life staff. While Residence Life endeavors to be educational, a student may be referred to the college's conduct/judicial system for noncompliance.

Guest Policy

The only guests permitted inside Franklin College residence halls are other residential, Franklin College students. Residence Life Staff will ask any other guest to depart the residence halls.

Maximum Occupancy in Private Residence Hall Rooms

A private residence hall room's maximum occupancy is twice the number of residents. For example, a physical single room has one assigned resident; there may be two persons inside that room. A Johnson-Dietz suite with four assigned residents would be permitted to have eight people inside.

Social Distancing in Shared Spaces

Every lounge space will have maximum occupancy signage. If exceeded, Residence Life staff will request that residents leave the space until the crowd size has been appropriately reduced. If the crowd will not voluntarily reduce in size, Residence Life staff will disperse all persons in the shared space.

Students will have access to ovens, microwaves, and ice machines in the residence hall kitchens. Shared supplies (pots, pans, utensils, etc.) will be removed from the kitchens and students may not eat their food in the kitchen area. Students must abide by the maximum occupancy guidance in the kitchen area.

Exercise standard social distancing measures, maintaining at least 6ft between yourself and another person, whenever possible. Ideal behaviors include:

- Avoiding elevator use where possible. When elevator use is required, limit elevator occupancy to 1 to 2 persons.
- When entering a community bathroom that is occupied, choose a stall or sink farthest away from your peers in the bathroom.
- Where possible, wait on your peers to exit the stairwell before ascending or descending the stairs.
- When studying in a lounge, choose a table or chair farther away from your peers.
- When choosing a washer, identify a washer that is farther away from other washers in use. When walking to a small laundry room, wait to enter while your neighbor grabs their clothes.

Interactions with Other College Employees and Contractors

The Franklin College Physical Facilities will have housekeepers stationed in your hall to do routine cleaning of public spaces. Similarly, if you have a maintenance issue in your room, a skilled tradesperson may come to your room to repair the issue. Please aid these staff members by affording them social distance. If a tradesperson needs to replace your air filter, you are encouraged to exit your room while the staff member performs that work. If a housekeeper is vacuuming a lounge, consider waiting to study in that lounge until the housekeeper concludes their work in that space. Masks must be worn by both residents and employees during any of these interactions.

Cleaning Products

Cleaning products are available in each community bathroom. These products are made available for residents to clean before or after toilet, sink, or shower use. Taking these cleaning products out of the community bathroom is against college policy. These products should always be returned to their original dispensing location inside the community bathroom.

If residents do not have access to their own cleaning products and desire a basic cleaning product for their room, they should checkout cleaning supplies from their building's Resident Assistant active duty location between 9PM and 11PM each night. Residence Life will endeavor to have cleaning supplies available for checkout, but cannot guarantee this service based upon demand and product availability.

Roommate Conflict and Change Requests

Roommate conflict is normal, and presents an opportunity to grow as a member of a community. Residence Life Staff can assist you with those conflicts and can facilitate a number of strategies and interventions to moderate difficult situations. Under the best of circumstances, requests for a room change are not always granted. During the pandemic, room changes, which are likely to create additional risk for coronavirus (COVID-19) transmission, will be rare. Residents should understand that they are not guaranteed a room change upon request and should assume that roommate change requests will be granted only as a last resort, and may take time to implement.

Interacting with Residence Life Staff

Live-in professional staff members and Resident Assistants are here to support residents. However, Residence Life staff may take additional risk-mitigating measures to protect themselves and their residents. If Residence Life staff – acting in an official capacity-- need to interact with residents inside their private room, residents in the room will be required to put on their mask over their nose and mouth for the duration of their interaction with Residence Life staff, even if masks are not normally required inside private residence hall rooms. Additional examples of risk mitigation measures might include:

- Residents speaking with their RA in an open lounge or via video conferencing technology, instead of inside a private residence hall room.
- Hosting social and educational programming outdoors or virtually, instead of indoors.
- Relocating to an open hallway or lounge when responding to potential policy violations.
- Adjusting location of RA on duty to be stationed farther away from foot traffic.

FRANKLIN COLLEGE DINING ADDITIONAL SAFETY PROTOCOL:

Parkhurst Staff Safety Measures

- All team members will complete the ENPHG COVID-19 safety training
- All team members will complete the Health & Wellness training on Coronavirus
- All team members will wear a mask while on campus
- All team members will wear gloves while on campus
- All team members will have their temperature taken prior to clocking in
- All team members will follow all Board of Health guidelines which involve food preparation, sanitation, COVID-19 precautions, and safety
- Team Leaders will have safety and security team member communication signage posted for all team members to review and follow
- Each team member will sanitize the time clock BEFORE and AFTER use.

Dining Procedures

- ANYONE entering the food serving area will be required to wear a face mask
- All utensils will be changed, counters disinfected, hands washed, and gloves changed, every 30 minutes
- All dishes will be china including but not limited to: plates, bowls, eating utensils
- Drinking tumblers will not currently be used. Disposable cups will be available at each drink station where they will be provided by a Parkhurst employee
- **BEVERAGE STATIONS:** A beverage aide employee will kindly give the customer what they would like to drink. Along with any pc condiment the customer needs for their drink (sugar packets, sweet n low packet, creamer pc, honey pc etc). When a customer would like a refill, they will bring their disposable cup to the beverage aide who will kindly ask them to throw it in the trash can (there will be one by each beverage station) and the beverage aide will give them another beverage in a clean disposable cup.
- **GRILL STATION, SPOON AND FORK STATION, V-2 STATION, OVEN STATION, AND HONEST EATS/BREAKFAST BAR/ALLERGEN STATION:**
 1. All stations will be full-service with an employee serving
 2. There will be new signage to indicate “Place Order Here”, “Pick Up Order Here,” “Arrow Signage” as needed
 3. Condiments will be packaged and given upon request
- **CONDIMENT STATIONS:** All condiments will be PC (Portion Control). Ketchup, BBQ Sauce, salad dressings, etc. will be “packets.” They will be handed out by dining staff.
- **CASHIER STATION:** Plexiglass shields will be installed to aid in preventing cross contamination. No one will be allowed to stand at the register other than for entering/exiting the Marketplace. No socializing will be permitted.

- SALAD BAR: Currently the option of a self-service salad bar will be on hold. The “Salad To Go” Station will have all salad cups, fruits, cold side dishes pre-packaged. There will be specialty salads available daily prepared and served by dining staff.
- DELI: With the revision to follow guidelines, this area will be known as “GRIZ TO GO.” Customers can Pick 5 pre-packaged items for 1 meal swipe. We will have multiple options to choose from that will accommodate all dietary preferences. This is intended for faster meal service, less foot traffic standing and waiting in line in the Marketplace and for students who may be in a hurry and would like to grab their 5 items and be on the go. We have a large list of items on a rotation that will ensure variety to our students.
- CLOSURE OF MARKETPLACE: The Marketplace will be closed from 3:00pm-5:00pm for daily sanitation. Students and guests will still have the ability to utilize the “Griz To Go” Pick 5 program via the Grizzly Café area. Tables will be set up in the fireplace area and there will be employees available to assist the students for their needs.
- ICE CREAM STATION: Pre-portioned and pre-packaged ice cream cups/novelty items will be available. Employee to serve these items to guests.
- DESSERT STATION: All desserts will be individually packaged for service.
- SOUP STATION: All soups will be individually cupped for service. There will be 2 soups daily. 1 will be made specifically for Vegan customers.
- BREAKFAST SANDWICHES/OMELETTES/PASTRIES/WAFFLES: These items will be served at the full-service breakfast designated area by employees. Waffles will be prepared by the employees for each guest wanting a waffle.
- DINING ROOM TABLES and CHAIRS:
 1. Only students, faculty/staff, and approved guests who are eating will be allowed in the dining room area. Those wanting to do homework, or socialize with their friends, will be encouraged to leave.
 2. Tables will be spaced out as much as dining space allows.
 3. Plexiglass will be placed on all of the dining tables to serve as dividers between students eating at the same table.
 4. The chairs will be limited at each table: large tables will accommodate 4 people; small tables will accommodate a single person; and the built in bench tables will accommodate 2 people.
- POP-UP PROGRAM: Additional information will be forthcoming about new programs and new pop up spaces for food service. This may include grab and go in different campus buildings or a pizza delivery program...all available by meal swipe. Information will be communicated via a “This Week in Dining” weekly email and the FoodU app.
- GRIZZLY CAFÉ: All items will be pre-packaged. There will be signage to direct; “Place Order Here, Pick Up Order Here.”