

STUDENT HANDBOOK ADDENDUM

Temporary Policies Relating to COVID-19 Safety Operations for Shepherd University Students

The Temporary Policy provisions contained herein shall apply to every student, including those who have dual enrollment status while on the premises of the Shepherdstown or Martinsburg campuses of the University, except as otherwise expressly specified herein. Unless otherwise specified herein, the use of the term “student” hereafter shall include all levels of students and dual enrollment students of the University.

All policies herein are adopted to help ensure adherence to State and Health regulations applicable to the University and to enhance the personal safety of Shepherd’s students, employees, and other members of the Shepherd community. The University emphasizes that while many of these policies provide at least some safety benefit to the employee whose compliance is required, the policies are in all cases also designed to enhance the safety of others on the campus.

FACE COVERING POLICY: All students shall wear a Face Covering which covers the mouth and nose (either customized by the student or provided by the University) while on campus regardless of vaccination status except under the following excepted conditions:

- While outdoors and maintaining social distancing;
- While in a personal vehicle;
- While working in a laboratory or other setting in which alternative facial protective equipment, which covers the nose and mouth, is utilized;
- While inside their assigned campus residence hall room;
- While alone in a single occupancy restroom;
- While eating in a room or outside dining area designated for eating meals and while maintaining the applicable distances from other persons; and
- During any brief period of time when removal of the Face Covering is necessary for personal health or welfare, provided that no other person is within six linear feet of the student.

Students with a physician-documented medical condition which would be complicated by use of a Face Covering should immediately contact the Accessibility Services Office utilizing ADA accommodations forms for evaluation of whether accommodations are achievable.

For purposes of this Policy, compliant wearing of a Face Covering includes the following standards:

- Either cloth or medical Face Coverings may be used;
- the Face Covering must provide continuous coverage of both the nose and mouth;
- The Face Covering must be maintained in a reasonably hygienic condition.

A limited number of medical face coverings are available in several campus locations. Students are responsible for maintaining and/or replacing face coverings if necessary. Students may use commercially made or home-made Face Coverings, which must be appropriate to a professional and academic environment

PERSONAL HYGIENE: Adherence to CDC Guidelines as to personal hygiene to help reduce spread of virus is required:

- Cover coughs/sneezes with tissue, and promptly place used tissue in trash. Then promptly wash hands. If other covering is unavailable, cough or sneeze into elbow;
- Frequently wash hands rigorously with soap and water for at least 20 seconds.
- Rigorous compliance to interpersonal distancing as recommended; and
- Compliant use of Face Coverings.

PHYSICAL/ SOCIAL DISTANCING: Every student is obligated to make a good faith effort to comply with the physical/social distancing guidelines established by CDC, which recommends a minimum of six feet interpersonal distance to the maximum degree achievable. Willful or reckless disregard of distancing from others is prohibited. All in-person meetings and events of student groups, clubs, and organizations must be approved by the Student Activities Office.

SOCIAL GATHERINGS: All events and social gatherings are subject to approval of the Campus Health Task Force. All events should be submitted for approval on RamPulse by the appropriate office.

MANDATORY COVID-19 TESTING: Students must comply with institutional policies related to mandatory COVID-19 testing including selection for random surveillance testing.

PERSONAL ILLNESS: A student should not be on campus if feeling any symptoms that are consistent with COVID-19, flu, or cold, if not known to be caused by an alternative, specific condition such as allergies. If experiencing COVID-19 symptoms, a student should immediately leave campus. If a student is missing class due to medical or illness reasons, they should contact Jake Mellow, Coordinator for Student Conduct at jmellow@shepherd.edu and the Student Health Center at healthcenter@rams.shepherd.edu with their student identification number, dates of absence, any symptoms experienced, and documentation for their absence if applicable.

ENFORCEMENT: These temporary COVID-19 policies are mandatory as to all students while on campus. The University has maintained a variety of safety policies throughout its history. If a student fails to comply with this policy, it may be addressed as a Student Conduct matter in the ordinary course of Student Conduct practices under Student Code of Conduct policy 1300.

Failure to Comply. All meetings and hearings for Student Conduct will be conducted virtually and any charges relating to health/safety compliance will be expedited so that each alleged violation is addressed rapidly. Negligent non-compliance may be a matter of counseling and/or progressive discipline, depending upon the circumstances because these are safety compliance issues, non-compliance could immediately result in stronger, immediate sanctions. Willful non-compliance would constitute a serious infraction, and is subject to Student Conduct action and more harsh sanctions, which could include suspension or expulsion.

The University reserves the right during the pandemic to administer any Student Conduct proceedings on any expedited basis that provides a reasonable notice and opportunity to be heard and to replace hearing panels, where applicable, with a single administrative review. As is always the case under Student Conduct policies, cases of substantial and immediate threat to safety may be administered with a preliminary administrative action prior to notice, and is followed by an opportunity for administrative review, promptly consistent with normal institutional policy and practice, reports of students violating a Code of Conduct policy should be directed to the Coordinator for Student Conduct via phone, email, or report through Guardian.

REVISIONS AND EXPIRATION: These temporary COVID-19 policies will be subject to amendment, as authorized by the President, as circumstances may dictate. Amendments would be made to advance the University's commitment to the health and safety of the campus community, but also decreasing the scope of these provisions if improved conditions in West Virginia and the region justify such action. These temporary COVID-19 policies will expire upon the direction of the University President or the Board of Governors, consistent with the foregoing factors.