



ASBURY THEOLOGICAL SEMINARY

HENRY CLAY MORRISON HALL
ADMINISTRATION BUILDING
204



ASBURY THEOLOGICAL SEMINARY
**RETURNING TO CAMPUS:
A Guide for Safe Practices**

OVERVIEW

Asbury Theological Seminary has been and continues to closely monitor the spread of COVID-19. At the start of the pandemic, the Seminary launched the Coronavirus Response Team (CRT) to create and implement appropriate safety precautions and policies. The CRT has been working to create a plan for a full return of our students in the fall for residential learning. The CRT has used the Centers for Disease Control (CDC) guidelines as well as state and federal guidelines to plan this return with a focus on health and safety.

This document gives an overview of the procedures that will be instituted on campus this fall. Additional details and updates, as needed, will be provided both before the fall semester resumes as well as throughout the semester. The Seminary is working hard to keep the residential experience as normal as possible, while following guidelines to help our students, faculty, staff, and visitors remain as healthy and safe as reasonably and practicably possible while on the Seminary's campus.

Topics covered in this document include:

- Fall 2020 semester will operate according to the normal academic schedule/calendar, with one exception. The semester will commence as scheduled on Tuesday, September 8, 2020. On-campus instruction will conclude on Friday, November 20, 2020. Instruction for the remainder of the semester (i.e. following the Thanksgiving break) will be in an online format.
- NSO and New and Returning Student Move-In. More details will be forthcoming closer to time and communicated directly with those involved. Contact Student Services for questions.
- Social distance expectations will be in place. Persons will be expected to maintain a social distance of 6-feet and wear a face mask while in campus buildings.
- Classroom environments will be configured to provide a 6-foot distance between students while seated for instruction.
- Chapel will follow the guidance for houses of worship when in-person services resume. More details will follow closer to the start of the semester.
- Dining Services will follow Kentucky guidelines for restaurants, which will include appropriately distanced seating arrangement, served food on all buffets, disposable items where possible, etc. Additional details as needed will be provided on site closer to the start of the semester.
- Fitness Center admittance will be by appointment. See the section on the Fitness Center for more details.
- Persons who have been directly exposed to COVID-19 will be expected to remain at home or in one of the isolation rooms identified for residence hall students, report any symptoms

to Residence Life or Human Resource staff, seek medical testing (including reporting results), and if tested positive follow quarantine guidelines before reengaging in and with the campus community.

- Students who experience symptoms of COVID-19 are required to quarantine off campus or in specified campus housing until they can pass the CDC’s symptom-based criteria or a negative test clears them to return to campus life.
- Students who test positive for COVID-19 must follow the current CDC guidelines and will be isolated in specified campus housing with a private bathroom or may isolate at home until they can pass the CDC’s symptom-based criteria or a negative test clears them to return to campus life.

Please contact the appropriate person/office below based on your particular category or need:

Faculty – Provost’s Office (859.858.2206)

Wilmore students – Ty Konopinski (859.858.2093)

Wilmore staff – Human Resources (859.858.2221)

Non-Wilmore students and staff – Eric Currie (407.482.7635)

Prayer or any other support – Community Formation (859.858.2391)

COVID-19 SYMPTOMS

Fever greater/equal to 100.5 degrees Fahrenheit

New or worsening cough

Shortness of breath

Difficulty breathing

Chills

Repeated shaking with chills

Muscle pain

Headache

Sore throat

New loss of taste or smell

GI symptoms (Nausea or diarrhea)

ACADEMIC AND START OF SEMESTER CONSIDERATIONS

After a careful review of CDC, state and federal guidelines, Asbury Seminary has returned to in-person instruction with socially-distanced classes in place. Questions about in-person instruction should be directed to the Registrar's Office.

These guidelines do not eliminate risk, but students enrolled at the Seminary agree to follow all guidelines that are intended to reduce the spread of COVID-19. The Seminary reserves the right to modify these guidelines in accordance with the CDC guidelines or for any reason as deemed necessary. Please regularly review the Seminary's Coronavirus Response pages for the most current policies and guidelines: asburyseminary.edu/coronavirus.

Distance Instruction

The Seminary offers a variety of instructional formats within its academic offerings. Students should consider these offerings when selecting courses.

NSO and New and Returning Student Move-In

New Student Orientation for the Kentucky campus is scheduled for September 2nd and 3rd. Attendees will be organized into small groups throughout the day. In accordance with state and federal guidelines, all attendees will need to wear a mask while indoors and observe social distancing of six feet. All new students are encouraged to email orientation@asburyseminary.edu to register for the event!

Our Online New Student Orientation is scheduled for August 18th, 2020 to be conducted via ZOOM from 6:30-8pm EST. All new students who prefer this format for their New Student Orientation experience can register by emailing orientation@asburyseminary.edu.

Estes Chapel

Estes Chapel will follow the guidance for houses of worship when in-person services resume. More details will be shared closer to the start of the semester.

Social Distance

All persons physically present in Seminary facilities are required to maintain at least six (6) feet of distance from other persons and wear a mask when entering campus buildings, passing through hallways and stairs or riding elevators. Masks are not required while alone in an enclosed space or working alone in an open space at a social distance of more than six feet. Masks are not required if they create serious health risks or hazards. In this case, maintain a social distance of six feet at all times as practicable.

Classroom Instruction

Students are expected to sit in classrooms such that a 6' distance is maintained from others

as much as practicably possible. At this time, all students should expect to wear masks in classrooms. Faculty members will not wear a mask while teaching and maintaining a safe distance from the students. We will follow a consistent approach to this policy in all classrooms, and we may update our guidelines if/when guidance changes.

Internships/Mentored Ministry/CPE/Practicums/Etc.

Placement sites are chosen by students in conjunction with the Office of Mentored Ministry. Students are expected to follow the guidelines of the host site. When returning to campus, students should take every precaution with hygiene and sanitization of personal belongings.

B.L. Fisher

Students should follow the same social distance guidelines in the B.L. Fisher Library as for all campus buildings. The Library will specify guidelines for handling materials in accordance with best practice and CDC guidelines.

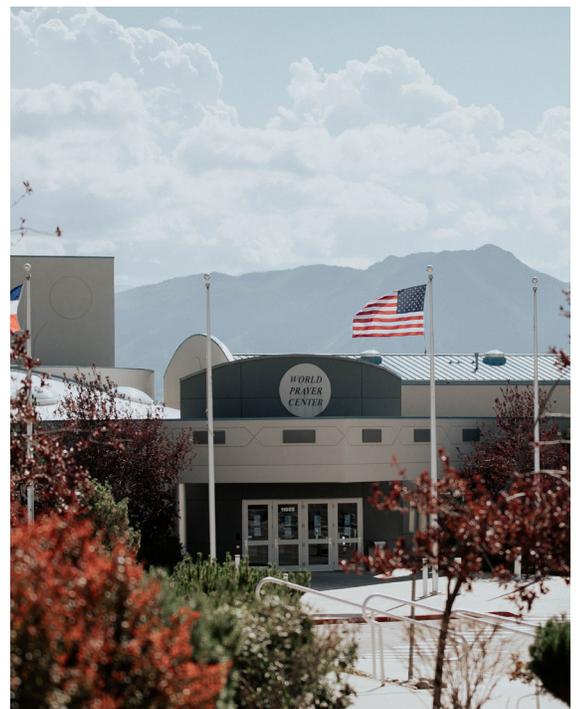
Accommodations

The Seminary will, to the extent reasonably practicable, make accommodations for students at higher risk for severe illness. Students with a high-risk medical condition, as identified by the CDC, should contact their advisor or the Registrar's office for information.

Colorado Springs Extension Site

In following the guidelines put in place by Asbury Theological Seminary, New Life Church, and the State of Colorado, the Colorado Springs Extension Site has established the following protocol for on-site classes and any in-person visits from prospective students or community members:

- An Asbury Seminary representative will host students and scheduled visitors at the site entrance and perform temperature checks, distribute masks to those who need one, and provide a contactless entry into the facility.
- Students with a temperature above 100.4 (per CDC requirements) will be asked to leave the facility and join the class via Zoom.
- Cleaners will perform increased sanitation protocols with classroom tables, chairs, and equipment before, during, and after students or visitors come on site. The classroom will be cleaned each evening after students are in it for hybrid classes.



- Hand sanitizer will be provided in multiple locations around the facility.
- Meetings with current or prospective students will be held in the large foyer near the entrance of the World Prayer Center (the Site venue) or outside to allow for appropriate social distancing.
- Seminary-provided meals will come individually boxed for each student and will be distributed by the Site Coordinator. The large foyer will be arranged with tables to allow appropriate distancing during meals.

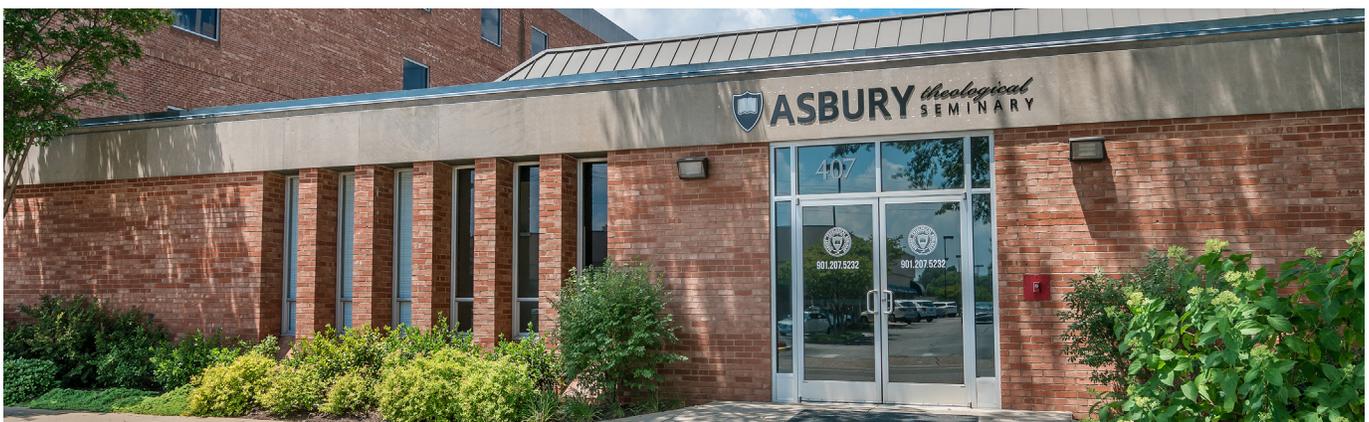
Any questions or concerns regarding time on-site can be directed to the site coordinator: Sarah Schepens at 719-377-8565 or sarah.schepens@asburyseminary.edu.

Memphis Extension Site

In accordance with the current CDC guidelines (June 10, 2020), Shelby County Health COVID-19 Requirements in conjunction with the Memphis City Council (July 6, 2020), and the State of Tennessee Higher Education Pledge plan, the following guidelines are being recommended in Memphis:

- Temperatures will be checked as students enter the facility.
- Students with a temperature above 100.4 (per CDC requirements) will be asked to leave the facility and join the class via Zoom.
- If students do not have a mask, Asbury Memphis will have masks available.
- Increased sanitation of classroom tables, chairs, and equipment before, during, and after students or visitors come on site; hand sanitizer to be provided in multiple locations around the facility.
- Provided lunches or dinners will be served in closed containers for easy and safe distribution.

Any questions or concerns regarding time on-site can be directed to the site coordinator,



Julie Pittman, at 901-207-5232 or julie.pittman@asburyseminary.edu.

Tulsa Extension Site

Following the plans in place from Asbury Theological Seminary as well as Asbury United Methodist Church, the following precautions will be taken and guidelines followed at the Tulsa extension for on-site classes and any in-person visits from prospective students or community members:

- Site coordinator is available at the site entrance to perform temperature checks, distribute masks to those who need one, prop the door to ensure there are less common touch-points in the facility
- Increased sanitation of classroom tables, chairs, and equipment before, during, and after students or visitors come on site; hand sanitizer to be provided in multiple locations around the facility
- Any meetings with current or prospective students are to be held in the large foyer at the entrance of Venue 68 to allow for appropriate social distancing
- Seminary-provided meals to come individually boxed for each student and be distributed by the site coordinator; foyer space will be arranged with tables to allow appropriate distancing during meals

Any questions or concerns regarding time on-site can be directed to the site coordinator: Meredith Fulda at 918-392-4590 or meredith.fulda@asburyseminary.edu.



CAMPUS LIFE

Kalas Village and Pet Housing

Kalas Village and Pet Housing units on Maple Street will follow the state's guidelines as recommended for single-family dwellings, including a focus on hygiene, masks in public, any limits on group gatherings, etc. Residence Hosts are available as normal to handle housing issues.

Residence Halls

All residence halls remain open 24/7 and will function as normally as possible. In residence halls where multiple students live together in one building, persons living together in suite/pod/floor configurations may be considered as a "family unit" for purposes of distancing, masks, etc. When persons in such configurations interact with persons from other areas, social distancing and mask wearing should be observed. A special focus should be made on extra hygiene. Residence Life staff will be present, as normal, to handle any issues related to facilities and residence life issues.

Dining Services

Dining Services will follow Kentucky guidelines for restaurants, which will include appropriately distanced seating arrangement, food served by staff on all buffets, disposable items where possible, etc. Persons living together in homes or residence hall suites may eat together without distanced seating. Additional details as needed will be provided on site closer to the start of the semester.

Living Area Common Spaces

Common spaces in a student's living area such as hallways, shared bathrooms, apartment living rooms, apartment kitchens, or unit common space are considered the student's "home." While in their own "home," social distance is not required and students are encouraged to make their own choices regarding wearing masks. Students from other living areas in the building are expected to maintain a social distance when passing through or visiting a living area not their own. Students will maintain a social distance of 6 feet with a mask in other non-living common spaces, including residence hall lobbies.

Fitness Center

Members of the fitness center must make an appointment prior to visiting to guarantee a spot at the gym for up to one hour. If you would like to switch areas, you must first check in with the Hospitality Desk to ensure there is proper space and time allotted for your use. You may not book more than one appointment in a 24-hour period. Personal training will resume with both parties wearing masks. Due to occupancy restrictions, guests accompanying members are not permitted and the Fitness Center is not accepting new members until further notice. To make an appointment, call 859.858.2349.

Gym visitors must arrive wearing a mask with **mouth and nose** covered. Cleaning wipes are provided in each area. Upon arrival, check-in at the front desk to receive your personal cleaning towel; it is your responsibility to thoroughly clean all equipment you use/touch. Please bring your own sweat towel and water bottle as these items will not be provided. Obey all fitness team members' directives, posted signage and taped-off areas; these are in place to ensure adherence to social distancing requirements.

Please be sure to check our [website](#) for the most updated information.

Fitness Classes and Intramural Sports

Group Ex classes will reconvene this fall being offered both in-person and online via Zoom. In-person attendance will be limited to a nine (9) person capacity due to COVID social distancing guidelines.

A modified Intramural Sports schedule will be offered this fall. Sign-ups will open the last week of August. The gym is open for individual use and activities, however, Open Gym volleyball will only be available via Intramurals until further notice.

Student Services & Administrative Offices

Students will maintain a distance of at least six feet and wear a mask at all times when in administrative offices and Student Service areas.

TRAVEL

All Asbury Seminary-related international travel is suspended until further notice

All Seminary international travel courses, or international travel that is part of a U.S. course, have been cancelled until further notice.

Any student who travels to any country outside the U.S. does so at their own risk (i.e. as to whether U.S. Customs will allow them to return); if they choose to do so, they may not return to any Asbury Seminary site until all required quarantine guidelines have been followed.

Persons currently in other countries or outside of the states in which the Seminary operates are expected to adhere to the prevailing travel guidance, including quarantine guidelines, as it relates to traveling into any of our campuses or instruction sites.

Seminary employees may travel domestically for Seminary-related work

All employee work-related domestic travel must be approved in advance by area VP.

The Seminary reminds the community of their responsibility to educate themselves about all stated guidance regarding travel in and out of Kentucky, as well as other states, and expects all Seminary employees and students to follow such guidance, including any required self-quarantining. The Seminary reserves the right to restrict access to our campuses and instructional sites if we determine that a person may place our community at risk due to their travel choices.

HEALTH MONITORING AND GUIDANCE

Daily Temperature/Health Checks

The Seminary expects each person to perform a daily temperature and health check (i.e. consideration of symptoms). Self-administered temperature and health checks should be performed at one's residence prior to coming to campus. Any person who reasonably believes he/she may have COVID-19 must not come to class, work, etc. and must contact his/her health care provider to be tested. If the test confirms an illness, the student must quarantine at home or in specially designated isolation rooms (if living in a residence hall) immediately. This includes students that passed a temperature and health check prior to coming to campus but later become ill during the course of the day. A thermometer will be available in Human Resources and in each building complex for use by persons who are not able to check their temperature prior to arriving at a seminary facility.

Hygiene Etiquette

The Seminary will sanitize frequently touched surfaces and areas regularly (e.g. door knobs, classroom tables, etc.). If a person is identified as having COVID-19 or the associated symptoms, the Seminary will further ensure it immediately restricts access to the contaminated areas and will post signage and adequately clean the impacted areas. Any contaminated area will be off-limits to all but essential personnel for a minimum of 24 hours.

The Seminary strongly encourages routine and regular hand washing, of at least 20 seconds, for all persons. The Seminary will supply adequate hand sanitizer and make it available near high traffic and high-touch areas. Persons should cover coughs and sneezes with the inside of the elbow or a tissue. In addition, persons should sanitize phones and computers daily.

Illness

Stay home or in your dorm if experiencing COVID-19 symptoms – fever above 100, dry/persistent cough, body aches, etc. --- and seek medical confirmation through testing.

Testing Plan

The Seminary requires any person who develops COVID-19 symptoms to be tested

immediately by a health care provider. If the person tests positive, the Seminary will immediately notify the local public health department and provide the student's information along with the information of other persons with whom the person came in contact.

COVID-19 Positive Test or Exposure

Any faculty, staff or student who is diagnosed with COVID-19, has a reasonable belief that they have contracted the disease, or has had direct exposure to anyone who has been diagnosed must report this to HR (faculty/staff) or Student Services (students) immediately. These persons must follow all CDC and state guidance for self-quarantining and COVID-19 testing, as well as all other Seminary policies, before returning to any campus, instructional site, or residence hall. Any student in a Seminary residence hall who falls into any of these categories must contact Residence Life regarding special quarantine housing that is available and must use this housing before returning to the residence hall. The national COVID-19 Hotline may be reached at (800) 722-5725 to receive specific guidance.

Contact Tracing

The Seminary requires all employees and students to participate in contact tracing if an employee or student tests positive. This includes answering questions from public health officials and completing the Contact Tracing Form. Human Resources (employees) or Student Services (students) will provide access to this form and assistance with completing it.