



# MILLIGAN RETURNS HOME

COMMUNITY  
STANDARDS  
PLAN

SPRING 2021

V1.12.21





## LETTER FROM THE PRESIDENT

While we all had hoped that the pandemic would be over by now, we must remain vigilant in our efforts to take care of each other and ourselves. Therefore, we will continue our safety protocols for the Spring 2021 semester. Some updates are noted in this plan.

The guiding principles of this plan are rooted in our mission and core values:

**Scholarship:** We must provide a safe and healthy learning environment where students receive the highest possible quality education that is enriching, engaging, and supports on-time progress towards a degree.

**Community:** We must provide support and resources necessary to deliver the student-centered experience for which Milligan is known and valued. We have a responsibility for the well-being of the Milligan community and the international attempt to mitigate the further spread of this virus.

**Faith:** We are a community built upon a shared sense of mission and faith in God. We must model patience and grace. Especially during times of stress, we must be kind to one another, help one another, and pray for one another.

We continue to be in consultation with the department of health, government officials, local health care leaders, athletic associations, and higher ed organizations, all of whom are helping us ensure we are making the best decisions possible. And we are incredibly thankful for the support and guidance of our alumni and community partners.

I have closed every campus update since March with the words, “Stay well. Take care of yourself and each other.” Even when we are not together in person, we are IN this together, bound to one another by friendship, faith, and a shared mission that comes from being united by the community that is Milligan University.

Stay well. Take care of yourself and each other.

Bill Greer, Ph.D.  
President





# OVERVIEW

**Effective January 1, 2021**

Our goal is to have an on-campus spring semester that provides Milligan’s distinctive educational experience while ensuring everyone’s health and safety. This is our comprehensive plan of community standards to keep our campus and our community safe by limiting the spread of COVID-19.

The original fall plan was created by six planning teams of faculty, staff, and students, in coordination with the University’s COVID-19 Response Team, which continues to work to develop the plans, tools, and protocols needed for the successful resumption of campus activities. This work is being done in consultation with guidance from local health care leaders and in compliance with the State of Tennessee, Health Department, and Centers for Disease Control (CDC).

The plan is a living document; we expect it will be revised throughout the academic year as we closely monitor the evolving situation. Changes made to the document will be announced to the community, and each community member is expected to remain apprised of these changes as they occur. Updates and new information will be shared at [www.milligan.edu/returnhome](http://www.milligan.edu/returnhome).

## GUIDING PRINCIPLES

1. Ensure a safe and healthy learning environment.
2. Ensure students receive the highest possible quality education that is enriching, engaging, and supports on-time progress towards a degree.
3. Provide support and resources necessary to deliver the student-centered experience for which Milligan is known and valued.
4. Minimize the disruption of the delivery of educational activities.
5. Focus on risk mitigation as a realistic mode of operation, recognizing that total risk elimination is impossible.

## COMMUNITY STANDARDS

The community standards provide detailed guidance on the measures community members are expected to observe to minimize the incidence and spread of COVID-19 on our campus.

No community can guarantee an environment free of COVID-19, and the measures described in this plan recognize that reality. While much has gone into this effort to protect the Milligan community, we expect that all its members — faculty, staff, students, and visitors alike — will ultimately take responsibility for their own health and safety and act in a manner that demonstrates respect and consideration for those around them, consistent with the Buffalo Pledge.

## COMPLIANCE

Students and employees are expected to comply with the guidelines of this plan and to read, sign, and comply with the Buffalo Pledge. Failure to comply with the plan will be viewed as a violation of conduct expectations and may lead to the immediate removal of participation privileges and/or the inability to use campus facilities.





## CARING FOR THE HERD

# BUFFALO PLEDGE

Being a part of the Milligan community means that each of us must take extraordinary steps to stay well and persistently protect each other on campus and in the community. Demonstrate your commitment to keep Buff Nation in good health by taking the pledge below and honoring it during the upcoming semester. **I PLEDGE TO:**

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### PROTECT MYSELF

- Monitor for the [symptoms of COVID-19](#) and report to a medical professional immediately
- Wash my hands often with soap and water or use hand sanitizer
- Get vaccinated for the flu (or sign a declination form)

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### PROTECT OTHERS

- Maintain appropriate social distancing
- Stay home if I feel ill or after exposure to someone who is ill or has tested positive for COVID-19
- Wear an appropriate face mask and other protective gear as directed by the University
- Be positive, attentive, and helpful to anyone around who needs support

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### PROTECT BUFF NATION

- Keep my clothing, belongings, personal spaces, and shared common spaces clean
- Monitor for and report all symptoms of COVID-19 to Milligan Health Services
- Cooperate with testing and contact tracing
- Carefully follow University requirements to self-isolate or quarantine

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Milligan’s highest priority is the safety of its students, faculty, staff, and visitors. I know that by engaging in campus activities, including attending classes, pursuing my education, living on campus, eating in the dining halls, attending activities, participating in sports and recreation, I may be exposed to COVID-19 and other infections. I also understand that despite all reasonable efforts by the university, I can still contract COVID-19 and other infections. In order to reduce my risk, I agree to be an active participant in maintaining my own health, wellbeing and safety, as well as the safety of others, by following all the guidelines and expectations outlined by the university.



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Name of  Student or  Employee

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Signature \_\_\_\_\_ Date \_\_\_\_\_

# HEALTH & WELLNESS STANDARDS

## GENERAL GUIDELINES

**Daily screening:** Self-monitoring will be required daily of all students, faculty, and staff using the [Ascend](https://www.milligan.edu/returnhome/#daily-screening) health monitoring tool (see <https://www.milligan.edu/returnhome/#daily-screening>), asking standard screening questions about symptoms, exposure, and testing. Depending on the answers, the Ascend tool will clear them to attend class or work or advise them to stay at home or in their room.

- Daily use is required for all individuals **when on campus**. *If you are experiencing symptoms*, on quarantine, or on isolation, daily use is required every day, including weekends, *regardless of whether you are on or off campus*.
- Those failing to meet any screening standard are not permitted to enter any campus facilities. Employees should contact their supervisor. Students should contact Health Services, their instructors, and coaches and athletic trainers if applicable. Visitors should reschedule visits after 14 days.
- Screening and temperature checks will take place frequently in high-risk and/or close contact environments such as classrooms, labs, studios, rehearsals, lessons, performances, group meetings, athletic practices and events, and student activities.

**Social distancing:** Adhere to social distancing practices of maintaining six feet distance from others whenever possible. All floor signage and markings must be observed.

**Masks:** Wear a cloth face covering that covers nose and mouth whenever in the presence of others in all indoor public areas and work spaces, as well as outdoors if unable to maintain 6' distance. Individuals are responsible for washing and maintaining their masks. According to the [CDC](https://www.cdc.gov), cloth face coverings prevent the individual wearing the face covering from spreading respiratory droplets into the environment. [Face shields](https://www.cdc.gov) are not a substitute for masks, per the CDC.

**Hygiene practices:** Wash hands more frequently, use hand sanitizer frequently, avoid touching face, and practice good respiratory etiquette when coughing or sneezing.

**COVID Testing:** All students and employees are required to report all COVID-19 testing to Health Services. Milligan will offer free rapid antigen COVID-19 tests to students and employees as verified by the Milligan Health Services Office. Testing protocols will be in accordance with CDC and State of Tennessee health guidelines.

**Flu vaccine/COVID vaccine:** Milligan strongly recommends the flu vaccine prior to the start of spring semester and may later require a COVID vaccine if recommended by the CDC and Tennessee Department of Health. Students and employees may request an exemption to vaccine requirements.

ALL GOOD  
BUFFS—  
DISTANCE,  
SCREEN,  
MASK,  
AND CLEAN



**Training and education:** Participate in and review training, educational materials, signage, and reinforcement of required safety practices and navigating the new normal on campus.

**Remote work for employees:** Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or severe underlying medical conditions) may work from home or stagger schedules when necessary and feasible. Advance permission from area chair or supervisor is required.

**Facility sanitization:** Increased cleaning of campus spaces will occur according to State and CDC guidance. Routine services will be augmented with additional cleaning and disinfection activities in all buildings. There will be frequent cleaning of spaces with higher occupancy levels and work activity.

**Protective garments:** Change and sanitize reusable garments such as masks, aprons, or smocks daily. Keep personal belongings and all living, studying, and working spaces clean.

**Health insurance:** All students should review their health insurance and carry documentation with them at all times. COVID-19 related healthcare expenses are the responsibility of the individual, not the institution.

**Campus visitors:**

- Campus visitors are limited to essential personnel, such as vendors, suppliers, prospective students with approved scheduled visits, or pre-approved events.
- Campus visitors must successfully clear the daily screening protocol and follow all health safety protocols outlined in the Health & Wellness section.
- No overnight visitors are permitted in residence halls.
- Employees should not bring children or family members to campus.

**Events:** The University will continue to monitor the latest [CDC](#) and [State](#) guidance and will make decisions as needed about campus events based on what is safest for each unique situation.

**Travel:**

- **Period of caution:** All are encouraged to observe a 14-day period of caution before returning to campus for Spring Semester. Stay home as much as possible, avoid travel (especially by air), avoid large gatherings, adhere to strong social distancing guidelines, and wear masks in all public spaces.
- **International travel** is discouraged and a 14-day quarantine is recommended that allows for on-time return to teaching, class attendance, on-campus activities, athletic participation, work, etc. The CDC has issued travel advisories for countries where active outbreaks of COVID-19 are ongoing and the risk of exposure is high. Non-essential travel to these countries is discouraged. See <https://wwwnc.cdc.gov/travel/notices>.
- **Personal travel:** Everyone is strongly encouraged to stay in the Milligan area until the end of the semester. However, if travel is necessary, take every precaution and self-monitor carefully for illness for 14 days following return.
- **Milligan-related travel:** Avoid travel during the semester whenever possible. Milligan-sponsored trips should be pre-approved by the Area Chair (faculty), supervisor (staff), or Dean of Students (students) prior to expending funds for reservations, travel tickets, etc.
  - The safety of students and employees is the priority consideration.
  - Travel is not permitted if any nationwide travel bans are in place.



- Consult the current travel guidelines for the states in which the proposed travel is to occur and remain apprised of the status of those guidelines.
- Complete the health screening immediately prior to and after any trip. Persons not passing the screening will not travel, nor will they be penalized for not attending.
- All travel is optional for those with accommodations for compromised health conditions related to COVID-19.
- Remember that circumstances can change very quickly, thereby requiring a change in these guidelines on short notice.

**Health Services patient care:**

- Patients should call (423.461.8667) prior to visiting the Health Services Office; patient check-in will be done by phone whenever possible.
- Those with conditions placing them at higher risk for complications from COVID-19 should seek care via telemedicine from their Health Care Provider.
- All patients will be screened for COVID-19 symptoms before entering the clinic.
- Those with symptoms will be quickly separated to limit exposure to other persons.
- All patients must wear face masks or cloth face coverings.
- No visitors or accompanying guests who are not receiving care may enter the clinic.

**Health Services personnel, community partnership, supply, and infrastructure:**

- Health Services professional staffing has been increased to meet the ongoing demand for student health assessment and monitoring, health data record keeping/reporting, ongoing guideline monitoring, and consultation with community health leaders.
- Agreements with local health care agencies have been established for rapid referral and evaluation of students presenting with illness symptoms and for rapid testing and result reporting for COVID-19, Influenza, and Streptococcus.

**Tennessee Department of Health:**

- Milligan’s Health Services Office serves as the primary point of contact with the Department of Health. All questions and inquiries should first be directed to Milligan Health Services.



## ILLNESS, ISOLATION, AND QUARANTINE PROTOCOLS

Isolation and quarantine precautions are used to help stop the spread of disease from one person to another. The University will follow CDC and State of Tennessee guidance regarding isolation and quarantine protocols.

### Definitions:

- **Quarantine:** separates and restricts the movement of people *who were exposed* to a contagious disease to see if they become sick.
- **Isolation:** separates sick people *with a contagious disease* from people who are not sick.
- **Close contact:** within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

### POSITIVE DIAGNOSIS

- **Isolation:** Isolate as follows, with no public or human interaction:
  - Employees will care for themselves at home.
  - Students residing off campus will isolate at their home.
  - Students residing on campus will isolate in designated Milligan isolation areas when possible. Health Services will work with the student to determine the best plan of action.
  - Milligan accommodations will include:
    - Ongoing evaluation of student's submission of "[Daily Assessment in Quarantine/Isolation](#)" form.
    - Food delivery of meals, beverages, and snacks meeting student dietary restrictions/needs related to allergies and health status.
    - Internet service quality to ensure consistent and reliable participation in 1) internal and external telehealth, 2) counseling services, 3) pastoral/spiritual support, and 4) in all online learning activities for the courses in which the student is enrolled.
    - Personal Protective Equipment (PPE) and coordination of transportation if non-emergent medical care as needed.
    - Custodial and maintenance staff support as needed.
- **Duration:**
  - **Symptomatic students or employees** may discontinue isolation under the following conditions or most current [CDC guidelines](#): At least 10 days have passed since symptoms first appeared AND 24 hours have passed since resolution of fever without the use of fever-reducing medications and improvement in symptoms. Do not return to class or work until you receive [clearance](#) from Milligan Health Services.
  - **Asymptomatic students or employees** may discontinue isolation under the following conditions or most current [CDC guidelines](#): At least 10 days have passed since the date of the first positive COVID-19 diagnostic test assuming the student has not subsequently developed symptoms since their positive test. Do not return to class or work until you receive [clearance](#) from Milligan Health Services.
- **Notification:** COVID-19 positive cases must be reported to the Milligan Health Services Office ASAP at [www.milligan.edu/health/](http://www.milligan.edu/health/) or 423.461.8667.
- **Contact Tracing:** The Health Department and/or Milligan Health Services will coordinate the process of working with diagnosed patients to identify and notify exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible.



## KNOWN EXPOSURE (CLOSE CONTACT)

- **Quarantine:** Quarantine\* in campus assigned housing or off campus home.
- **Testing:** Notify Milligan Health Services and schedule an on-campus COVID test at [www.milligan.edu/health/](http://www.milligan.edu/health/).
- **Duration:** If students or employees presenting with illness symptoms are COVID-19 *positive*, they will immediately begin **isolation** at their home or campus-provided isolation room and follow the guidance above for positive diagnosis. If they are COVID-19 *negative*, they will continue to quarantine **for the duration determined by Milligan Health Services**, following CDC and Tennessee Department of Health guidance (see Decision Tree). Do not return to class or work until you receive [clearance](#) from Milligan Health Services.
- **Notification:** *Employees* should [notify Health Services](#) and work with their area vice president to determine their work schedule while under quarantine. *Students* should [notify Health Services](#), professors, and athletic trainers, if appropriate, regarding class work and participation. (See Academic section.)
- **Vaccine:** At this time, CDC quarantine guidance still applies to individuals who have completed one or two doses of COVID-19 vaccine. If CDC/TDH revises this guidance, we will update this protocol.
- **\*Exceptions:** A close contact meeting the following criteria need not quarantine:
  - Diagnosed with COVID-19 within 90 days of exposure AND has recovered AND remains without symptoms of COVID-19.
  - Health science students, health care personnel, first responders, or other individuals who encounter people with COVID-19 as part of their professional or caregiving duties while wearing appropriate PPE.

## SYMPTOMS BUT NO KNOWN EXPOSURE

- **Quarantine:** Immediately quarantine at home or on-campus housing.
- **Testing:** Notify Milligan Health Services and schedule an on-campus COVID test at [www.milligan.edu/health/](http://www.milligan.edu/health/).
- **Duration:** If students or employees presenting with illness symptoms are COVID-19 *positive*, they will immediately begin **isolation** at their home or campus-provided isolation room and follow the guidance above for positive diagnosis. If they are COVID-19 *negative*, they will continue to quarantine until fever free for 24 hours and symptoms are improved or as directed by your health care provider. Do not return to class or work until you receive [clearance](#) from Milligan Health Services.
- **Notification:** Employees should notify Health Services and work with their area vice president to determine their work schedule while under quarantine. Students should notify Health Services, professors, and athletic trainers, if appropriate, regarding class work and participation. (See Academic section.)
- **Vaccine:** At this time, CDC quarantine guidance still applies to individuals who have completed one or two doses of COVID-19 vaccine. If CDC/TDH revises this guidance, we will update this protocol.
- **\*Exceptions:** A close contact meeting the following criteria need not quarantine:
  - Diagnosed with COVID-19 within 90 days of exposure AND has recovered AND remains without symptoms of COVID-19.
  - Health science students, health care personnel, first responders, or other individuals who encounter people with COVID-19 as part of their professional or caregiving duties while wearing appropriate PPE.



## MILLIGAN COUNSELING CENTER

The Counseling Center provides free, confidential counseling to Milligan students. During this challenging time we encourage students to be proactive in taking care of their mental health.

**Appointments:** Regularly scheduled appointments are available for assessments, emotional support, traditional counseling, and referral information. All Milligan University students and employees may schedule appointments in advance by calling the Counseling Center at 423.461.8500 or by emailing [counselingcenter@milligan.edu](mailto:counselingcenter@milligan.edu). Scheduled appointments will be available Mondays through Thursdays beginning the first day of classes.

**Zoom appointments scheduled in advance:** For those students and employees who are unable to attend counseling sessions in person, virtual sessions will be available using Zoom. To schedule virtual appointments, call the Counseling Center at 423.461.8500 or email [counselingcenter@milligan.edu](mailto:counselingcenter@milligan.edu).

**Walk-in appointments:** Occasionally, students or employees may not be able to schedule their first counseling session in advance or may want just one counseling session. Mondays 2-5 pm each week will be available for students or employees to come to the Counseling Center without making an appointment in advance on a first-come, first-served basis.

**Mental Health Awareness and Screening Days:** Twice during the semester, Counseling Center staff will be available outside the Cafeteria with mental and social wellness information; in addition, a more private space will be available nearby with staff ready to provide mental wellness assessments (i.e., depression and anxiety screeners). No appointments will be necessary and will be on a first-come, first-served basis.



# ACADEMIC LIFE STANDARDS

**Flexible learning:** The University's primary delivery method for academic instruction will continue to be face-to-face classes, but instruction also will include a wider variety of combination/hybrid formats. Courses will need to have the ability to provide asynchronous or synchronous opportunities to accommodate students and faculty in vulnerable health populations or other factors impacting their ability to participate in on-campus teaching and learning.

**Online option:** Students will have the option to study online during the spring 2021 semester. Undergraduate students must declare their choice of online plans by January 8, although earlier is advised. Prior to submitting their decision, students first should confer with their advisor to discuss feasibility of this option AND review information below about potential impact on financial aid.

Students may choose to take all or some of their courses online but are expected to abide by their decisions throughout the semester unless they and their faculty agree that a change is beneficial.

Courses with clinicals, skills labs, science labs, experiential requirements or some other courses may not be available for the online option.

Students in graduate, seminary, and professional studies programs should check with their program director and/or academic advisor regarding online possibilities.

Both the online and on-campus learning options will pay the same tuition and fees. Students may live on campus and choose the online option, but if students decide to live at home and learn remotely for the spring semester, room and board charges for the spring term will be removed from their bill. If students receive financial aid, their eligibility must be reviewed based on the new, lower cost of attendance. Eligibility for Milligan scholarships and grants still will be available for the online option, however, scholarship amounts may be impacted if the total cost of attendance is reduced. For some students, eligibility for other sources of aid also may change. To receive an estimate of whether aid will change, please email [SFS@milligan.edu](mailto:SFS@milligan.edu).

**Semester schedule:** Winter break will be extended by two weeks, delaying the start of the spring semester. Classes will therefore begin Jan. 25 and the semester will end as originally scheduled in late April, with no spring break. The new schedule can be viewed at [www.milligan.edu/academics/#schedules](http://www.milligan.edu/academics/#schedules).

## CALENDAR KEY DATES

JAN 24	Dorms open
JAN 25	Classes begin
APR 2-5	Easter break
APR 23	Last day of classes
APR 26-29	Final exams
MAY 1	Commencement

No Spring Break

Detailed schedule available at:

[www.milligan.edu/academics/#schedules](http://www.milligan.edu/academics/#schedules)



**Daily class schedule:** The daily class schedule for the Spring 2021 semester will not change from previous semesters.

**Class sizes and locations:** Classes meeting face to face will maintain appropriate social distancing, including maintaining six feet between occupied student desks and between students and instructors whenever possible.

- Available seating will be reduced to allow for appropriate physical distancing.
- Some classes will be moved to locations on campus other than their traditional locations.
- Some class sections will be divided into 2-3 groups depending on available space.
- Classes involving rehearsals and/or performances may be split into smaller performing groups. Choir groups/classes/singing should wear masks or install barriers to minimize travel of aerosolized particles from performers or implement alternative placement of performers.
- Other skills- or performance-based classes such as labs may require other special teaching and learning arrangements. Faculty teaching these courses should think carefully about ways to maximize learning while maintaining proper safety protocols.
- Faculty may consider teaching courses online or especially in a hybrid format with permission from their Area Chair. The University encourages this route for faculty who may have compromising health conditions that make it unsafe for them to teach face to face in certain situations. Nevertheless, Milligan is committed to preserving as much of the traditional on-campus feel of the student experience as possible. Faculty are encouraged to find the appropriate balance between physical presence and the use of technology in providing students with that experience. Because of course content or required instructional technique, some courses may need to be taught only in a face-to-face setting.

**Safety policies and procedures:**

- See mask requirement outlined in the Health & Wellness section. Wearing masks outside or when alone in a room is optional for faculty, staff, and students so long as other social distancing measures are maintained.
- In some learning environments, faculty and students may be required to wear additional PPE because of the activities required in that class. For example, persons in science labs might need to wear both a face covering and goggles or a face shield.
- The University installed a set of clear acrylic sneeze guard panels in some academic offices and in select classes, depending upon the health needs of individuals involved.
- In the case of musical or dramatic performances, masks may prove impractical in some situations. CDC guidelines should be followed.

**Academic meetings:** Social distancing guidelines will be in effect for all academic meetings, including faculty meetings, committee meetings, meetings between professors and students, and meetings between students. Students should meet with one another outside whenever possible. Masks are required when meetings take place indoors.

**Office hours and advising:** Faculty are encouraged to hold weekly office hours virtually when possible, especially in the case of faculty or students with compromising health conditions. Likewise, academic advising should take place virtually when possible.



**Academic travel:** Faculty and students will avoid academic travel during the semester whenever possible. See “Milligan-related travel” guidelines in Health & Wellness section.

**Student illness and class attendance:** Milligan is committed to promoting and protecting the health and safety of all members of its community. Accordingly, we will work to find the most effective balance between the learning needs and safety needs of our students.

- Students who do not meet the criteria of the daily health screening described in the Health & Wellness section will not be allowed to attend class.
- Students with symptoms, exposure to a confirmed COVID case, or who themselves test positive will follow the guidelines in the Health & Wellness section and notify their instructors if possible. Students and faculty will make every effort to remain in contact with one another during quarantine or isolation.
- Students missing class for health reasons must obtain a note from the Health Services Office or from a licensed healthcare provider verifying the medical reasons for class absence. Should students fail to notify instructors of their illness and provide a note to faculty upon their return to class, instructors may choose to declare the absence unexcused and decline to allow the students permission to make up any missed work.
- Students who are in quarantine or isolation may be able to attend some face-to-face classes virtually through Zoom. In such cases, it is vital that students remain in close communication with the instructor about their inability to attend class. The instructor will do everything possible to provide appropriate accommodations for students in this situation.
- Some students may have chronic health conditions that put them at special risk of contracting COVID-19. Students with these conditions will work with Heather Cramer, Director of Student Success and Disability Services, to pursue accommodations through the procedures outlined in the Catalog and the Student Handbook.
- International students may require special attendance accommodations, particularly at the beginning of the semester as they may have difficulty obtaining authorization or travel arrangements to return in time for the start of classes.
- Faculty will adjust their class attendance policies to provide appropriate accommodations for students in these situations. All faculty will make their illness-related class attendance policies clear in their course syllabi and on the first day of class.
- All faculty are required to work with students who cannot attend class due to a COVID-19 illness or symptoms.

**Faculty assistance and support:** Faculty will be provided with guidance on recommended best practices for teaching in face-to-face/blended and fully online contexts.

**Accommodations for faculty:**

- Faculty with health conditions that put them at special risk for COVID-19 will notify their Area Chair and the Dean to discuss specific types of accommodations that can be offered.
- Such accommodations might include being allowed to teach some or all courses in an online or hybrid format, virtually attend faculty meetings, absence from faculty events, or special seating or teaching arrangements in their classes.
- The Area Chair and Dean will make every effort to maintain the confidentiality of these health conditions as they arrange accommodations for faculty.
- Faculty who become ill and must self-quarantine or isolate during the course of the semester, or those who are exposed to COVID-19 (i.e. by a family member, student, or



other close contact) during the semester, must be prepared to provide online instruction or some other type of backup plan until they can return to campus. This plan should be developed by each faculty member/Area and should be approved by each Area Chair.

**Internships/student teaching/practicums:** Students are expected to follow the guidelines of the specific site. When returning to campus, students should take every precaution with hygiene and sanitization of personal belongings.

**Library usage:**

- **Hours:** Milligan Libraries will be open for regular business hours during the semester.
- **Health safety protocols:** Since the libraries are indoor learning spaces, social distancing and face masks will be required whenever inside the libraries. All visitors will use the hand sanitizer located at the front desk upon entering and prior to leaving the Library. Persons will not enter the Libraries if they are not feeling well or are exhibiting symptoms consistent with COVID-19 or other communicable illnesses.
- **Library resources for students who are ill** and/or under quarantine or isolation may be requested and delivered to them by emailing [library@milligan.edu](mailto:library@milligan.edu). See website for detailed instructions.
- **Limited requests from patrons who do not live locally or with extenuating circumstances** will be considered. Contact Milligan Libraries at 423.461.8703 or [library@milligan.edu](mailto:library@milligan.edu) for more information. The Libraries cannot mail/ship physical items at this time.
- **Interlibrary loan services (ILL)** will be available. However, due to unpredictable circumstances elsewhere in the country, item availability from other libraries may be delayed, and some items may not be available at all. Please allow additional time for ILL requests to be fulfilled, and note that the fulfillment of requests cannot be guaranteed at this time. To make an ILL request, use the request links on the Milligan Libraries [website](#) (under the “Campus & Interlibrary Loan” dropdown menu).
- **Non-Milligan personnel and students:** Unfortunately, the libraries will be unable to provide in-person services to non-Milligan personnel and students.

**Spring commencement:** At this time, we plan to hold spring commencement ceremonies as scheduled May 1, though those events and their format will depend on the course of the virus.





# RESIDENTIAL LIFE STANDARDS

Milligan is committed to providing an opportunity for students to reside on campus in an environment guided by health and well-being measures. Milligan will implement a residential cohort system, prohibit guests from all residence halls, continue increased cleaning, and provide special housing for students to isolate from others when medically necessary.

**Residential cohort:** The residential cohort provides students the opportunity for close personal and social contact with others, including the ability to have a roommate and share meals. Roommates and suitemates will be considered cohort/family groups, as they live in close proximity. Social distancing and face coverings are encouraged but not required within cohort groups. Students are accountable to themselves and the other members of their cohort.

**Room/bed configuration:** Room/bed configurations that promote social distancing are encouraged. Residence Life staff will provide information about recommended room layouts.

**Room assignments:** Double occupancy is the primary residential offering. The approval of single room requests will be limited.

**Common spaces** (Lobbies, Study Rooms, Laundry Rooms etc.):

- Furniture in common spaces will be rearranged to allow for appropriate social distancing.
- Masks/face coverings will be required in common spaces in the residence halls, including lobbies, study rooms, laundry rooms, corridors, and stairways.

**Open dorms:** Guidelines will be followed for safe and considerate open dorm practices including roommate/suitemate agreement, social distancing, and face covering guidelines. Staff will evaluate the campus environment and compliance level with open dorm recommendations and adjust instructions, schedules, and guidelines as needed.

**No guests:** Only enrolled Milligan students are allowed in student housing. No overnight guests will be permitted.

**Residence life activities:** Small gatherings or virtual formats will be utilized as much as possible to limit large gatherings. All activities and gatherings will follow health safety protocols.

**Quarantine/Isolation rooms:** Locations will be set aside for students that need to isolate in accordance with the University policy due to a confirmed case or exposure to COVID-19.

- **Quarantined** students will remain in their assigned housing during the quarantine period.
- **Isolated** students will be relocated to designated isolation areas individually or in cohorts as needed.

**Enhanced cleaning:** The University will regularly sanitize and clean all public spaces in the residence halls. Students are responsible for cleaning their own space and providing materials to do so. Regular room checks will occur to ensure facilities are being kept clean.

**Suggested items:** All residential students should bring 2-3 cloth masks/face coverings, thermometer, OTC anti-fever medications (e.g. Tylenol), hand-sanitizer, tissue, toilet paper, and basic cleaning supplies to sanitize room surfaces and bathroom.





# DINING & FOOD SERVICE STANDARDS

**Safety guidelines:** The University's food service provider, Pioneer College Catering (PCC), will follow their established [Dining Services Reopening Guidelines](#). These include engineered controls such as physical barriers, signage, social distancing facilitation and employee communication; as well as administrative controls such as employee health checks, cleaning and sanitizing procedures and schedules, communication, hand hygiene and respiratory etiquette, social distancing practices, and the use of PPE.

**Disinfecting:** The Cafeteria and Grill will close for 30 minutes to an hour between meals for cleaning and disinfecting each day. Times designated for cleaning will be clearly communicated.

**Traffic flow:** Traffic flow and crowd control guidelines will be utilized during busy meal times.

**Masks:** Required except when eating, per the institutional policy. See Health & Wellness section.

## **Social distancing:**

- Tables and chairs will be spaced to allow for six feet distancing between tables.
- Additional seating capacity also will be available in the newly renovated area of the Student Center and newly constructed patio area in front of the Student Center.

## **Guests:**

- No guests are permitted in dining areas.
- Only students may use dining facilities, with the exception of faculty and staff who will be permitted to eat in the cafeteria during designated times.
- Faculty and staff members can eat in the cafeteria from 12:45 until 1:30 each weekday. At all other times faculty and staff members will be required to take meals to go. Faculty and staff guests or non-affiliated family members are not permitted in the cafeteria.
- Faculty and staff members desiring to eat together or meet with students during meal times are encouraged to identify other outdoor areas on campus for these purposes, including the newly renovated areas of the Student Center, the Sesquicentennial Plaza at Welshimer Library, the Tennis Pavilion, and other locations on campus.

## **Additional offerings/To-Go options:**

- Prepared to-go items (sandwich meals, prepared salads, etc.) will be available to allow students to move more quickly through lines and avoid congestion in the dining area.
- Flatbread pizza and other popular exchange meal items will be pre-prepared and available for pickup at an additional pick-up station on the fireside end of the Grill to alleviate congestion in the current Grill pickup location.
- Burgers, hot dogs, and other items will be available during Mondays, Wednesdays, and Fridays on the patio outside the Grill, weather permitting to allow students to be served and eat without entering the building.
- To-go containers will be available in all Cafeteria lines to provide a takeout option for students at each meal.
- When Cafeteria seating is at capacity, students will be required to take meals to go. Signage will be posted encouraging students to assess the availability of seating when deciding whether to eat in the Cafeteria or take meals to go.





# THE STUDENT EXPERIENCE STANDARDS

Community is a hallmark of the Milligan education. Working with students to conceptualize and implement community-building initiatives, we will deploy virtual and immersive experiences, utilize outdoor spaces, and create opportunities for student mentorship. Although we must modify our behavior, we will still have student organizations, select small events, speakers, and opportunities to create community and connections.

## CAMPUS ACTIVITIES AND CLUBS/ORGANIZATIONS

- Events and gatherings will be limited to the maximum number of people safe for appropriate social distancing.
- All health safety protocols will be followed.
- Furniture and foot traffic flow will be reconfigured in social gathering areas.
- Additional sanitation will occur in social gathering areas.
- Travel will be limited and will require travelers to undergo temperature checks and screening prior to departure. Masks will be required.

## CHAPEL AND SPIRITUAL FORMATION PROGRAM

- Undergraduate chapel and convocation services will not occur in the typical manner. Instead, there will be several Campus Ministry events for the community to gather safely or watch remotely throughout the semester.
- All students will receive 19 SFP credits for the Spring 2021 semester. Students needing additional SFP credits for graduation should contact the Campus Minister.
- Emmanuel Christian Seminary chapel plans will be announced at the beginning of Spring semester.

## FITNESS & WELLNESS

### **Gilliam Wellness Center:**

- Available equipment is spaced to allow for proper social distancing.
- Masks required for non-aerobic activities. Social distancing protocols must be followed.
- Temperature check and clearance on Ascend required at every entry.
- Bring your own hydration. Water fountains cannot be utilized.
- No changing facilities or showers available.

### **Lacy Fieldhouse:**

- Access may be limited due to classroom and athletic usage.
- Weight room will have limited availability due to social distance protocols.
- Masks required for non-aerobic activities.
- Bring your own hydration.
- No changing facilities or showers available.
- Pool availability will be limited.

### **Mathis Tennis Complex:**

- Open for normal utilization with social distancing encouraged for all players.
- Observers are required to socially distance and utilize face coverings.





# ATHLETIC STANDARDS

Athletics will operate in accordance with all institutional, state, and federal guidelines. In addition, the University is committed to fully operating in accordance with any additional guidelines, directives, and limitations developed by the NAIA and/or the Appalachian Athletic Conference.

**Pledge:** All Milligan athletic staff, coaches, and athletes must read, sign, and comply with the Buffalo Pledge. Failure to comply with the Pledge may lead to immediate removal of participation privileges and/or the inability to use campus facilities.

**Schedules:** Milligan will comply with all [NAIA](#) and [AAC](#) limits and guidelines.

**Screening:** All teams and event support staff will be screened prior to every practice and event.

**Testing:** Testing will be in accordance with [NAIA requirements](#).

**Health safety protocols:** In addition to those previously described in Health & Wellness section:

- **Bench areas:** All players, coaches, and support staff will use face coverings and social distancing while on/in the bench area before, during, and after event.
- **No unnecessary contact:** Team huddles, handshakes, game lines, international “walk out” lines, switching of benches, post-game/match interactions, etc. will be prohibited.
- **Hydration:** The water fountains will not be operational. Each person is responsible for providing their own hydration container.
- **Hygiene:** No spitting will be allowed.

**PPE equipment:** Home and visiting athletes are expected to provide their own personal cloth face covering, water bottle, thermometer, sanitizer, and soap.

**Dressing room facilities:** Both teams and officials will need to come to the facility dressed and prepared to play. No showering facilities will be provided for either team.

## Fans:

- No fans/supporters will be allowed to attend any team events, gatherings, or practices held at indoor venues.
- No fans/supporters will be allowed at any outdoor venues except for actual game/match/meets. At these events, all fans are required to properly wear facial coverings and to maintain social distancing.
- Only authorized team members, department staff, and support staff are allowed at indoor events. All authorized attendees and participants must properly wear facial coverings and maintain social distancing if possible.
- All health safety protocols (social distancing, face masks, etc.) as outlined in Health & Wellness section are required.

**Athletic training pre-game:** Face covering and social distancing is mandatory.

**Cleaning:** All equipment, seating, etc. will be cleaned and disinfected following each activity.



**Concessions:** No concessions will be provided. Fans may bring their own for personal consumption. No tailgating, grills, large groups eating/sharing food, etc. are permitted.

**Event team meetings:** Milligan coaching staff will communicate with the opponents to identify the appropriate space pre and post event use.

**Operational meetings:** In-person meetings are discouraged. Virtual meetings are encouraged. All in-person meetings should be done outside with masks and social distancing.

**Team specific guidelines:** Specific team requirements will vary by sport. Each coach will communicate those guidelines to their athletes.

**Practice/drills:**

- Shower before and after each practice in personal place of residence.
- Existing guidelines and regulations as prescribed by the State of Tennessee, local health authorities, and the University will be followed.

**Laundry:** Each coach will organize a system, approved by the Athletic Director, for the collection, cleaning, and redistribution of uniforms and practice gear where necessary. This system may include individual athletes being responsible for their own laundry.

**Equipment:** Where possible, athletes should bring practice equipment to and from housing, and sanitize equipment after each practice.

**Strength/Cardio:** Facility restrictions will require limited access and availability. All athletes using these facilities will be required to wear face masks unless engaged in active cardio/aerobic activities.

**Therapy/Rehab treatment:** Student athletes must schedule appointments through the Athletic Trainer and will be required to wear face masks at all times and observe social distancing whenever possible.

**Travel:**

- All athletes and staff must pass screening and temperature checks prior to departure.
- Travel party will follow the guidelines established by the NAIA or AAC.
- Masks and health safety protocols will be required during travel.
- All athletic travelers must carry their own travel essentials (masks, water bottles, thermometers, personal towel, over-the-counter anti-fever medicine, etc.).
- Everyone must travel with insurance information ready.
- Meal options will include box, meal exchange, or delivery pickup.
- Overnight stays will be avoided. If essential, roommates/suitemate/cohort will stay in same room.
- Team illness protocols will be followed during travel.

**Education & information:**

- Signage regarding safety protocols will be displayed at home competitions.
- Safety announcements, restrictions, and social pledge will be read by PA before, during, and after competitions.
- Information will be posted via a COVID link on the athletics website.





# INTERNATIONAL STUDENT STANDARDS

We recognize that the COVID-19 pandemic creates particular burdens for students who are from countries other than the United States, including temporary suspension of U.S. visa services, imposition of worldwide travel restrictions, limited international flight availability, and related issues. Milligan will monitor U.S. Immigration and Customs Enforcement (ICE) COVID-19 guidance and assist international students with understanding how updates might affect their F-1 visa restrictions. As of 12/29/20, ICE guidance from March 2020 remains in effect through the Spring 2021 semester. ICE updates will be issued at [ice.gov/coronavirus](https://ice.gov/coronavirus) under the tab, “Nonimmigrant students and SEVP-certified schools. Contact Cindy Wymer at [CLWymer@milligan.edu](mailto:CLWymer@milligan.edu) with questions.

## Online versus in-person classes:

- International students may select the online-only enrollment option for spring enrollment. The U.S. Immigration and Customs Enforcement (ICE) guidance dated March 2020 has been extended to allow F-1 students *who were enrolled in March 2020* to enroll in more than one online class that counts toward the full-time load through the Spring 2021 semester. The online exception only applies to students who were enrolled as full-time, F-1 students in March 2020 (does not apply to first-time F-1 students entering in spring 2021).

## Return to campus:

- **Travel restrictions:** International students are responsible for monitoring and following international travel restrictions imposed by the U.S. government and their home countries. Accurate, up-to-date information can be found on the following CDC and U.S. Department of State sites: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/from-other-countries.html> and <https://travel.state.gov/content/travel/en/traveladvisories/COVID-19-Country-Specific-Information.html>. Also check with airlines for guidance about transit through restricted countries and U.S. airports offering enhanced entry screenings. Be sure to carry all documents in carry-on luggage when entering the U.S.
- **Arrival on campus:**
  - RETURNING: Returning internationals with F1 visas should be on-campus for the start of classes on Jan. 25. If they have visa or travel issues, we will work to accommodate them, but the last day they can arrive on campus and still complete the semester is Feb. 1. They will need to start classes Jan. 25 online and keep up with coursework virtually. Athletes should confer with their coaches to determine the dates they need to arrive.
  - NEW: Ideally, new international students need to have their Visa and be on-campus by Jan. 25. New international students cannot begin coursework, even online, without an F1 visa. They must obtain their Visa by Jan. 25 in order to enroll in classes this spring semester. If they have their Visa but have travel issues, the last day they can arrive on campus and still complete the semester is Feb. 1. Athletes should confer with their coaches to determine the dates they need to arrive.

**Campus Housing:** If Milligan must complete the semester online, international students will be permitted to stay in campus housing until the end of the semester subject to ICE regulations applicable at the time of campus-closure. Limited dining and student services may be available.



**Medical care and health insurance:**

- Review and update your health insurance policy to ensure COVID-related care is covered.
- If ill while enrolled at Milligan, the Health Services Office will provide only an initial screening and refer students to off-campus care if needed.
- Students are responsible for payment of all expenses related to off-campus care.

**Travel:**

- Travel outside the U.S. during the winter break is strongly discouraged, but not prohibited. If you plan on traveling outside the U.S., please contact Cindy Wymer to discuss your plans and ensure you have the necessary travel documents. Currently, there are not quarantine or testing requirements following travel, but this is subject to change based on CDC recommendations.
- Travel during the semester is discouraged and requires prior approval from the Dean of Students.
- All students will need to depart campus residence halls by Saturday, May 1, at 10:00 AM. Travel arrangements should be made accordingly.

For a list of who to contact for various questions, see [www.milligan.edu/directory/](http://www.milligan.edu/directory/).





## COMMUNICATION STANDARDS

- All information about COVID-19 response, including the plan, updates, announcements, and confirmed case information will be available at [www.milligan.edu/returnhome](http://www.milligan.edu/returnhome).
- Individual notices about positive cases will not be issued by campus email but, instead, case information may be found at [www.milligan.edu/returnhome](http://www.milligan.edu/returnhome).
- Emergency or time sensitive information will be shared via Rave, the University's text alert system. Sign up at <https://www.getrave.com/login/milligan>.

## ANTI-DISCRIMINATION STANDARDS

This virus knows no geopolitical boundaries. All Milligan employees and students should make every effort to dispel misinformation that COVID-19 is linked to individuals of a specific ethnicity, race, or national origin. Xenophobic discrimination will not be tolerated at Milligan University.

Milligan University is committed to creating and maintaining an environment in which all members of the community (students, faculty, and staff) are respected and treated with dignity, free from bias and harassment. Individuals who experience discrimination should report the incident to the appropriate authorities and to the University's Title IX Coordinator at [TitleIXCoordinator@milligan.edu](mailto:TitleIXCoordinator@milligan.edu).





## DEFINITIONS/GLOSSARY

**Asymptomatic:** presenting no symptoms of disease.

**Confirmed positive case:** in contrast to a presumptive positive case, this is confirmation from the Centers for Disease Control and Prevention (CDC) of a positive COVID-19 test in an individual.

**Contact tracing:** identifying and monitoring people who may have come into contact with an infectious person.

**COVID-19:** COVID-19 stands for novel coronavirus disease 2019, which refers to the year of its initial detection. COVID-19 is the illness related to the current pandemic; the illness is caused by the virus SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).

**Face mask:** a cloth face covering that covers nose and mouth that helps prevent the spreading of respiratory droplets into the environment. CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings.

**Immunosuppressed:** an individual who experiences reduced efficacy of the immune system as a result of health conditions not related to COVID-19 disease. People who are immunosuppressed are at greater risk for hospitalization and severe sickness from the SARS-CoV-2 virus.

**Isolation:** the separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease.

**Personal protective equipment (PPE):** specialized clothing and equipment used as a safeguard against health hazards including exposure to infectious diseases through physical contact or airborne particles.

**Quarantine:** the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

**Screening:** the act of verifying symptoms and potential exposure before testing for the virus.

**Self-isolation:** the act of separating oneself from others.

**Self-quarantine:** the act of refraining from any contact with other individuals for a period of time—in the case of COVID-19, two weeks—to observe whether any symptoms of the disease will arise after potential exposure.

**Social distancing:** the act of remaining physically apart in an effort to stem transmission of COVID-19. Includes remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

**Symptomatic:** showing symptoms of COVID-19, which can include a fever, dry cough, shortness of breath and body aches.



# ADDENDUM

## RESPONSE TEAM

Bill Greer, President  
Garland Young, VP for Academics & Dean  
Mark Fox, VP for Student Development & Athletics  
Jacqui Steadman, VP for Business & Finance  
Rhajon Smith, VP for Advancement  
Lee Harrison, VP for Marketing & Enrollment  
Tony Jones, Dean of Students  
Karen Maughon, School Nurse  
Brent Nipper, Director of Property & Risk Management  
Kathy Barnes, Administrative Assistant to the President

## QUESTIONS ABOUT THIS PLAN

STUDENT HEALTH SERVICES | [KMaughon@milligan.edu](mailto:KMaughon@milligan.edu) | 423.461.8667  
ACADEMICS | [RGYoung@milligan.edu](mailto:RGYoung@milligan.edu) | 423.461.8720  
RESIDENCE LIFE | [HMCramer@milligan.edu](mailto:HMCramer@milligan.edu) | 423.461.8760  
STUDENT DEVELOPMENT | [APJones@milligan.edu](mailto:APJones@milligan.edu) | 423.461.8760  
ATHLETICS | [MPFox@milligan.edu](mailto:MPFox@milligan.edu) | 423.461.8784  
INTERNATIONAL STUDENTS | [CLWymer@milligan.edu](mailto:CLWymer@milligan.edu) | 423.461.8415  
CAMPUS SAFETY/SECURITY | [WBNipper@milligan.edu](mailto:WBNipper@milligan.edu) | 423.461.8740  
COMMUNICATIONS & MARKETING | [LHarrison@milligan.edu](mailto:LHarrison@milligan.edu) | 423.461.8719



# ADDENDUM

## EDITS FROM SPRING PLAN v. 10.23.21:

- 12.28.20 – Updates to page 19 - International (F-1 visa) students can enroll online in spring 2021. Several updates about process and details.
- 1.15.21 – Page 5 - Ascend daily screening must be completed daily, whether on or off-campus, for individuals experiencing symptoms, on quarantine, or on isolation.
- 1.15.21 – Page 5 – COVID Testing - Some asymptomatic testing will be done as tests are available.
- 1.15.21 – Page 8 – Close Contact definition added.
- 1.15.21 – Pages 8-9 – Description and requirements for quarantine updated to match Dec 2020 CDC and TDH updates.
- 1.15.21 – Page 10 – Counseling Center hours and info updated.

