



# 2020 UPDATES

Updated 9/8/2020



Please refer to this document for all weekly updates. New information that has changed since the previous week will be indicated in red type.

Please note that face masks are a requirement on campus until further notice.

For additional information and resources visit [MyMountMary](#). Please direct further questions to [mmu-president@mtmary.edu](mailto:mmu-president@mtmary.edu).

Topic	Information	More Details
<b>CLASSES AND SCHEDULES</b>		
On campus classes for fall 2020	Courses that are currently on campus for fall will remain on campus as much as possible based on CDC, national and local health department regulations and guidance. The city of Milwaukee has currently indicated that all courses must be delivered online at the start of the fall semester. The city of Milwaukee is allowing higher education institutions to submit requests to have an on-campus presence in the fall. University administration and a member of the COVID-19 task force met online with City of Milwaukee Health Department officials on 8/5/20. We received verbal approval of our appeal. Formal approval was received from the City of Milwaukee Health Department on 8/19/20. We are clear to offer on-campus delivery.	Seating in classrooms will be socially distanced; some classes will be in larger meeting rooms; some components of certain classes will utilize distance delivery in new high-tech classrooms (see below); Labs, Studios and courses with intensive active learning requirements will be on campus using health and safety protocols. Descriptions of course formats are <a href="#">linked here</a> .
Hybrid or On-line courses or programs	Any courses/programs that are currently delivered on-line or hybrid will remain as originally scheduled.	Hybrid courses may have classroom changes when on campus (see below under Student Schedules). See above.
Student Schedules	Course schedules have been updated for fall to indicate any room or format changes. The Registrar's Office has sent information to all registered students. You may also log into MyMountMary and visit Course Schedules on MyMountMary for further information. ( <a href="https://my.mtmary.edu/ICS/My_Academics/My_Course_Schedule.jnz">https://my.mtmary.edu/ICS/My_Academics/My_Course_Schedule.jnz</a> ).	Each classroom, lab and studio space has been evaluated to determine maximum capacity with social distancing. If your schedule changed after July 31, it may be because your faculty required an accommodation to work off campus. Please review

		your own personal schedule to confirm any updates. Click on the link at left to access.
Fall 2020 Academic Calendar	Classes start (August 17 Term 1 Accelerated; August 22 Regularly Semester Classes) and end (December 11) dates of the fall academic calendar will remain as originally scheduled; All classes after Thanksgiving will be delivered on-line.	On campus courses will transition online immediately following Thanksgiving Break beginning November 30. The final two weeks (last week of classes and final exam week) will be online. Students may return to the residence hall after Thanksgiving but they must fill out a travel form ( <a href="https://forms-public.mtmary.edu/Forms/TravelReport">https://forms-public.mtmary.edu/Forms/TravelReport</a> ). If they do not practice social distancing in public places and wear masks in public over break they will be required to isolate in their residence hall room.
Study Abroad	Based on the current status of COVID 19 data, all J-Term and other spring study abroad trips have been canceled or postponed.	Contact Nan Metzger, Director of International Studies <a href="mailto:metzger@mtmary.edu">metzger@mtmary.edu</a> for information about rescheduling study abroad courses.
<b>RESIDENCE LIFE</b>		
Residence Hall	The residence halls will be open to students who wish to live on-campus. A separate area will be set aside for any student with a suspected or confirmed case of COVID-19 or those who have had significant exposure. Move in times will be spread over multiple days with limited people allowed in the residence hall at any one time. Fewer students are signed up to live in the residence halls for this year than in the past.	Each resident student will be given COVID supplies in their room to include items such as a thermometer, masks, sanitizer, etc. Public areas of the residence halls will allow limited number of people to congregate. Few students will be placed on floors with community bathrooms and supplies will be in the bathrooms for cleaning between Mahler visits. Each student will be asked to identify a primary care physician at the start of the semester in case of illness. <b>All quarantine rooms will have basic supplies for students.</b>
<b>CAMPUS SAFETY PRACTICES</b>		
Face masks; (respiratory etiquette)	All employees and students must wear face masks inside buildings on campus until the health department advises us not to do so. Social distancing will be required. Students or employees who do not comply may be asked to leave campus and may be subject to disciplinary action. Plexiglass clear face masks have been received.	Face masks will be required inside all buildings in the fall and are strongly advised outside unless you are alone. This will remain a rule until the health department advises it is not necessary.

	Priority will go to faculty teaching in front of a classroom. We now have regular cloth and paper face masks, face shields and clear plastic face masks.	Plexiglass face shield do not suffice as a substitute for regular face masks and should only be used for those with severe issues with wearing face masks. In fact the best use is both a face shield and a mask.
Social Distancing	Please maintain six feet of distance between you and all others on campus at all times. <b>THIS IS A REQUIREMENT EVEN IF YOU ARE WEARING MASKS. If you go outside please continue to maintain social distancing. If you wish to remove your mask you must be alone or have a distance of greater than 6 ft. Please follow these rules for the safety of everyone on campus.</b>	Walk on the right side of the hall way six feet behind the person in front of you. Pause at the top or bottom of the stairway if someone is coming toward you and wait for them to pass.
Food Service	Food service is open with appropriate practices to keep everyone safe. Alumnae Dining Room has been reconfigured to allow 102 people in it with socially distance spacing. If you wish to eat in the dining room or to get food please try to do it prior to noon or after 1 p.m. unless you need to eat during that time. We need to allow spaces for those students and faculty who have only that time to eat. Of course, if there is no crowd you are welcome to dine any time that food service is open.	Aviand's employees will serve food rather than allow any self-service. Aviand's will also be responsible for wiping down tables after use.
Student Accommodations & Requests for Course Format Changes	If students are not able to come onto campus for classes, we will work with them to review their request on a case by case basis so they can participate remotely. Please access the <b>Request for Course Format Change</b> form ( <a href="https://forms-public.mtmary.edu/Forms/CourseFormatChange">https://forms-public.mtmary.edu/Forms/CourseFormatChange</a> ) here for further instructions. Email <a href="mailto:mmu-academicaffairs@mtmary.edu">mmu-academicaffairs@mtmary.edu</a> if you have any questions related to the form. <b>You MUST use this form for any requested changes.</b> All requests for student accommodations were <b>due by Tuesday, September 1.</b> <b>If things change during the semester please be sure to use this form if you become sick and need to request and extended change.</b>	There may be requirements for being present synchronously to allow for class participation. All situations like this will be dealt with on a case by case basis. You will receive confirmation from your faculty if your request is approved. <b>IMPORTANT:</b> if you require accommodations due to a disability related need, you must contact Sara Sharpe, director of Accessibility Services at <a href="mailto:sharpes@mtmary.edu">sharpes@mtmary.edu</a> or (414) 930-3173. <b>For occasional needs to miss class (not an on-going request) please work with your faculty member to decide how to make up your attendance.</b>
Tutoring	Tutoring will be available on-line and on campus in the fall.	Contact the Student Success Center to determine how to set up an appointment for either on-line or on campus tutoring.
Illness	Anyone who is even slightly ill should remain away from the campus and make accommodations with their instructors about attending class on-line or reviewing the work at a later date.	The new high-tech classrooms will make it possible to participate remotely.

Tracing & Notification	Employees who have been exposed or who have a confirmed case of COVID-19 must report to Human Resources. Students must notify <a href="mailto:mmu-studentaffairs@mtmary.edu">mmu-studentaffairs@mtmary.edu</a> . Both provide a list of persons with whom they have been in prolonged contact in the days immediately previous to the diagnosis.	All persons identified as having significant contact (as defined by the health department) will be immediately notified and asked to quarantine for 14 days – depending upon the recommendation of the health department. <b>FACULTY: If a student tells you that they have symptoms or may have been exposed, please notify VPSA Keri Alito immediately at <a href="mailto:aliotok@mtmary.edu">aliotok@mtmary.edu</a>. If a student must quarantine, you will receive a message from Karen Friedlen and Megan White that they will be off campus and must engage in courses online. When the student is cleared to return, you will receive a follow up message from Karen and Megan.</b>
Disinfecting Classrooms and public spaces	Our Mahler cleaning service will disinfect all classrooms and public spaces at the end of each day. They will wipe down handrails, entrances, door handles and paddles, elevator buttons, drinking fountains, bathrooms, hallways and high-touch areas more frequently. During the day faculty and students will be asked to disinfect spaces when they leave.	Cleaning supplies and gloves will be available in all classrooms for disinfecting at the end of each class or the beginning of the next class. Cleaners in classrooms should be sprayed and allowed to sit for three minutes prior to using the space or wiping down. <b>Directions for 3-minute disinfectant will be put into the classrooms to assist in appropriate cleaning.</b>
Bathrooms	A small garbage can will be placed outside of all bathrooms so people can place a paper towel in the can after using it to exit the bathroom.	Bathrooms will be disinfected multiple times each day.
Supplies - Employees	All employees on campus will be supplied with a cloth mask, a refillable bottle of hand sanitizer, a bottle of 10-minute disinfectant and a roll of paper towels for their office and three pairs of gloves. Spray your office each day when you leave and as often as you desire during the day. The spray must keep the surface wet for 10 minutes to be effective. If it begins to dry respray it prior to it drying.	Refills will be available at supply stations.
Supplies – Residential Students	All resident students will receive a bottle of hand sanitizer, a bottle of disinfectant in their dorm rooms, paper towels, 5 pairs of gloves and a cloth face masks.	Refills will be available at supply stations.
Supplies – Commuter Students	A cloth face mask and hand sanitizer will be available at stations throughout campus. More details of locations to follow.	Refills will be available at supply stations.

Supply Stations	Refills of supplies listed above can be found at the following locations: Caroline Hall Desk, Welcome Center, Fidelis Hall 144 and Haggerty Library.	
Computer stations	Computer stations around campus will be socially distanced. Some may be moved further away from each other or closed off for use.	A container of wipes will be placed next to the computers with a sign asking people to make sure the wipes they use on the keyboards are not too wet. Wring out the wipes before you use them if they are quite wet ( <b>but do not wring it out into the container, as that will contaminate the container</b> ). Computer screens cannot be cleaned with the wet wipes
Copy machines	Wipes can also be used on copy machines.	The wipe must not be too wet or it will destroy the copier. There may not be wipes near every copy machine. Thus either bring your own or use hand sanitizer before and after you use it. Even better wash your hands for 20 seconds in warm, soapy water.
Water Fountains	The fountain on all drinking fountains will be disconnected however bottle fillers will be available in every building. Please bring a water bottle to school to use at these filling locations.	Locations of bottle fillers will be: BH lower level, 1 <sup>st</sup> floor CH lower level HL 1 <sup>st</sup> and 2 <sup>nd</sup> floors BC 1 <sup>st</sup> and 2 <sup>nd</sup> floors NDH 1 <sup>st</sup> and 3 <sup>rd</sup> floors GC 1 <sup>st</sup> and 3 <sup>rd</sup> floors FH 1 <sup>st</sup> and 3 <sup>rd</sup> floors
Increased ventilation	Increased outside air will be allowed into rooms with air conditioning if there are vents on the AC unit. Please be adamant about requiring social distancing in your classroom.	If the windows in your classroom open, you may wish to do that between classes and open the classroom door. You can also open the vent at the top of the door in some rooms.
Van/Bus Rental	Faculty and staff are encouraged to find alternatives to off-site trips. If using a van is necessary everyone must wear a mask at all times and social distance to the extent possible	
Athletics	It has been decided that all fall sports (including golf) will not be held this fall.	Two outside basketball hoops and a volleyball net have been purchased to allow some practices/exercise for student athletes.

## **Fall 2020 Course Delivery Descriptions**

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All classrooms and other learning spaces on campus are configured to assure safe social distancing. On campus courses on the fall 2020 schedule will be delivered in the formats described below to ensure maximum safety for our students and faculty. The fall schedule will be updated online with information about classroom location(s) and delivery style no later than July 31<sup>st</sup>.

### **Split Class in Multiple Classrooms**

- Students are split into smaller groups and assigned to multiple classrooms in close proximity.
- Zoom technology is used to deliver synchronous presentations to multiple rooms.
- Faculty will alternate between the multiple classrooms
- Teaching Assistants may be present when primary faculty are working in the alternate classroom.

### **Split and Alternate Days on Campus**

- Students are split into two groups who alternate their time on campus for weekly class sessions.
- Zoom technology is used to deliver synchronous or asynchronous instruction to the group not on campus. All sessions will be recorded for later viewing.

### **Hybrid**

- Scheduled as planned at time of registration.
- Students experience a combination of on campus and online instruction as indicated in the course schedule.
- On campus portions of course will be in classrooms configured for safe social distancing.

### **Online**

- Scheduled as planned at time of registration.
- All sessions of the course offered online in either synchronous or asynchronous manner.