



## 1. INTRODUCTION

The coronavirus has posed unprecedented challenges to the global community. Nonetheless, Notre Dame is committed to offering a world class education to its students with as few interruptions as possible. To have a successful academic year, Notre Dame has adopted a variety of health and safety protocols aimed at keeping safe all members of the Notre Dame community -- students, faculty, and staff. These protocols have been codified in this University Policy, which is effective immediately and will remain in effect until revoked, unless otherwise provided herein. Updates and further explanation of this Policy will be posted on the [HERE website](#).

## 2. POLICY STATEMENT

Maintaining a safe and healthy environment at the University is a shared responsibility. Every member of the community has an important role in safeguarding his or her own health, as well as the health of others and of the community as a whole. Accordingly, all students, faculty, and staff *must* adhere to the following public health measures. Failure to follow these safety measures can lead to discipline up to and including termination of employment or dismissal. Similarly, the health and safety of the campus community demand that visitors also comply with requirements to wear masks, maintain physical distance, practice good hand hygiene, and obey any directives specific to the venue they are visiting. Visitors who fail to comply will be asked to leave campus.

### 2.1. Health and Safety

The best way to keep everyone safe is to prevent the spread of the virus through a combination of common-sense health measures. The four most important tools against the coronavirus are: wearing a mask, maintaining physical distancing whenever possible, washing your hands often and thoroughly, and completing the daily health check.

#### 2.1.1. Wear A Mask

Masks are useful in drastically limiting the wearer's potential to spread infection. With this knowledge and the growing body of evidence that suggests masks are effective in stopping the spread of COVID-19, each member of the Notre Dame community, and visitors to campus, must wear face masks at all times while on campus, whether inside campus buildings or outside. Limited exceptions to this rule are (1) for roommates while in their assigned rooms; (2) for those working alone in a private office; or (3) while eating, though every effort should be made to maintain six feet of distance from others while eating.

It is recommended that you wash your hands or use sanitizer prior to handling your mask. Masks should be washed daily.

### **2.1.2. Physical Distancing**

Maintaining physical distancing, even while wearing masks and observing all the other health protocols, is important in reducing the spread of the virus. Physical distancing means keeping space, ideally six feet, between yourself and other people outside of your home.

Physical distancing means:

- Stay at least 6 feet (about 2 arms' length) from other people, especially when indoors or when you expect to be in the company of others for more than ten minutes
- Stay out of crowded places and avoid mass gatherings
- Observe posted maximum occupancy of rooms and maintain all furniture configurations and space setups that maximize physical distancing
- Comply with partitions, stanchions, and other physical barriers or visual cues that are utilized to maintain physical distancing

### **2.1.3. Hand Hygiene**

Regular handwashing is a simple and effective way to cut down on your chances of contracting Covid-19.

- Wash your hands often with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Perform hand hygiene frequently, including after touching your mask or face, when entering common spaces, workrooms and break rooms, and while using shared workspaces, electronic devices, equipment or other tools.

### **2.1.4. Daily Health Checks**

The daily health check is a critically important tool in our efforts to keep members of the Notre Dame community safe and healthy. Each of us—students, faculty and staff—are required to complete a daily health check using the online [Return to Campus Advisor](#) tool. Health checks should be completed every day—even on days when you don't plan to be on campus—as having the ability to analyze the University community's aggregate data will allow us to monitor emerging trends. Every member of the University community is required to comply with the instructions provided by the tool each day, and to complete the health check accurately and honestly, as the integrity of the health check responses is critical to the University's strategies to contain the virus.

## **2.2 Duty to Comply with Testing, Contact Tracing, Isolation and Quarantine Requirements**

All members of the Notre Dame community have a duty to cooperate with University safety measures, including, but not limited to, testing, contract tracing, isolation, and

quarantine directives. Those who test positive must comply with the requirement to isolate, and to provide answers to questions about those with whom they have been in close contact; those so identified must comply with any direction, including a direction to get tested and/or be quarantined. Failure to comply with these safety measures can lead to discipline up to and including separation from the University.

## **2.3 Additional Mandatory Precautions**

### **2.3.1 Surveillance Testing**

Everyone selected for surveillance testing must respond to the notice, and appear for testing at the appointed time unless you have a conflict with a scheduled class or other critical University function. Those who cite a conflict in their response to a notice of surveillance testing will be moved to a different cohort and must report for testing at the new time. Surveillance testing is a critical element of the University's strategy to combat COVID-19, and every member of the campus community must comply with this testing initiative to help safeguard the entire community.

### **2.3.2 Flu Vaccines**

All students will be required to receive a free flu vaccine, unless they are medically precluded from doing so. The University has procured an enhanced supply of this year's flu vaccine, which will also be available to faculty and staff, who are strongly advised to take advantage of this benefit. Because some symptoms of the flu can mimic those of the coronavirus, it is especially important this year that we do all that we can to minimize the incidence of flu, so as not to distract resources needed to respond to the coronavirus.

## **2.4 Meetings and Other Gatherings**

The University's reopening plans have been grounded in expert medical advice, which counsels against non-essential gatherings of people, and requires observation of health and safety protocols when gatherings do take place. The following requirements, effective until November 20, 2020 unless extended, apply to the relatively few instances when University business may require in-person gatherings larger than incidental meetings that may occur in the regular conduct of daily work:

- Informal gatherings --- that is, those that are not approved or planned in accordance with the [University's Meeting and Event Guidelines](#) or protocols developed by the Office of Student Affairs <https://sao.nd.edu/groups/fall-programming-guide/> -- must be limited to no more than ten people, who must wear masks and maintain a distance of at least six feet from each other.
- Departmental, academic, and administrative meetings should be conducted virtually or in a hybrid model if at all possible. Some in-person meetings may be needed to support morale and productivity, in which case all attendees are expected to follow this Policy, including wearing masks and observing physical distancing. When possible, groups should take advantage of outdoor spaces for meetings. All meetings

and gatherings should be conducted in accordance with the [University's Meeting and Event Guidelines](#).

- Given the need for physical distancing, spaces historically available for certain meetings and gatherings may no longer be adequate. Moreover, space will be in short supply during the Fall 2020 semester due to the focus on providing safe instructional spaces. For assistance with reserving space and to receive guidance on the [University's Meeting and Event Guidelines](#), please call University Events at 574-631-1400 or email [VenueND@nd.edu](mailto:VenueND@nd.edu).
- Budget constraints dictate that social gatherings using University funds will be curtailed. Any such gatherings must comply with the [University's Meeting and Event Guidelines](#) and must be approved in advance by the manager responsible for the budget that will be charged for the event.
- All Masses and sacramental liturgies held at the Basilica of the Sacred Heart follow the guidelines of the Diocese of Fort Wayne-South Bend. Moreover, the health and safety protocols for the Basilica reflect the University's guidelines for safe gatherings and worship; additional information may be found [here](#).
- Additional student club and organization guidelines and protocols may apply to student gatherings. See <https://sao.nd.edu/groups/fall-programming-guide/>
- On-campus gatherings hosted by external organizations and those that include attendees who are not part of the University community, will be extremely limited and must be approved in advance by the Vice President for University Enterprises and Events. For those that may occur, they will be limited in size and will only be permitted at the Morris Inn and Legends, buildings which will continue to welcome the general public per the requirements relating to [Visitors to Campus](#), below. Moreover, any gathering at the Morris Inn or Legends will be operated in accordance with this Policy and be subject to any additional mandatory health protocols prominently displayed in each building.
- Any rare appeals to the requirements for Gatherings outlined above should be made to the University's Executive Officers (i.e., President, Provost, Executive Vice President). In assessing whether to approve the proposed event, the Executive Officers will consider: (1) the need for the requested event to take place during the semester instead of at some later time; (2) the immediate importance of the requested event to the University's core mission of teaching and research; and (3) the potential long-term consequences to the University of not hosting the requested event during the semester. Appeals may be submitted by completing the [University Gathering Exception Request form](#) at least four weeks prior to the requested gathering date.

## 2.5 Travel

The University's efforts to minimize COVID-19 infections and safeguard the health of the entire Notre Dame community depend on a package of measures and protocols. One important element of that package is to curtail travel to and from campus as much as possible, in order to lessen the introduction of new sources of infection.

Through November 20, 2020, University-related travel will be strictly limited to essential travel, regardless of whether the university is paying for it. Permission for all University-related travel must be approved by a Dean or Vice President. Requests for such travel should include an explanation of why the travel is essential, the dates, destinations,

transportation plans and lodging involved in the trip, as well as the steps that will be taken to maximize physical distancing and to adhere to CDC guidelines and local health recommendations at the destination.

Approval will be based upon: (1) an assessment of the need for the requested travel during the semester instead of at some later time; (2) the immediate importance of the requested travel to the University's core mission of teaching and research; and (3) the potential long-term consequences to the University of not undertaking the requested travel during the semester. All approved travel must be booked through TravelND or Anthony Travel. The University will not pay for, or reimburse expenses for, University-related travel that does not comply with these procedures.

Before returning to campus after approved travel, those traveling will be required to contact either University Health Services (students) or the Wellness Center (faculty and staff) to determine whether any measures may be required to help safeguard our campus community. Depending on the nature of any approved travel, there could be testing or quarantine requirements either upon arrival at the destination or upon return, depending on the status of the pandemic at the time of travel.

To the extent possible, students, faculty, and staff are asked to use good judgment and limit any personal travel outside the local area as a way to reduce the likelihood of importing more virus into the community. Should travel be necessary, travelers are urged to take advantage of the resources provided by University Health Services and the Wellness Center regarding advice on health and safety practices before, during, and after their planned trip – both for their own health as well as the University community.

## 2.6 Visitors

The University's commitment to minimize COVID-19 infections and safeguard the health of the entire Notre Dame community requires both significant limitations on the number of visitors to campus during the Fall 2020 semester, and heightened expectations of visitors who do come to campus.

Visitors, especially inside campus buildings, will be limited to those with a direct connection to Notre Dame's education and research mission. While the University prides itself on being a place of hospitality, these measures are necessary in order to limit the introduction of pathogens to the University community. Therefore, the following policies and procedures will be in effect for the Fall semester, July 27 through November 20, 2020; further guidance for the Spring semester will be forthcoming:

- **University-related visitors (those invited to visit campus, regardless whether the University is paying for the visit) will be significantly limited to essential visitors only.** Requests to sponsor or host such visitors must be approved by the responsible Dean or Vice President. These requests should include a justification for why the visit is essential (including why the goals of the visit cannot be attained virtually or at another time), as well as the proposed itinerary for the visit, including any anticipated gatherings of more than five people during the visit. Deans and Vice Presidents will approve the requested visit as essential based upon: (1) an assessment of the need for

the requested visit during the semester instead of at some later time; (2) the immediate importance of the requested visit to the University's core mission of teaching and research; and (3) the potential long-term consequences to the University of not hosting the requested visit during the semester. The University will not pay for, or reimburse expenses for, visits that are not approved in advance by the responsible Dean or Vice President. University-related essential visitors must comply with the University's policies regarding face coverings, physical distancing, hand hygiene, and any other measures required as a condition of approving the visit. Those who are sponsoring visitors should discuss with the Travel Office in the Wellness Center any additional safety precautions beyond standard campus policies that should be undertaken.

- **Long-Term Contractors** are those whose visits to campus are related to significant on-going work for the University, such as discrete construction projects. The unit responsible for overseeing Long-Term Contractors is responsible for communicating and ensuring compliance with the University's mandatory health and safety protocols regarding masks, hand hygiene, physical distancing and any other specific measures the University may adopt during the semester. Long-Term Contractors are also responsible for implementing and enforcing these and any other safety protocols as may be adopted from time to time by public authorities.
- **Vendors** are those who come to campus to provide a limited service (such as delivery) with little physical contact, especially indoors, with members of the campus community. The University will clearly communicate its expectations that these vendors will comply with mandatory health protocols relating to face coverings, hand hygiene, and physical distancing, and may ask vendors to adopt new practices in the interest of health and safety, e.g., drop-off of deliveries at a new location.
- Only those with a valid Notre Dame meal plan will be permitted in North and South Dining Halls. No overnight visitors will be permitted in the residence halls.
- While most campus facilities will be limited to members of the campus community and approved invited guests, there will be some exceptions for those facilities whose purpose is to serve the broader public:
  - The Morris Inn and Legends will continue to welcome the general public, as well as the campus community, subject to the mandatory health protocols prominently displayed in each building. External visitors are discouraged from eating at other retail dining outlets on campus.
  - The Basilica of the Sacred Heart and the Hammes Bookstore will continue to welcome the general public, as well as the campus community, subject to the mandatory health protocols prominently displayed in each building.
  - Certain University buildings (e.g., Innovation Park, Robinson Community Learning Center, the Shaw Family Center, etc.) have a hybrid purpose, serving both the campus community and some members of the broader South Bend community. Mandatory health protocols will be prominently displayed at each of these buildings.

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### 3. SCOPE

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This Policy applies to all members of the Notre Dame community (Students, Faculty, and Staff). Because a failure to follow this Policy could endanger the health and safety of others, violations may result in discipline up to and including termination or dismissal.

Repeated or serious violations of this policy may constitute serious cause, as defined in the Academic Articles, and may result in Severe Sanctions, up to and including termination.

This Policy also applies to all visitors to campus, who must comply with the University's health protocols (wearing masks, maintaining physical distance of at least six feet from others, sanitizing hands frequently), as well as with any additional protocols specific to the venue they are visiting. Visitors who do not comply will be asked to leave campus and may be served with a criminal trespass notice.

#### 4. POLICY ENFORCEMENT

##### Enforcement

As this Policy reflects important community standards, every member of the community is responsible for its enforcement. Those who observe a suspected violation should address it with the offending party in the moment, with grace, remembering that all of us may occasionally forget these protocols.

Depending on whether an alleged offender is faculty, student or staff, the appropriate office of the University will investigate more serious suspected violations, and may recommend disciplinary action in accordance with University codes of conduct, policies, or applicable laws. Sanctions may include one or more of the following:

- an educational conversation;
- suspension or termination of access;
- disciplinary action up to and including termination of employment in accordance with applicable University policies; or
- student discipline up to and including dismissal, in accordance with applicable University policy.

Visitors who violate this Policy will be asked to leave campus and may face sanctions up to and including the issuance of a criminal trespass notice.

##### Reporting Violations

Those who observe serious, uncorrected violations of this Policy may report violations by using the online form found here: [online form for reporting COVID-related incidents](#)

#### 5. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of General Counsel	(574) 631-6411	<a href="mailto:gencoun@nd.edu">gencoun@nd.edu</a>
COVID-19 Questions	COVID Hotline (CRU)	(574) 634-HERE	<a href="https://here.nd.edu/">https://here.nd.edu/</a>
Health (Faculty)	Wellness Center	(574) 631-0050	

and Staff)			
Health (Students)	University Health Services	(574) 631-7497	
Web Address for this Policy		<a href="https://here.nd.edu/policies/">https://here.nd.edu/policies/</a> <a href="https://policy.nd.edu/">https://policy.nd.edu/</a>	