



COVENANT
THEOLOGICAL SEMINARY

COVID-19 Response Plan

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Academic Year

Updated March 2021

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Student / Resident Protocols

COVID-19 Response & Protocols — A Snapshot

Here is what Covenant is doing to reduce risk of the spread of COVID-19 on campus:

- Classrooms and common spaces are arranged so that all occupants will be six feet apart at all times.
- Classrooms and restrooms will be thoroughly cleaned after every class period.
- All professors and staff will self-monitor for symptoms and will wear masks¹ indoors at all times.

Here is what Covenant is requiring from you to reduce risk to yourself and your peers on campus:

- Self-monitor for symptoms, including taking your temperature, before going to class or common areas. Stay home if you have COVID-19 symptoms and report your symptoms through this form:
<https://tinyurl.com/student-resident-covid>
- Stay 6 feet apart at all times, indoors and outdoors.
- Wear a mask at all times indoors and as much as possible outdoors.

Here are provisions and restrictions for life on campus:

- The Library will be open in a limited capacity.
- The Community Center will be open with 50 study spaces and access to microwaves and refrigerators.
- Co-curricular activities and events will continue with important modifications.
- Access to certain areas in public buildings will be restricted.
- Students who need to miss class due to COVID-19 symptoms will be able to access recordings of the class on Canvas 24 hours after the class meeting. Professors and faculty will also accommodate class requirements in the event that a student needs to miss class due to quarantine or isolation required by the Seminary policy.

These guidelines represent a few of the changes we have put in place for benefit of our campus community. We are constantly reviewing our protocols and guidelines and may make changes throughout the semester depending on the situation. We will notify all students, faculty, and staff regarding any changes that take place. Please be sure to read the *Community News* weekly for additional updates.

To review the full response plan, please visit MyCTS > COVID-19 Info.

¹ “Masks” refers to a covering that has two or more layers of breathable fabric that completely covers the nose and mouth and fits snugly against the sides of your face and does not have gaps.

Student/Resident Testing & Reporting Protocols

In order to protect the health of the Seminary family and care for one another well, we are asking all CTS community members to follow the procedures below. Karen Choi, the COVID Response Coordinator, will respond and provide directives regarding exposure or symptom-related scenarios. Contact her at covidresponse@covenantseminary.edu or 314.266.8168.

While we understand the need for students/residents to maintain an emotional support group/bubble throughout the pandemic, we recommend following the guidelines listed at stlcorona.com.² Please note that all people in your emotional support bubble that are CTS community members will be subject to quarantine measures.

Before you come to campus or use any public spaces on campus:

- **Self-monitor for these symptoms³:**
 - *Temperature* — If 100.4 degrees or higher, please DO NOT come to campus.
 - *General Health Screening: Signs and Symptoms* — If you have a new or worsened cough, shortness of breath, trouble breathing, fever, chills, muscle aches, sore throat, new loss of taste or smell, DO NOT come to campus.

- **If ANY of the following apply to you:**
 - You have tested positive for COVID-19
 - You are symptomatic
 - You have been in close contact* with someone who tested positive for COVID-19
 - You have been in close contact with someone who is symptomatic
 - You have been in ongoing contact⁴ with someone who was in close contact with a symptomatic person
 - You have had ongoing contact with someone who has been in close contact with someone who tested positive for COVID-19⁵

** A “close contact” is someone to whom the confirmed individual was within 6 feet of for a cumulative total of 15 minutes or more over a 24-hour period, starting from two days before illness onset (or, for symptomatic patients, two days prior to positive specimen collection) until the time the patient is isolated.⁶*

² “Support bubble” means members of a household joining another household or households to support needed social and emotional needs while accepting the increased risks of contracting COVID-19 and/or needing to quarantine associated with additional in-person contacts. A support bubble must consist of no more than 10 individuals. Details on forming a support bubble can be found at stlcorona.com.

³ People with COVID-19 have reported a wide range of symptoms—ranging from mild symptoms to severe illness. Symptoms may appear 2–14 days after exposure to the virus. People with these symptoms may have COVID-19: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. This list does not include all possible symptoms.

⁴ “Ongoing contact” refers to those who live in the same household who have not been self-isolating, as well as any person the COVID Response Coordinator identifies. “Self-isolation” refers to masks and physical distancing being maintained, as well as wiping down any surfaces that are communal after infected person has used them.

⁵ “Confirmed case” means that it meets confirmatory laboratory evidence for COVID-19.

⁶ www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact

THEN:

- DO NOT COME TO CAMPUS.
- IF YOU ARE ALREADY ON CAMPUS, RETURN HOME IMMEDIATELY.
- FILL OUT THIS FORM: <https://tinyurl.com/student-resident-covid>
- Contact your healthcare provider⁷ for additional guidance.
- Quarantine⁸ until you receive further instructions from the COVID Response Coordinator. Instructions may vary depending on the situation but will generally follow the guidelines below.

General Guidelines:

- If you test positive for COVID-19:
 - Self-isolate⁹ and do not return to campus until:
 - 10 days have passed since the onset of the symptoms AND at least 24 hours have passed since the last fever *without* the use of fever medications AND symptoms have improved.
- If you have symptoms:
 - Quarantine and do not return to campus until:
 - 10 days have passed since the onset of the symptoms AND at least 24 hours have passed since the last fever *without* the use of fever-reducing medications AND symptoms have improved
 - OR
 - The person in question receives a negative result on a COVID-19 test AND it has been at least 72 hours since any symptoms.
- If you have had close contact with someone who has tested positive for COVID-19, quarantine until 14 days have passed since the contact with the COVID-positive individual.
- If you had close contact with a symptomatic person, quarantine until the symptomatic person receives the results of a COVID test.
- If you have had ongoing contact with someone who was in close contact with a symptomatic person, quarantine until the symptomatic person receives the results of a COVID test.
- If you have had ongoing contact with someone who has been in close contact with a confirmed positive case, quarantine until the exposed person receives the results of a COVID test.
- Fully vaccinated people with no COVID-like symptoms do not need to quarantine or be tested following an exposure to someone with suspected or confirmed COVID-19, as their risk of infection is low. Fully vaccinated people who do not quarantine should still monitor for symptoms of COVID-19 for 14 days following an

⁷ A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state, or a nurse practitioner or a physician assistant who is authorized to diagnose and treat physical or mental health conditions by the state.

⁸ “Quarantine” separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. This means that whoever is quarantining refrains from being in any public space on campus and from having close contact with anyone from the CTS community. If you live on campus and would like to go for a walk, we ask that you leave campus to do so in order to reduce potential contact with CTS community members. See <https://www.cdc.gov/quarantine/index.html>.

⁹ “Self-isolate” Is used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected. See <https://www.cdc.gov/quarantine/Index.html>.

exposure. If they experience symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, including COVID testing, if indicated, and inform their health care provider of their vaccination status at the time of presentation to care.

- People are considered fully vaccinated:
 - 2 weeks after their second dose in a two-dose series, such as the Pfizer or Moderna vaccines
OR
 - 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

Confirmed COVID-19 Case Protocol

CTS will contact the local health department regarding any on-campus confirmed case of COVID-19.

Confirmed Case of COVID-19 in a Public Building

- CTS will identify who the confirmed individual was in close contact with while on campus. *A close contact is someone to whom the confirmed individual was within 6 feet of for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic clients, two days prior to positive specimen collection) until the time the patient is isolated. Close contacts will be asked to quarantine.* The Health Department will be contacted and may ask others to self-isolate or quarantine, depending on proximity, length, and conditions of contact.
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the staff or students, certain rooms, buildings, or even the entire campus may close for 48 hours or longer for cleaning and disinfection of that building or exposed areas if unable to clean during the nighttime closing.
- If a faculty member, staff, or student tests positive for COVID-19, follow ALL instructions given by the appropriate healthcare provider and the board of health.

Confirmed Case in Apartments or Homes on Campus

- You must self-isolate yourself in your place of residence and follow all instructions given by your healthcare provider, board of health, and the COVID Response Coordinator.
- Campus residents will be informed if there is a positive case within the resident apartments. The COVID Response Coordinator will disclose the apartment building number.
- CTS has set aside a few apartments to help dorm students who share a room with another person and must quarantine.
- Communicate any needs you may have to the Student Life office, which will coordinate help getting groceries or other needs as deemed necessary.

Classroom Protocols — Students

For Founders Hall, Rayburn Chapel & Buswell Library Classrooms

1. Students should not arrive more than 10 minutes prior to the start of class.
2. To help maintain physical distance between the professor and students, do not use the front set of table and chairs in any classroom. Please practice physical distancing at all times.
3. Seating arrangements will be done in accordance with St. Louis County requirements to maintain proper physical distancing.
4. Do not rearrange the tables and chairs in the classrooms.
5. Students must wear a face covering while on campus in accordance with St. Louis County requirements. **The face covering must always cover both the nose and mouth.**
6. Out of an abundance of caution, children over 1 year old will not be allowed to attend class with their parents. While we do make allowances for infants under 12 months, we implore parents not to bring the child to class if the child has a cough or fever.
7. Students may use the supplied disinfecting wipes (as supply permits) to wipe down their desks and chairs at the end of class.
8. After class, students should leave the classroom quickly, keeping 6 feet of distance, so that cleaning can be completed before the next class begins.
9. Restrooms may be used by only two persons at a time. Please make use of the supplied “Occupied/Not Occupied” signs as you enter and leave the restroom.
10. Office hours with professors will be held virtually or outside. If safe physical distancing is observed while meeting outside, face masks can be removed.
11. To meet with a professor, make an appointment online in advance using the professor’s Calendly account (see syllabus of your class for details) or via email for professors without Calendly accounts.
12. Students should follow any instructions found on the signage around campus to ensure the health and safety of all.
13. Students may drink water or other liquids during class but must exercise great caution by promptly placing their mask back on their nose and mouth after they are done.
14. Students may not eat during class unless they are able to do so without removing their mask.
15. Students who choose not to wear a face mask/covering or who do not follow other safety protocols while on Seminary property will be asked to leave. If a student refuses to leave, security will be notified and the student will face disciplinary action.

Co-Curricular Activities & Events

Chapel

All guidelines for classrooms will apply to chapel. Students uncomfortable with attending Chapel in-person will be able to view it through MyCTS under the Student Life tab titled “Chapel.”

- **Participants** – All participants in the Chapel service will be required to wear masks and maintain 6 feet of spacing as they move to their positions on stage or at the podium. Speaker and musicians are always to wear a face mask.
- **Outside Visitors** – We ask that all students/staff who would like to bring an outside guest/visitor get this cleared with the Student Life team at least 24 hours prior to the start of Chapel. An outside guest/visitor is anyone who is not a current student, staff, faculty member, or immediate family member of a current student, staff, or faculty member.

Morning Prayer

Classroom policies will be maintained for Morning Prayer. Those who do not feel comfortable with attending Morning Prayer in person may wish to take advantage of the once-a-week Morning Prayer via Zoom.

Cohort and Covenant Groups — Classroom policies will be maintained for group meetings.

Picnics and Other Campus Events — These events will not be held until further notice.

Ministry Lunches

All in-person Ministry Lunches will be suspended until further notice to ensure limited risk for classes being held on campus. We will also not facilitate or encourage one-on-one meetings with recruiters/outside organizations. Only virtual meetings will be offered and publicized during the allotted Ministry Lunch times on Tuesday/Thursday.

Student Organizations

All regular meetings and events will require Student Life approval. Event capacity must comply with current CDC guidelines. Food or drinks at events will be considered on a case-by-case basis. New student and spiritual formation-focused events will be prioritized. Any event/meeting that is approved must also fall within the Facilities cleaning schedule. Events that take place outside will be encouraged, and a detailed plan of how physical distancing will be enforced must be attached

Log Cabin

Email familynurture@covenantseminary.edu to inquire about Log Cabin services.

COVID-19 Safety for Campus Dorms & Houses

The Seminary asks that students and their families who reside in Covenant-owned apartments and houses observe and abide by the following policies.

Self-Monitoring for Symptoms

All Campus residents are required to self-monitor for COVID symptoms and notify the seminary if they become symptomatic through this form: <https://tinyurl.com/student-resident-covid>.

Dorm Students

For dorm students who share a room and have concerns for their health during this time, contact the leasing office ASAP.

Physical Distancing

If you are not members of the same household, physical distancing and masks are required in all public spaces on campus.

Visitors

If you are planning on having visitors to your apartment, please follow all current policies regarding visitors as found in the Housing Handbook. Have visitors monitor their health before coming to the campus. They **MUST** show no signs or symptoms before arriving on campus.

COVID-19 Safety for the Playground

The campus playground is open for use under the following guidelines.

1. Use of the playground and the equipment therein is **at your own risk**, as per the Housing Handbook.¹⁰
2. All parents must sign in upon entering the playground using the QR code posted at each entrance. This will allow CTS staff to contact trace if any positive COVID cases arise.
3. All children using the playground are to be **supervised by a parent at all times**. Children who are unsupervised by a parent will be considered close contacts in the case of exposure on the playground.¹¹
4. To reduce the risk of spreading COVID, **only campus resident families** may sign up to use the playground. No off-campus families will be allowed, including relatives or Seminary families who live off-campus.
5. **A maximum of five families may use the playground at any given time**. This limit is in place so that parents and children will have plenty of room to spread out and play.¹²
6. There will be **1 picnic table and 1 bench** in the playground area. There will be camp chairs available for use in a bin underneath the covered area. Please sanitize the chairs with the Lysol spray and put them away in the designated bin after use.
7. Both parents and children are asked to **wash their hands** before going to playground and then to wash their hands when done playing.¹³
8. Both parents and children (ages 6 and older) are to **wear a face covering when using the playground**.¹⁴
9. Covenant Seminary **staff will disinfect playground equipment once during the day** throughout the week (Monday through Friday). The playground will be closed during that time.
10. **Do not use the playground if anyone in your family has any symptoms of any sickness whatsoever**. Symptoms include but are not limited to: cough, runny nose, fever, vomiting.
11. Concerning toys for the playground, please refer to the Housing Handbook: **A resident's toys may be taken to the playground but must be returned to tenant storage or the bike rack** when the child leaves the playground.¹⁵
12. Covenant Seminary reserves the right to **modify these protocols at any time**.

¹⁰ CTS Housing Handbook, page 8.

¹¹ CTS Housing Handbook, pages 18–19.

¹² <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/visitors.html>

¹³ <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/visitors.html>

¹⁴ <https://stlcorona.com/dr-pages-messages/public-health-orders/order-requiring-members-of-the-public-and-employees-to-wear-face-coverings/>

¹⁵ CTS Housing Handbook, page 21.

Faculty / Staff Protocols

Faculty/Staff Testing & Reporting Protocols

In order to protect the health of the Seminary family and care for one another well, we are asking all CTS faculty and staff members to follow the procedures below.

While we understand the need for faculty/staff to maintain an emotional support group/bubble throughout the pandemic, we recommend following the guidelines listed at stlcorona.com.¹⁶ Please note that all people in your emotional support bubble that are CTS community members will be subject to quarantine measures.

Before you come to campus or use any public spaces on campus:

- **Self-monitor for these symptoms¹⁷:**
 - *Temperature* — If 100.4 degrees or higher, please DO NOT come to campus.
 - *General Health Screening: Signs and Symptoms* — If you have a new or worsened cough, shortness of breath, trouble breathing, fever, chills, muscle aches, sore throat, new loss of taste or smell, DO NOT come to campus.

- **If ANY of the following apply to you:**
 - You have tested positive for COVID-19
 - You are symptomatic
 - You have been in close contact* with someone who tested positive for COVID-19
 - You have been in close contact with someone who is symptomatic
 - You have been in ongoing contact¹⁸ with someone who was in close contact with a symptomatic person
 - You have had ongoing contact with someone who has been in close contact with someone who tested positive for COVID-19¹⁹

** A “close contact” is someone to whom the confirmed individual was within 6 feet of for a cumulative total of 15 minutes or more over a 24-hour period, starting from two days before illness onset (or, for symptomatic patients, two days prior to positive specimen collection) until the time the patient is isolated.²⁰*

¹⁶ “Support bubble” means members of a household joining another household or households to support needed social and emotional needs while accepting the increased risks of contracting COVID-19 and/or needing to quarantine associated with additional in-person contacts. A support bubble must consist of no more than 10 individuals. Details on forming a support bubble can be found at stlcorona.com.

¹⁷ People with COVID-19 have reported a wide range of symptoms—ranging from mild symptoms to severe illness. Symptoms may appear 2–14 days after exposure to the virus. People with these symptoms may have COVID-19: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. This list does not include all possible symptoms.

¹⁸ “Ongoing contact” refers to those who live in the same household who have not been self-isolating, as well as any person the COVID Response Coordinator identifies. “Self-isolation” refers to masks and physical distancing being maintained, as well as wiping down any surfaces that are communal after infected person has used them.

¹⁹ “Confirmed case” means that it meets confirmatory laboratory evidence for COVID-19.

²⁰ www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact

THEN:

- DO NOT COME TO CAMPUS.
- IF YOU ARE ALREADY ON CAMPUS, RETURN HOME IMMEDIATELY.
- FILL OUT THIS FORM: <https://tinyurl.com/faculty-staff-covid>
- Contact your supervisor.
- Contact your healthcare provider²¹ for additional guidance.
- Quarantine²² until you receive further instructions from the COVID Response Coordinator. Instructions may vary depending on the situation but will generally follow the guidelines below.

General Guidelines:

- If you test positive for COVID-19:
 - Self-isolate²³ and do not return to campus until:
 - 10 days have passed since the onset of the symptoms AND at least 24 hours have passed since the last fever *without* the use of fever medications AND symptoms have improved.
- If you have symptoms:
 - Quarantine and do not return to campus until:
 - 10 days have passed since the onset of the symptoms AND at least 24 hours have passed since the last fever *without* the use of fever-reducing medications AND symptoms have improved
 - OR
 - The person in question receives a negative result on a COVID-19 test AND it has been at least 72 hours since any symptoms.
- If you have had close contact with someone who has tested positive for COVID-19, quarantine until 14 days have passed since the contact with the COVID-positive individual.
- If you had close contact with a symptomatic person, quarantine until the symptomatic person receives the results of a COVID test.
- If you have had ongoing contact with someone who was in close contact with a symptomatic person, quarantine until the symptomatic person receives the results of a COVID test.
- If you have had ongoing contact with someone who has been in close contact with a confirmed positive case, quarantine until the exposed person receives the results of a COVID test.
- Fully vaccinated people with no COVID-like symptoms do not need to quarantine or be tested following an exposure to someone with suspected or confirmed COVID-19, as their risk of infection is low. Fully vaccinated people who do not quarantine should still monitor for symptoms of COVID-19 for 14 days following an

²¹ A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state, or a nurse practitioner or a physician assistant who is authorized to diagnose and treat physical or mental health conditions by the state.

²² “Quarantine” separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. This means that whoever is quarantining refrains from being in any public space on campus and from having close contact with anyone from the CTS community. If you live on campus and would like to go for a walk, we ask that you leave campus to do so in order to reduce potential contact with CTS community members. See <https://www.cdc.gov/quarantine/index.html>.

²³ “Self-isolate” Is used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected. See <https://www.cdc.gov/quarantine/Index.html>.

exposure. If they experience symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, including COVID testing, if indicated, and inform their health care provider of their vaccination status at the time of presentation to care.

- People are considered fully vaccinated:
 - 2 weeks after their second dose in a two-dose series, such as the Pfizer or Moderna vaccines
OR
 - 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

Classroom Protocols — Professors

For Founders Hall, Rayburn Chapel & Buswell Library Classrooms

1. Professors should not arrive more than 10 minutes prior to the start of class
2. To help maintain physical distance between the professor and students, do not use the front set of table and chairs in any classroom. Please practice physical distancing at all times.
3. Seating arrangements will be done in accordance with St. Louis County requirements to maintain proper physical distancing.
4. Professors should not rearrange the tables and chairs in the classrooms.
5. Professors will need to wear a mask/face covering while on campus in accordance with St. Louis County requirements. **The mask/face covering is always to cover both the nose and mouth.**
6. Restrooms may be used by only two persons at a time. Please make use of the supplied “Occupied/Not Occupied” signs as you enter and leave the restroom.
7. Office hours with students should be held virtually or outside. If safe social distancing is observed while meeting outside, face masks can be removed.
8. To meet with professors, students should make appointments online in advance via Calendly or via email for professors without Calendly accounts.
9. Professors should follow any instructions found on signage around campus to ensure the health and safety of all.
10. Professors should enforce all classroom protocols while class is in session. If a student refuses to follow instructions given, contact the Campus Safety office by dialing 4111 on a campus phone or by calling 314.581.7212.

General Safety Protocol

Kitchenettes

- Kitchenettes will be open (with the exception of communal coffee pots) for use by faculty and staff. Please wipe down surfaces after use.
- A Keurig coffee maker may be used; when making coffee, please use a personal coffee mug and spoon.

Workrooms

- There should only be one person at a time in any of the workrooms.
- Copiers and other high-touch surfaces are to be cleaned after every use.

Office Suites

- Staff and faculty office suites will remain locked and closed to students.
- Students or visitors will need to receive permission and/or schedule an appointment before entering any office suite.
- Staff and faculty directories will be posted on suite doors with contact information.

Visitors — Admissions*

- Visitors and prospective students should schedule campus visits in advance with Admissions staff
- Walk-in visitors will be asked by the front desk staff to comply with self-screening protocols before entering the Admissions suite.
- Prospective students with an appointment should follow campus-approved self-health screening protocols before coming to campus.
- Campus tours will be conducted by Admissions staff in accordance with available classes, meetings with faculty and staff, and campus buildings that can be viewed. Tours may need to be modified as regulations or protocols change.
- Face-to-face meetings between visitors and Seminary staff should be held in the following order of locations:
 - Outdoors (weather permitting).
 - In the Admissions suite lobby (with 6 feet of separation).
 - In the Founders 104 conference room—using the plexiglass dividers currently on the conference table.
 - At the end of the meeting, the room must be wiped down with approved disinfecting wipes.

** With the exception of Admissions, all offices in Founders Hall, including the faculty lobby and One-Stop, will be closed to drop-in traffic. Students will need to make an appointment and be let in. Posted on all suite doors will be a staff directory including contact information for that suite.*

Office Spaces

In an effort to maintain a healthy and safe working environment, the Seminary is asking that all staff who can perform their main duties from home continue to work remotely. Regular use of your on-campus office will need to be coordinated and approved by your supervisor.

Shifts

- Due to the nature of faculty/staff schedules, adjacent offices may be occupied at the same time. However, faculty/staff should limit time in their offices as much as possible.
- In-office work shall be kept to a four-hour shift, either morning or afternoon. *Any exceptions will be made on an individual basis with department supervisor.*
- If an office is shared by multiple people, only one person may work in that office at a time.

General Campus COVID-19 Safety

General

- Faculty, staff, and students will be required to maintain at least 6 feet of distance from one another on campus and wear a mask that covers their nose and mouth at all times.
- Signage will be placed in key locations throughout the campus.
- Doors will be reserved for entering and exiting the building to maintain one way traffic In and out of buildings.

Classrooms

- Classrooms are arranged to facilitate the maximum number of students while maintaining physical distance of at least 6 feet.
- No-touch hand sanitizer pumps are located outside of each classroom door.
- Disinfecting wipes will be available (as supplies last) outside of every classroom for student/faculty use (not required).

Restrooms

- Restrooms are to be used by two people maximum at a time.
- Occupied/Unoccupied signs have been attached to the restroom doors. Please make sure to use them when you enter and leave.

Water Fountains

- No-touch water bottle refilling stations are available in Rayburn foyer, Buswell lobby, and the Community Center.

Meetings

- Hold meetings virtually whenever possible.
- Hold meetings outdoors if meeting virtually is not possible.
- Arrange limited, physically distant indoor meetings in spaces pre-approved by Facilities

Cleaning

- Trained Seminary staff will disinfect the classrooms after each class.
- Restrooms will be disinfected after each class session.
- High-touch surfaces will be disinfected throughout the day.

PPE Supplies

- Disposable face masks are available in every classroom on the podium if needed.

Visitors – General

- Visitors to the campus will be kept to a minimum.
- All visits must be approved by the necessary department lead prior to arriving on campus.
- Visitors will be asked to comply with all the Seminary's COVID-19 policies.

Buswell Library

As per Seminary guidelines, the Library will follow all cleaning protocol, hygiene measures as well as mask and physical distancing measures. This includes arranging seating to reflect these policies.

Hours

- Monday, Thursday: 9 a.m. – 9 p.m.
- Tuesday, Wednesday, Friday: 9 a.m. – 5 p.m.

Students, faculty, staff, alumni, and other patrons of the Library will be able make appointments in two-hour blocks to use designated areas and selected resources for study and research.

The hours are subject to change depending on government and seminary regulation/policy that pertains to COVID-19.

Library Usage

Access

Patrons may use materials from the Reference section, print periodicals, and B121. Books from the stacks, AV materials, and any other materials located on the lower level must be requested through the Library catalog and pulled by the Library staff.

Requested Item Pickup

Patrons may request materials through the Library catalog to be pulled by Library staff and made available for pickup in two ways.

- **In-Library** – Patrons may enter the circulation area to pick up requested materials at the circulation desk. No appointment is necessary, but there is a *limit of 3 people at a time in the circulation area*.
- **Curbside** – As an alternative to entering the Library, patrons may park in a designated parking space and then call, text, or chat to initiate curbside pickup. Patrons will be required to provide their name and Library card number so the Library staff can locate their requested items and check them out. The Library staff will then take the items to the patron's car and place them in the trunk (or back seat, if necessary).

Course Reserves & Reference Scanning

As an alternative to visiting the Library to use physical course reserves and reference materials, students, faculty, and staff may request scans of individual chapters or similarly short sections of books. Requests for multiple sections from the same book by the same individual—whether all at once or in multiple requests over time—may not be honored if the cumulative effect is to obtain a substantial portion of the work.

The Library will also highlight the availability of e-book copies of reserve materials, especially when such items are available under an unlimited user license.

Materials Handling

Borrowed Materials

All materials that have been checked out, upon being returned and checked in, will be quarantined for at least 72 hours.

Materials Used In-House

Patrons will be asked not to shelve materials when they are finished with them. Library staff will collect such items and quarantine them until the following day.

Services

Reference Services

Research assistance will be provided by email, text chat, and online appointment.

The Scribe Writing Center

Writing assistance will be provided by online appointment only.

Instructional Services

Research and writing instruction will be provided virtually through live online workshops, pre-recorded videos, and/or written online guides.

Counseling Center

Located in Buswell Library

Accessibility

- The Counseling Center is open for *counselors only*. No guests or clients will be permitted in the space.
- The Center will only be open from 9 a.m. to 5 p.m. Monday through Friday.

Office Spaces

- Professor offices are to be used by professors only.
- Meetings will be done virtually.
- No guests or clients are allowed in office spaces.
- If an office is shared by multiple people, only one person may work in that office at a time.
- Office coordination will be handled by Kristi Totty.

Counseling Rooms

- Only 1 occupant may be in a counseling room at a time.
- Rooms will be used to hold virtual meetings with clients.
- No guests or clients are allowed in the rooms at any time.
- Rooms will be available on a first come, first served basis **by reservation**. Reservations may be made for the whole semester. To reserve, use this link: counselingreservations@covenantseminary.edu

General Information

- The front desk will be staffed by one staff member during hours of operation.
- Everyone must sign the “Daily Attendance Log” at the front desk.
- Client notes will remain on TherapyNotes. Filing cabinets will not be used.
- Office spaces and counseling rooms will be wiped down by the user with provided disinfectant wipes.
- Restrooms are limited to two persons at a time. Please use the supplied “Occupied/Unoccupied” signs as you enter and leave.

IT Services

Located in Buswell Library

Technology / AV Support

- ITS will communicate primarily through calls, emails, instant message, virtual meetings, and remote computer sessions for support services as much as possible.
- If an in-person meeting is required, all safety procedures will be followed according to the Seminary's policy.

Edwards Hall

The Community Center in Edwards Hall will be open to faculty, staff, and students. Old Edwards Hall will be closed to students until further notice.

Student Life

- All meetings with students are to be done virtually or outdoors. The Dean of Students' office maybe used for one-on-one meetings if both persons practice social distancing and wear face mask/coverings.
- The Student Life Lounge and E11 (Fishbowl Room) will be reserved for Student Life to meet with students in person (with appropriate precautions).
- If meetings take place outside and social distancing is observed, then face masks can be removed.

Guest Housing

Guest housing will be closed until further notice.

Edwards Hall Kitchen

The kitchen located in Edwards Hall is to be used by STAFF only. It is not open for student use. Surfaces must be wiped down after every use.

Community Center

Kitchenette Area

Refrigerators and microwaves will be available for use.

Café

The café will be closed until further notice.

Tables and Chairs

- The Great Room will have limited seating for studying and/or eating.
- Do not rearrange the tables and chairs.
- Wipes will be available (as supplies allow) to disinfect the tables and chairs prior to and after use if desired.
- Facilities staff will also wipe down tables and chairs throughout the day.

Ping Pong Room

This will be a study room with 20 study spots available for use.

Vending Machine

There will be no access to the vending machine until further notice.

Additional Information

Room Capacity Limits

All classroom capacities have been reduced to meet St. Louis County regulations on occupancy limits. Numbers below indicate total number of available student seats and one professor.

- **Founders Hall**

F342: 21

F341: 11

F340: 11

F245: 10

F244: 10

- **Rayburn Chapel**

Sanctuary: 53 Total

- Main floor: 28

- Balcony: 15

- Alcoves: 10

Rayburn Classroom 3: 15

- **Buswell Library**

B111: 26

Cleaning Protocols

Cleaning schedules and protocols are subject to change as different needs arise, new regulations are added, or existing regulations are modified.

Classrooms

- All surfaces (door handles, tables, chairs, light switches, erasers, markers, podiums, etc.) that have been touched by people in class will be cleaned and disinfected between classes.
- Classrooms will be deep cleaned and disinfected at the end of each day.

Restrooms

- All surfaces (door handles, toilets, sink area, urinals, paper towel dispensers, soap dispensers, etc.) will be disinfected at regular intervals during the day.
- Restrooms will be deep cleaned and disinfected at the end of each day.

Public Areas

- Light switches, doors, handrails, countertops, tabletops, chairs, etc., will be disinfected at regular intervals throughout the day.
- Public areas will be deep cleaned and disinfected at the end of each day.

Offices

If used during day, offices will be cleaned and disinfected at the end of the day.

Placement of Disinfecting Wipes

Availability of wipes is subject to potential industry shortages.

In Classrooms(Including Rayburn)

- Wipes will be located at the entrance of the classroom.
- Wipes will be located at the podium for instructor use.

In Public Areas (Community Center, Library, Founders Hall)

- Wipes will be located on counters in each of the buildings.
- Wipes will be available at various points in areas for use by patrons in that area.

Chemicals Used

- Soap-and-water solution will be used on all plexiglass surfaces.
- Appropriate disinfecting solutions will be used where necessary.

Equipment Used

- Emist Epix360 Electrostatic Sprayer.
- Microfiber cloth.

Covenant Seminary

Covenant & Commitment

As a member of Covenant Seminary, I affirm and recognize that we are not just a school. Together, we serve the church of the Lord Jesus Christ. Together, we are called to love one another, respect one another, protect one another, and serve one another in the spirit of Christ. As we enter into this covenant together, and in the season of the coronavirus, with lives and health at risk, we affirm together that we will follow and obey all rules, policies, advisories, and practices required by government authorities, mandated by our institutional responsibility, and communicated by institutional leadership. We will serve Christ, serve one another, and serve our larger community beyond the campus by following institutional policies designed to prevent the transmission of disease.

I understand that I bear a personal responsibility to know current school policies, to abide by stated rules, to accept personal responsibility, to show my love for Christ and for other members of the Covenant Seminary family by cooperating eagerly, earnestly, and consistently. I understand that failure on my part can lead to the illness of others, risking lives and health and jeopardizing the ability of the Covenant Seminary community to fulfill our mission together on this campus and beyond. Failure to follow current school policies may result in the removal of the ability to attend in-person classes at Covenant Seminary.

I willingly join this Covenant and Commitment, pledging my personal honor. We join in this covenant together, affirming the privilege we share as members of this community of faith and learning, as we serve Christ together. I make this commitment my personal pledge.



COVENANT
THEOLOGICAL SEMINARY

Presbyterian Church in America

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