2021-22
COVID-19 POLICY
ROLLINS COLLEGE
Rollins College COVID-19 Policy

Rollins College educates students for global citizenship and responsible leadership, empowering graduates to pursue meaningful lives and productive careers. We are committed to the liberal arts ethos and guided by its values and ideals. Our guiding principles are excellence, innovation, and community.

At Rollins College, we pride ourselves on our commitment to our mission. We believe strongly in our students and their ability to make choices that support not only their health and wellbeing, but the health and wellbeing of the entire community.

By choosing to return to the Rollins campus, students are choosing to take the steps the College is asking of them in order to reduce the risk associated with COVID-19. When we all follow these health and safety guidelines, we are working to ensure that Rollins can offer as safe an in-person experience as possible.
The Tars Promise

I promise to...

• Report to the College when I am sick, and stay home if I feel ill or if I have been exposed to someone who is ill or has tested positive for COVID-19.
• Participate in testing and contact tracing as needed in order to help the College track COVID-19 cases. This includes being responsive, honest, and thorough in all information I provide the contract tracers, Rapid Trace & Wellness Team, in order to help slow the spread of COVID-19.
• Comply with the personal protective measures laid out by the College, including wearing a mask indoors, maintaining at least three feet of physical distance whenever possible, and washing my hands often with soap and water or using hand sanitizer.
• Comply with the guidelines given to me by the Wellness Center and Student & Family Care when I am quarantining or isolating.
• Be mindful of health and safety guidelines when I am interacting with individuals who are not members of my household.
• Refrain from organizing, hosting, or attending large indoor gatherings where social distancing cannot be maintained and that are likely to increase the risk of contracting or spreading COVID-19.
• Keep my personal space and shared common spaces clean.
• Adhere to all classroom instructions laid out in the COVID-19 policy as well as in my syllabi. This includes wearing a mask to my in-person classes, not adjusting the classroom configuration, and not moving from my assigned seat.
• Be sensitive, supportive, and helpful to my fellow students, faculty members, and College staff members as we navigate this “new normal”.

Rollins College’s Tars Promise, which all students are asked to follow, is an agreement to adhere to the protocols and policies outlined below. If at any point a student needs clarification on COVID-19 policies and procedures, they are expected to ask a College official for support and information. Failure to review and lack of awareness of this policy are not excuses for a violation.
About the Policy

This policy applies to students while on campus or in College facilities and provides guidance and recommendations for off-campus activities. The policy will be updated throughout the 2021-2022 academic year as the College monitors the evolving COVID-19 health environment, any adjustments to federal, state, and local regulations or public health guidance, and input from the Rollins College community. Changes to the policy will be communicated via Rollins email, and students are expected to check their email regularly.

The College will continue to assess the situation both on campus and in our community at-large. If localized outbreaks emerge and/or the protocols in this policy are not adhered to, tighter restrictions and more aggressive mitigation measures may be implemented.

Health and Wellness Protocols

Students will be required to participate in a daily health screening through the wellness mobile app CampusClear. This app will allow for daily self-screening, which will help direct our community members to seek healthcare immediately and decrease the transmission of COVID-19 to the campus community.

- Download CampusClear by Ivy.ai. from the Apple App Store or the Google Play store.
- One the app is downloaded, sign up using your @rollins.edu email address and follow the instructions to register. Make sure you allow notifications on your device.
- Confirm your account via an email from “Ivy Team <team@ivy.ai>.”
- Contact the Rollins Help Desk at 407.628.6363 or helpdesk@rollins.edu with any questions about downloading and accessing the app.

Once the app is downloaded, students can log in by entering their rollins.edu email address. Students will receive an email confirmation, and after clicking the confirmation link, will have access to the app.

By downloading and utilizing the mobile app, students are consenting to the use and release, subject to Rollins College’s confidentiality and privacy policies, of personal health information being collected through testing, symptom tracking, and daily wellness screenings. Individual student health data is confidential and is housed within the Wellness Center.

Students are expected to complete the daily wellness screening and symptom monitoring properly and truthfully.
Students will be expected to keep their CampusClear pass accessible on their phone or preferred electronic device when traveling around campus. College faculty, staff, or student leaders may ask to see a student’s CampusClear pass when they are entering a space. Students are expected to produce their CampusClear pass for review or they may be denied access to a space.

There will also be times when students are selected to be tested for COVID-19 based on a number of indicators that include monitoring of wastewater effluence in the residence halls, knowledge of an outbreak within a specific area or group, or other identifying factors. Students will be required to participate in this testing. Students who do not comply may be in violation of the Requests or Orders policy.

The Requests or Orders policy expects that students immediately and fully cooperate with college officials, Residential Life & Explorations staff, law enforcement, and emergency personnel in the completion of their duties. Complying with the College’s COVID-19 policies is a reasonable request, and one that ensures the health and safety of our entire community.

Students are strongly encouraged to receive a flu shot upon their return to campus this fall. These shots will be provided through the Wellness Center.

Quarantine and Tracing

*Please note that the information about quarantining after exposure applies only to unvaccinated students. Students who are diagnosed with COVID-19, whether vaccinated or unvaccinated, will be required to isolate. The College will continue to monitor the spread of the variants and in the event that these protocols change, students will be notified via their Rollins email.*

In the event that a residential student is exposed to, exhibits symptoms of, or is diagnosed with COVID-19, they may be asked to move into one of the College’s designated isolation spaces. This process will be led by the Office of Residential Life & Explorations and Wellness Center and students will receive directions upon needing to move into an isolation space. The College will make every effort to provide necessary care, including meal delivery, wellness monitoring, and provisions for continuing studies virtually while in isolation.

Students who need to quarantine in their own rooms or who are moved to an isolation space are expected to comply with the guidelines laid out for them by the Wellness Center. In the event that a student who is under isolation violates these guidelines, they may be charged with a violation of the Requests or Orders policy.

If it is feasible and safe, the College recommends students who need to isolate or quarantine return home for their quarantine period. Students who are leaving campus to quarantine should communicate their plans to the COVID-19 Student Support Team ([care@rollins.edu](mailto:care@rollins.edu)) and a College official will be in communication with the student to discuss next steps.

Students who live off-campus will be expected to quarantine or isolate in their own residence if they are exposed to, exhibit symptoms of, or are diagnosed with COVID-19.
If a student is exposed to, exhibits symptoms of, or is diagnosed with COVID-19, Rollins will enact the contact tracing process in collaboration with Rapid Trace. Students are expected to participate in the contact tracing process in order to help College officials connect with those who may have been exposed and keep them safe. Participation in the contract tracing process means that students are responsive, honest, and thorough in the information they provide contact tracers. By responding quickly and accurately, students can help keep others safe and healthy.

The College recognizes that fear of the student conduct process may prevent students from reporting accurate information to a contact tracer. Students should know that the Responsible Action Protocol, the College’s amnesty policy for alcohol or drug-related emergencies, may also be applied to COVID-19 contact tracing.

**Reporting Illness and Accommodations**

Any student who becomes ill with COVID-19 symptoms, is quarantined due to exposure, is awaiting test results, or tests positive for COVID-19 should immediately contact the Wellness Center and should refrain from attending class or moving about campus in person. If a student tests positive for COVID-19, they should indicate this on the #CampusClear app, and a College health official will be in contact to discuss next steps.

Students should also report their illness to care@rollins.edu in order to receive support from the Office of Student & Family Care. This includes staff check-ins as well as assistance notifying faculty.

Students who are ill may attend their classes virtually if they are well enough to participate, but please know that health and wellbeing should take priority.

The COVID-19 Student Support Team will notify the student’s faculty members in the event of their absence. The College’s class attendance policy has been modified so that students who are ill are not penalized for staying out of the classroom.

**Residence Hall Living**

Students who live in the residence halls on campus are expected to adhere to all health and safety protocols set by the Office of Residential Life & Explorations. This includes living in the residence hall room that is assigned to each student and not moving without expressed permission from Residential Life & Explorations staff. More information about living on campus can be found in this Residential Life & Explorations housing addendum.
Personal Protective Measures and Cleanliness

The College has established a number of protective measures on campus that are designed to keep our entire community safe.

First and foremost, all members of the campus community – faculty, staff, and students – are required to wear masks indoors. Masks must be worn in spaces that include, but are not limited to, buildings, classrooms, hallways, stairwells, elevators, lounges, meeting spaces, the library, all campus offices, and restrooms. Students who are visiting friends in their residence hall rooms are expected to wear a mask. Students are not required to wear a mask when working in a private office or when they are in their individual residence hall room.

Masks are expected to be worn properly, which means fully covering your mouth and nose with the mask and securing it under your chin. The mask should fit snugly but comfortably against the side of the face.

Wearing face masks is one of the most important actions we can all take to suppress the spread of the virus. Face masks are useful in both preventing illness in healthy individuals and in preventing asymptomatic transmission. Wearing a face mask is not only about self-protection; it is also about protecting others from infections. When a community wears face masks consistently, the number of COVID-19 cases is reduced. Each member of our campus community has a part to play in reducing the spread of COVID-19, and we ask that everyone comply with the College’s mask policy in their everyday interactions with others. Students who are not in compliance with the College’s mask policy may be charged with a violation of the Requests or Orders policy.

The College has specific guidelines regarding the kind of masks that may be worn. At a minimum, cloth face masks should:

- Be made with at least two layers of breathable material;
- Be secured with ties or ear loops, allowing one to remain hands-free;
- Be able to be laundered without damage or change to shape.

Masks with messaging are appropriate in the event that the mask does not promote hate speech. Hate speech can be images and words that reinforce bias and bigotry of all forms. Rollins College is steadfast in its intolerance for hateful behavior that is directed at an individual or group with the motivation of causing harm. A student who wears a mask that promotes hate speech will be held accountable by the College.

The College does not recommend the use of medical-grade N95 masks. Gaiters, open-chin triangle bandanas, masks with relief valves, and face coverings with holes or that are made of mesh material may not be worn on campus as they do not protect others. Face shields may also be requested by students unable to wear a mask for documented health reasons. To request a mask accommodation, students must contact care@rollins.edu. Requests will be evaluated on a case-by-case basis.
In laboratory environments, such as the Bush Science Center and the Hume House Child Development & Student Research Center, as well as other places where it may not always be possible to maintain three feet of physical distancing, face shields will be worn over masks.

While the College has a dedicated Facilities Services maintenance team that is working hard to enact enhanced cleaning and sanitation procedures throughout campus, especially as it relates to deep cleaning of commonly used spaces, we must all do our part to help keep campus safe. Students will be expected to regularly disinfect their own living spaces.

In an effort to help make these protective and cleanliness measures more routine, the College has launched a “Keeping Tars Safe” wellness campaign. Students will see signage across campus, including distancing markers and directional signs, to help enact these wellness strategies.

Classroom Experience

The College has worked to create a classroom experience that remains dynamic and engaging while also considering health and safety. Classrooms will have physical distancing between fellow students and their instructors as well as assigned seating. All classrooms will have a minimum of three feet between students and further separation for the instructor.

Only students wearing masks will be allowed to participate in person in classes. When meeting in person, students are required to stay in their assigned seats for the duration of the class period and should avoid getting out of their seat for any reason. Students should not adjust the classroom configuration, as each classroom has been set up specifically to meet physical distancing guidelines. Prior to leaving class, students must clean their desk and chair with cleaning supplies provided by the College. Students are expected to be in compliance with all guidelines set by the instructor and that are laid out in their syllabus.

Students who are not in compliance with the classroom guidelines laid out by the College will be given an opportunity to comply by their instructor. If a student fails to comply when asked, the faculty member will ask the student to leave the classroom. If the student fails to leave the classroom, the faculty member may decide to contact Campus Safety and dismiss the class. Faculty members should contact Campus Safety if they need support or assistance. The College asks that students do not put their faculty members and fellow classmates in this situation, and instead simply comply with the guidelines as asked.

The classroom experience remains fluid and students can expect that guidelines may change as the semester gets underway. Students are expected to be aware of any classroom changes that occur and follow their faculty member’s guidelines as they endeavor to set up a learning environment that works best for everyone.

Students who do not follow the College guidelines to create a safe classroom experience may be charged with a violation of the Requests or Orders policy.
Travel and Social Activity Off-Campus

The College has limited official College travel for faculty, staff, and students to protect our community. Residential students are encouraged to stay on campus as much as possible and limit their interaction with the greater community. While this is a change from what students are used to, please know that it is an integral part in keeping our campus safe. The College asks that when students must interact with individuals off-campus who are not members of their household they continue to wear masks, practice physical distancing, and abide by CDC guidelines regarding the number of individuals gathering in a group.

Students are encouraged to refrain from organizing, hosting, or attending events, parties/“darties”, or other social gatherings on or off campus that are likely to create an increased risk of contracting or spreading COVID-19. Students who organize, host, or attend such gatherings may be charged with, at minimum, a violation of the Requests or Orders policy.

The College strongly encourages students to limit personal travel whenever possible. For essential out-of-state travel, we ask that students consult with the COVID-19 Student Support Team (care@rollins.edu) to discuss plans and receive information about how to adhere to wellness policies and protocol upon their return.

Smoking and Vaping

Smoking and vaping are prohibited on campus and College properties for the duration of the pandemic in order to help prevent the spread of COVID-19.

Exceptions and Accommodations

There may be circumstances in which a student may need a temporary or permanent exception or accommodation from the requirements of this policy. Students who believe they have reason to be exempt from some portion of this policy should contact the COVID-19 Student Support Team (care@rollins.edu), and that team will work in conjunction with the Office of Accessibility Services to review the student’s request.
Risk

Students should recognize that despite the College’s very best efforts to ensure the health and safety of our community, we cannot guarantee an on-campus living and learning experience free from all possible risk of exposure to COVID-19. The policies outlined here are based upon the acknowledgment that any institution of higher education will likely see diagnosed cases of COVID-19, as is the case in the general population. By returning to campus, students are acknowledging that they understand this risk.

Sanctions

The ramifications of this global pandemic are real and they are serious. While the College believes in our students and their compassion for others, we recognize that there will be times when individuals make poor choices that could potentially put themselves or others at risk.

It is not possible to identify every conceivable violation of this policy. As a general rule, violations that create reasonable risk of harm to the person committing the violation and/or to members of the Rollins community, especially to those at high risk of severe illness, are considered more serious. Even then, context matters, and the Office of Community Standards & Responsibility weighs all of these factors when reviewing alleged policy violations. That has been our practice since before COVID-19, and it will not change.

Students who are found responsible for violating the Requests or Orders policy as it pertains to COVID-19 incidents could face sanctions as serious as removal from campus housing, suspension, or dismissal from the institution. These are not the only possible sanctions for violations of the policy, but the College is transparent that there are circumstances that could warrant such action. A full list of sanctions can be found in the “Recommendations, Sanctions, and Conditions” section of the Code of Community Standards.

COVID-19 Vaccination Status

The College strives to have a fully vaccinated community. A fully vaccinated community means the College will be able to maximize opportunities and minimize restrictions. Students are strongly encouraged to receive a COVID-19 vaccine and to self-report their vaccination status, including uploading a photo of their vaccination card, via Foxlink. Students who are vaccinated on campus do not need to self-report, as their information uploads automatically.

Fully vaccinated students will not be required to quarantine for 10 days if they are directly exposed to the virus, and they will be exempt from regular COVID testing on campus.
Students who have not been vaccinated but wish to do so can make an appointment with the Wellness Center.

In order to manage and mitigate the impact of the virus, regular rapid COVID testing will be required for students who do not provide documentation of vaccination. The College will continue with contact tracing to identify anyone who has been directly exposed to COVID, and anyone who contracts the virus will be isolated for ten days. Unvaccinated students who are directly exposed to COVID will be required to quarantine for ten days.

The College follows NCAA guidance, which currently exempts vaccinated athletes from regular testing.

**Community Responsibility**

Rollins College continues to be a unique and special living and learning environment. We are committed to our mission and vision of educating global citizens and responsible leaders. When students are in compliance with COVID-19 policies, they are setting an example for their fellow peers that they care deeply about our community and each other’s safety. We are all in this together.

To the extent that provisions of this policy are in conflict with other College policies, the provisions of this policy take precedence. Portions of the Rollins College COVID-19 policy have been referenced from the Colby College COVID-19 policy.
Emergency 911
Winter Park Police Department
407.644.1313 (Non-emergency)

Campus Safety & R-Card
407.646.2999 (or x2999)
rollins.edu/campus-safety
407.646.1564
rollins.edu/r-card

Kenneth H. Miller
Assistant Vice President of Public Safety
407.646.2999
kmiller@rollins.edu

Scott Rayburn
Safety & Emergency Planning Manager
407.646.2244
srayburn@rollins.edu

Stephen Velazquez
Security Manager
407.646.2999
svelazquez@rollins.edu

Community Standards & Responsibility

Maeghan Rempala
Director of Community Standards & Responsibility
407.646.1337
mrempala@rollins.edu

Dean of Students

Leon Hayner
(Interim) Assistant Vice President of Student Affairs & Dean of Students
407.646.2345
lhayner@rollins.edu

Penelope Strater
(Interim) Associate Dean of Students and Director of Student & Family Care
407.646.2345
pstrater@rollins.edu

Facilities Services

Jeremy P. Williamson
Assistant Vice President of Facilities Services
407.646.1000
jwilliamson@rollins.edu

Human Resources & Risk Management

Matt Hawks
Associate Vice President of Human Resources & Risk Management
Deputy Title IX Coordinator
407.646.2104
1.800.272.7252 (EAP)
mhawks@rollins.edu

Residential Life & Explorations

Juan Escobar
(Interim) Director
407.646.2649
jescobar@rollins.edu

Title IX

Sarah Laake
Title IX Coordinator
407.691.1773
slaake@rollins.edu

Wellness Center

Dr. Connie Briscoe
Director of Wellness Center
407.628.6340
cbriscoe@rollins.edu