

# Code of Community Standards

**ROLLINS COLLEGE COVID-19 POLICY**



Rollins  
EST. 1885



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 slow the spread of 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.

As President Cornwell shared in his campus-wide message, “If everyone – at all times – practices with strict adherence the protocols we are putting in place, the whole campus community can remain well and we will all be able to fulfill our most ardent wish: to live and learn together through the course of the semester.”

Rollins College’s Tars Promise, which all students are asked to sign, 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

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This COVID-19 policy contains the necessary health and safety protocols as Rollins College resumes on-campus activities. 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 2020-2021 academic year as the College monitors the evolving COVID-19 health environment and adjustments to federal, state, and local regulations, 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

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Students are 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.
- Once it's downloaded, sign up with your @rollins.edu email address and follow instructions to register. Make sure you allow notification 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 downloading & 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, students 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 also required to receive a flu shot upon their return to campus this fall. These shots will be provided through the Wellness Center.

## Quarantine and Tracing

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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 will 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) and a College official will be in communication with the student to discuss next steps.

Students who live off-campus will be expected to isolate or quarantine 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 and health professionals 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

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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 provide the COVID-19 Student Support Team (care@rollins.edu) with medical documentation and refrain from attending class or moving about campus in person. Students who are ill with symptoms of COVID-19 should contact the Wellness Center or a healthcare facility off-campus. 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 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.

## Campus Life

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Students will notice a change in their dining experience this fall, as the College works to prepare more grab-and-go options and ready-to-cook meals that students can take back to their residence hall rooms. There will also be physically distanced dining options at the Bush Café, Skillman Dining Hall, and outside.

Students will be expected to wear a face mask in the café, dining hall, and outdoor eating area except when sitting down to eat. Students must abide by the guidelines set within the dining facilities, including not moving the table/chair configurations and not sharing food or utensils.

Students are expected to make every effort to maintain six feet of physical distance from others whenever possible, especially indoors.

Students will notice that certain high-traffic areas will have one-way entrances and exits, and some hallways and stairwells will also be one-way. Other spaces that are not conducive to physical distancing have been closed, including the pillow room in the Olin Library. The College asks that students please pay attention to and comply with all wayfinding signage.

There will also be new modes of operation in other college buildings and spaces, including the Alford Sports Center and Kathleen W. Rollins Hall. The College will continue to provide updates to students as they become available, and students are expected to comply with any directions as it pertains to operations within those spaces.

Student organizations should meet virtually as much as possible in order to be in compliance with College policy and the Centers for Disease Control (CDC) guidelines. Some student organization events may be conducted in person, if the space allows for proper physical distancing. Student organizations should work in collaboration with the appropriate offices, including the Center for Inclusion & Campus Involvement, the Office of Fraternity & Sorority Life, and the Center for Leadership & Community Engagement, should they need guidance or support on how to hold gatherings safely. These offices will also help students think creatively about how to engage their members virtually.

The typical college experience includes organic gatherings that are not planned or discussed in advance. In the era of COVID, the College asks that students think critically about group gatherings in order to be mindful of health and safety. Students are encouraged to ask questions such as, "how many people will be there?", "will everyone be wearing masks?", and "can we meet outside in order to allow for more distancing?". This is an adjustment to everyone's way of life, and we are all in this together. If a student is unsure how to have conversations about

health, wellness, and boundaries with their friends, a College staff member or student leader is available to provide support and guidance.

There may be times when a College official is required to intervene when physical distancing is not being observed or wellness guidelines are not being practiced. Students are expected to be respectful and comply with what is being asked of them. Students are asked to remember that these efforts are made first and foremost with everyone's health in mind.

## Residence Hall Living

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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

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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 on campus. The use of masks applies to both indoor and outdoor environments. This includes, but is not limited to, buildings, indoor and outdoor classrooms, hallways, stairwells, elevators, lounges, meeting spaces, the library, all campus offices, and restrooms. 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. Neck 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](mailto: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 six 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.

The College recognizes that this is a new living and learning experience for students. 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. Students will be encouraged to watch a series of Wellness videos prior to the start of classes in order to familiarize themselves with the campus COVID-19 policies and expectations.

## In-Person Classroom Experience

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The College has worked to create a classroom experience that remains dynamic and engaging while also considering health and safety. Students will see many changes in their classrooms, including physical distancing between fellow students and their instructors, assigned seating, and new and unique classroom settings. All classrooms will have a minimum of six feet between students and a nine-foot separation for the instructor, including outdoor classrooms.

There may be circumstances in which classes are taught on an A/B rotation model to accommodate physical distancing. This means that some students will be virtual one class session and meeting in person for the next. The College asks that students follow the expectations set for them as it pertains to a rotation schedule.

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.

## Online Classroom Experience

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The College is using videoconferencing software to engage students both in and out of the classroom. All students will need a videoconference-capable device (e.g. a laptop with a camera, a tablet, or a smart phone) and some type of headphones or earbuds that include a microphone for classes. This solution will allow both in-person and remote students to actively and equally participate in class with their faculty and each other.

If students foresee a technological barrier for this type of classroom engagement, they may email [helpdesk@rollins.edu](mailto:helpdesk@rollins.edu) with the subject line, "Technology Barrier Fall 2020".

If there is a substantial time zone difference for a student participating remotely, the instructor will work with that student in order to create asynchronous learning options.

## Campus Visitors

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While our campus will be open to Rollins faculty, staff, students, and prospective students, the College will limit access for the broader community. In the interest of health and safety, students are not permitted to bring guests with them to campus.

## Travel and Social Activity Off-Campus

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The College has limited official College travel for faculty, staff, and students to protect our community. Residential students are asked 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 to refrain from organizing, hosting, or attending events, parties/"parties", 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](mailto:care@rollins.edu)) to discuss plans and receive information about how to adhere to wellness policies and protocol upon their return.

## Smoking and Vaping

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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.

## Supporting and Enforcing the Policy

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Part of what makes the Rollins community so strong is our shared responsibility to each other. Students are asked to help support the enforcement of the COVID-19 policy in several ways.

Students are expected to engage in thoughtful conversations with each other about health and safety expectations. If a student is uncomfortable with the actions of their peers, simply asking a question such as, "can you please wear your mask?" or "can we sit further apart?" should be easy, helpful ways to enforce the policy and enable activities to continue as usual.

If a student is concerned that someone in the community has been asked to be in compliance with the COVID-19 policy and is disregarding health and safety protocols, the student can assess the situation to determine if someone is in immediate danger. If so, students should contact Campus Safety at 407.646.2999.

If there is no immediate danger, students can request support from a College official. [Students can also submit an incident report on the Community Standards & Responsibility website.](#)

## Exceptions and Accommodations

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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

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Students who plan to return to campus this fall 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 until a vaccine is readily available, as is the case in the general population. By returning to campus, students are acknowledging that they understand this risk.

Students who have health concerns, who prefer not to travel to campus, or who cannot come to campus due to travel restrictions will be able to access courses remotely. Students who experience any change in their ability to come to campus should contact care@rollins.edu for further support and information.

## Sanctions

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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 Vaccine

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Students will be expected to receive a COVID-19 vaccine, if and when an FDA-approved vaccine becomes available. Students who have a documented medical condition or other extenuating circumstances are expected to submit that information to the Wellness Center for their review and approval.

## Dynamic Planning

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While the College has worked diligently to create these guidelines, policies, and procedures to ensure community safety, we recognize the fluidity of the current environment. At any point during the academic year, should the safety of our community be in question, the College may opt to transition to virtual learning.

## Community Responsibility

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Rollins College continues to be a unique and special living and learning environment. While students will see and experience several new policies and expectations as a result of COVID-19, one thing remains the same: our commitment to our mission and vision of educating global citizens and responsible leaders. When students are in compliance with these 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.

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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](http://rollins.edu/campus-safety)

407.646.1564  
[rollins.edu/r-card](http://rollins.edu/r-card)

**Kenneth H. Miller**  
Assistant Vice President of Public Safety  
407.646.2999  
[kmiller@rollins.edu](mailto:kmiller@rollins.edu)

**Scott Rayburn**  
Safety & Emergency Planning Manager  
407.646.2244  
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**Stephen Velazquez**  
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407.646.2999  
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## Community Standards & Responsibility

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## Dean of Students

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**Penelope Strater**  
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## Facilities Services

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## Human Resources & Risk Management

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## Residential Life & Explorations

**Juan Escobar**  
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407.646.2649  
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## Title IX

**Sarah Laake**  
Title IX Coordinator  
407.691.1773  
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## Wellness Center

**Dr. Connie Briscoe**  
Director of Wellness Center  
407.628.6340  
[cbriscoe@rollins.edu](mailto:cbriscoe@rollins.edu)

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