



# Creating a Community of Care and Wellness

Health Guidelines for the Fall 2020 Semester

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PART 1

## INTRODUCTION

*“You shall love the Lord your God with all your heart, and with all your soul, and with all your strength, and with all your mind; and you shall love your neighbor as yourself.”*

Luke 10:27

*July 23, 2020*

In this season of COVID-19, we are learning that there are different ways to love our neighbors. Loving our neighbors is what beats at the heart of this document. We desire to keep our community healthy and well as we begin our 2020-2021 academic year. To do this successfully we need every member of the Princeton Theological Seminary community to engage in these health guidelines so that we may create a community of care and wellness.

Our health guidelines have been created after extensive review of Centers for Disease Control and Prevention (CDC) guidelines, New Jersey State health guidelines for institutions of higher education, and best practices of sister institutions of higher education. They have been prayerfully and carefully created by a team of students and staff. They have then been reviewed by other students and staff members. They will be revised as indicated by changes in CDC and New Jersey State guidelines.

When you read this document, you will note that the Seminary has made an intentional decision to begin the fall semester with guidelines that are stricter than the general New Jersey State guidelines. This has been done for two reasons. First, New Jersey State guidelines for institutions of higher education are more strict than general state guidelines due to the close proximity of living and learning in higher education. Second, we will be bringing students and families here from all over the country in August. Many will be coming from places where numbers of coronavirus cases are rising. We will have students and families who will need to self-quarantine for two weeks upon arrival. We will need to monitor the health and wellness of our community very closely, especially for the first few weeks of the semester. The semester will start very slowly and carefully. We hope to open more if the way is clear. Yet we will be guided by local conditions and the spread of the virus, not an arbitrary timeline. Though we pray the virus will diminish, at this time we do not know what we will encounter this fall season. We will find our way together as statistics and information are made available.

Another reason that we are being very careful with our living together this fall is that there are many in our Seminary community who are high risk when it comes to the coronavirus. We have students, employees, and loved ones who have compromised immune systems, have been through cancer treatment, and those who have older family members. Our daily practice of keeping physically distant, wearing a mask, washing our hands, staying home when ill, and other habits outlined here will keep others well.

**In this season, these are our daily liturgical practices of loving our neighbors.**

Finally, we would like to recognize that living together in this season of COVID-19 is complex and challenging. We all have experienced fatigue, frustration, and worry. We invite everyone to approach this season with an extra measure of kindness, patience, and grace. Thank you for joining with us as we seek to be faithful members of the community of Christ.

*The Health and Wellness Team*

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**2.**  
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PART 2

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## **GUIDELINES & RESPONSIBILITIES**

# Preventing

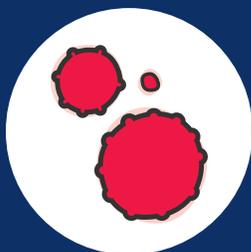
There is a tremendous amount of prevention that can be done to keep our community healthy this fall season. We realize that many of us have a good understanding of these practices. We offer them here as a review and so we have an agreed upon understanding of our life together.

## Before the Fall semester

In August, all students and employees will be required to complete a number of tasks that are designed to inform you of our health and wellness guidelines which have been established for our life together this fall. We will send you email notifications when it is time to complete these required tasks which will include:

- Review of health guidelines for Fall 2020, which is this document
- Completion of a confidential COVID-19 Intake Form
- Sign and return a Community Contract for Students
- Completion of required health training modules

## Four key steps of prevention



### Look for symptoms

Each morning, we ask that you monitor your health and stay home if symptomatic.



### Use a face covering

Please have a face covering with you at all times when outside of your residence.



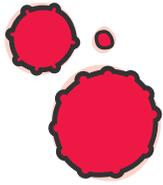
### Keep a distance

Stay at least 6 feet (approximately two arm lengths) from non-family members.



### Eliminate the virus

Regularly wash your hands, especially before and after touching common surfaces.



## *Look for symptoms*

Each morning, we ask that you monitor your own health. Please stay at home if you have any of these symptoms that may be associated with COVID-19. Please seek medical advice as needed. Updated information regarding symptoms may be found at [the CDC website](#):

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Loss of taste or smell
- Gastrointestinal distress



## *Use a face covering*

It has been determined that face coverings help diminish the spread of the coronavirus. They will be required for those on our campus over two years of age unless there is a diagnosed medical condition, which can be reported on the COVID-19 Intake Form. Please have a face covering with you at all times when outside of your residence.

- Community members are expected to provide their own face coverings. We encourage washable cloth masks to reduce the amount of disposable waste.
- Seminary employees will determine with their supervisor when specialty face coverings are necessary. These will be provided.
- Face coverings are to be worn when passing through all common and shared spaces even if you are the only person in the space. This includes passing through indoor and outdoor common spaces such as the mail-room, hallways, and breezeways.
- Face coverings are to be worn during classes or precepts held outdoors.
- Face coverings may be removed if a person is working alone in a private space such as an office.
- Face coverings may be removed outdoors when connecting with others if 6 feet or more of physical distancing is maintained.
- Wearing a face covering is recommended when walking or exercising outside. It may be removed if you are alone or able to keep 6 feet or more of physical distancing from others. Please have a face covering with you at all times.

### Putting on a face covering

- Wash hands or use sanitizer prior to handling a face covering.
- Face coverings are to fit well over the nose, under the chin, and rest against the side of the face.
- Straps should tie behind the head or loop behind the ears.
- Face coverings should be snug but not constricting.
- It is best not to touch the face covering until removal.

### Taking off a face covering

- Do not touch eyes or mouth when removing a face covering.
- Place face coverings in separate bag or laundry basket. Placing a used face covering on any surface will contaminate the surface. Please be very mindful of where you put down a face covering that has been used.
- Wash your hands immediately after removing your face covering.

### Taking care of a face covering

- Reusable face coverings should be washed every day.
- Disposable face coverings should not be used for more than one day.

## **6'** *Keep your distance*

Physical distancing is required for all in the community except for immediate family members

- 1. Stay at least 6 feet (approximately two arm lengths) from others at all times.**
- 2. Please do not gather in groups of more than 10 people.** Even if New Jersey State guidelines permit larger gatherings, we will determine when larger gatherings are safe for our community. We need to start slowly this fall due to the fact that we will be welcoming students and families from all over the country.
- 3. When possible, please gather outside.** Inside gatherings create a much higher risk for transmission of the coronavirus.

*Student lounges and gyms will remain closed for the beginning of the academic year. They will be opened when it is determined they are safe.*

## Safely building community



### Outside visitors

We ask that you do not bring outside visitors into the Seminary community during the fall semester. This will help us manage the health and wellness of our community, especially if contact tracing needs to be done.

We understand that members of the Seminary community may have an ongoing relationship with a significant other who is a not member of the Seminary community. Significant others are welcome to a student's residence with the understanding they will abide by these health and wellness guidelines.

### Outdoor gatherings

Please do not convene any outdoor gatherings of more than 10 people for the first few weeks of the semester. After all new and returning students transition to the community and are well, we hope to be able to increase the numbers of those who will be able to gather together outdoors.

### Travel

As per the CDC guidelines, we strongly request that you do not travel during the fall semester until Thanksgiving break except for essential needs such as school, employment, obtaining groceries, and attending medical appointments.

If you need to travel to a state that has been determined to be [high risk by the State of New Jersey](#), please complete the [travel notification form](#) that can be found on the website.

If you travel to a state that has been determined to be high risk by the State of New Jersey, you will be required to self-quarantine for two weeks upon return.



### Members of our community

We understand that members of the community will want to welcome other community members into their homes. Please maintain the guidelines for physical distancing and wearing face coverings when hosting someone in your home.

Please note most Seminary apartments can safely accommodate three guests. If there is a larger family unit, fewer guests can be safely accommodated. A balcony at CRW or Witherspoon could accommodate one guest and one resident.

Even if larger outdoor gatherings are permitted, we ask that there be no parties this fall semester. It has been determined that it is difficult to maintain social distancing at parties. This will also help us be mindful of noise for our neighbors with early work schedules and our neighbors who have young children.



## *Eliminate the virus*

### Hand washing

It has been determined that hand washing is also effective in stemming the spread of the coronavirus.

- Please wash your hands often with soap and water for at least 20 seconds, especially after being in a public place, blowing your nose, coughing, or sneezing.
- Please wash your hands throughout the day, especially before and after touching common surfaces.
- If soap and water are not available, please use a hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth.

### Cleaning and disinfecting

- Community members are responsible for cleaning our own personal items and workspaces including phones and computers.
- Please clean or disinfect any items before and after sharing with someone else.
- It is best not to readily share items that cannot easily be cleaned or disinfected, such as papers or books.
- Seminary cleaning services will regularly clean and disinfect common spaces throughout the day.
- Hand sanitizing stations and disinfecting wipes will be available in certain common spaces, and instructions will be posted regarding their use.



### Don't forget

If you're a student at Princeton Seminary, you will be asked to complete a few items in addition to reviewing this document.

- Completion of a confidential COVID-19 Intake Form
- Sign and return a Community Contract for Students
- Completion of required health training modules

# Responding

As noted, so much of our health and wellness for the fall semester can be managed by preventative measures. However, we want to provide guidance on how to respond to symptoms of COVID-19, possible exposure to COVID-19, or a positive test result. If a person gets a test for COVID-19 and the results are positive, the results are sent to the local Board of Health for follow up by a contact tracer. Through an interview, the contract tracer will determine which of the person's contacts may be at risk. The contract tracer will reach out to the persons who are identified as at-risk contacts. Due to confidentiality, the contract tracer will not give the name of the person who has tested positive.

**If you have symptoms, have been exposed, or have been tested for COVID-19, you are required to fill out the [confidential Health Notification Form](#) on the website. This is so that we may monitor the health of our community and offer support to you. We need you to please communicate with the Health and Wellness Team.**

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## Protocols for responding

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### **If you have symptoms or possible exposure**

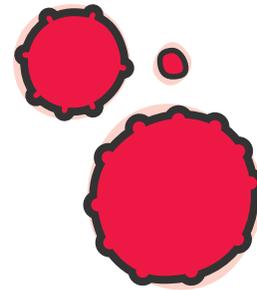
1. Please stay at home. If you are on campus, please return to your residence.
2. If you are sharing an apartment, please isolate from your roommate.
3. Please consult with your medical doctor on how to respond to symptoms.
4. Complete the confidential Health Notification Form online.
5. The Health and Wellness Team will be in conversation with you regarding notification of faculty or supervisors, and anything else you might need.

### **If you test positive for COVID-19**

1. If you receive notification of positive test results, you will also receive instructions regarding your care from your medical provider.
2. Please be certain to complete the [confidential Health Notification Form](#).
3. Positive tests results will be reported to the local Board of Health by testing sites. They will be in touch with you regarding contact tracing. The Health and Wellness team will also be in touch regarding contract tracing in our community.
4. The Health and Wellness Team can also arrange for additional support that is needed.
5. The Health and Wellness Team will need to communicate with the community if there are individuals who have tested positive for COVID-19. However, everything will be done to assure your privacy and confidentiality. Names will not be shared with the community.

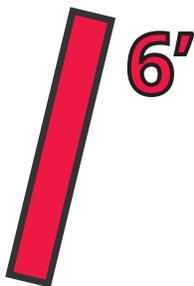
### Living in quarantine following a diagnosis of COVID-19

1. If you are instructed to isolate or quarantine following a diagnosis of COVID-19, **this means that you are not to leave your residence for any reason except for medical care.** This also means that you should not have anyone from the community in your residence.
2. The Health and Wellness Team will be in touch to determine what type of support you may need.
3. We do not provide health services on campus. You should get medical guidance from a physician.
4. If you are in a shared living situation, you may have the option of moving to a quarantine apartment. This will be discussed with you by the Health and Wellness Team.
5. If you feel well enough, you may continue on-line classes and work.



### Living in quarantine following potential exposure to COVID-19 or coming from high-risk states

If you are instructed to quarantine as a precautionary measure, for example if you have been exposed to COVID-19 or have returned from a state that is on the New Jersey State list, you may only leave your residence for medical care or to get groceries and medication while wearing a face covering, maintaining physical distancing, and practicing rigorous hand washing.



### If you are diagnosed or exposed

1. If you are diagnosed with COVID-19, thorough contact tracing is needed by both the local Board of Health and the Seminary Health and Wellness Team. You will be asked to share names of those with whom you have had contact over a specified period of time. Contact tracers will be in touch with those individuals.
2. Contact tracers will be in touch with you if you have been possibly exposed to COVID-19. They will determine exposure and assess symptoms. They may refer you to isolate or quarantine. They may also refer you to be tested.
3. Contact tracers will work to maintain privacy and confidentiality.



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**PART 3**

**WELLNESS RESOURCES**

### Living safely with a pre-existing health condition

- If you, a student, or family member has a health condition that puts them at increased risk, we invite you to note this on your COVID-19 Intake Form. This will enable us to confidentially support you while you are in our community.
- If an employee has a health condition that puts them at increased risk, you are encouraged to notify your supervisor or the director of human resources.

### Mental health and spiritual wellness

We are equally concerned about our community's mental and spiritual health as we enter into this fall semester. This is a difficult season. Physical distancing can contribute to isolation and loneliness, especially for those in our community who are single. Stress can also increase for couples and families while taking online classes, doing work, and caring for children at home. Please let someone know if you are struggling in any way. There are many resources available to you. You are not alone.

Employees have a number of resources that have been made available through the Office of Human Resources.

Resources for students include:

- Office of Student Counseling for counseling and spiritual direction
- Chapel Office for confidential pastoral care, prayer, and spiritual support
- Anam Cara matches between new and returning students
- Student Deacons in residential spaces
- Student Government and Student Groups
- Quaranteam or Care Groups
- Daily Chapel Services at 11:30 am are available to all in the community. Worship services will begin online and move to in-person when the way is clear.

### Wellness guide for roommates

We are very grateful that we were able to place all of our students in apartments this year, which will enable us to practice better health and wellness protocols. We are grateful to students who have agreed to share apartments.

We will be sending roommates a separate communication on how to share living space safely in a season of COVID-19.

### Testing for COVID-19

We are still in the process of gathering information, monitoring developments, and determining the best health practices for our community. The Seminary may introduce regular non-touch temperature screenings and testing for COVID-19 as part of our prevention plan.

### Quaranteams/Care Groups

Small care groups for students will be created for the fall 2020 semester. These groups will provide a primary vehicle for navigating health and wellness guidelines, an outlet to welcome new students into the community, and a network to ensure that every student receives regular care and no student falls through the cracks.



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PART 4

**CAMPUS LIFE**

### Playgrounds at CRW and Roberts/Tennent

- For any child using the playground, parental presence and supervision on the playground is required to help keep health and wellness protocols.
- Please use hand sanitizer prior to and after equipment use.
- Please maintain a distance of at least 6 feet between each child or family unit.
- CDC recommends cloth face coverings in public settings when around other people who do not live in your household, especially when physical distancing is difficult to maintain. Masks for adults and children above 2 years of age are required when others are on the playground.
- Thank you for being mindful if other children are waiting to play.
- The playground is for Seminary families only. We are sorry we cannot welcome outside visitors at this time.
- Please do not come to the playground if you or your child are not feeling well or if you have been exposed to someone who possibly has COVID-19.
- **Playgrounds will be closed each day for cleaning between 8:30 – 9:00 am and 1:00-1:30 pm.**

### Transportation

- If you are sharing a vehicle with someone outside of your immediate family, we recommend only two individuals in the vehicle. Please wear face coverings. It is best for the passenger to sit in the back seat for physical distancing.
- The Seminary will determine the safe number of passengers for distancing on vehicles and buses. Face coverings will be required. Additional information will be forthcoming regarding transportation.

### Elevators

- Please use stairs whenever possible.
- If possible, do not touch elevator buttons with hands or fingers. It may be helpful to use a tissue or other disposable item.
- Please take note of numbers allowed in a specific elevator to maintain physical distancing.
- Wash your hands after use of an elevator.

### Common spaces

- Certain smaller common spaces, such as the lounges at CRW, gyms, and computer labs, will remain closed until further notice. Laundry rooms and the CRW print lab will be open. Please follow posted protocols.
- Face coverings and physical distancing are required for all common spaces.

### Common restrooms

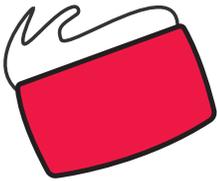
- Use of common restrooms will be determined by size to ensure 6 feet of distance can be maintained between individuals.
- Handwashing will reduce the potential for any transmission.

### Office environments

- In all offices, physical distancing of 6 feet or more is required.
- Face coverings are to be worn at all times unless you are alone in your office or office suite.
- Face coverings are required for all common spaces in offices.
- Please follow all directional signs for traffic flow in offices and buildings.
- Only one person at a time in a reception area please.
- If students need to meet with an office on campus, please email the office in advance to make an appointment.

### Meetings for Seminary staff and administration

As the semester begins, we encourage meetings of 10 or fewer people only, preferably in an outside space.



- Indoor gatherings should be the rare exception. If an indoor meeting of 10 or fewer is needed, please contact the [Office of Conferences, Events, and Auxiliary Services](#) so that space may be reserved and set up according to physical distancing guidelines for the space. It will also need to be cleaned following the meeting before the space may be used again.
- If a meeting is to take place indoors, proper physical distancing must be maintained and face coverings worn.

## Navigating this Fall Season

We hope that these health and wellness guidelines will enable us all to navigate the complex and changing semester that is before us. We hope these agreed upon guidelines will help us all to feel safe and to stay well. However, if you encounter a situation that raises any concern for your health and wellness or the health and wellness of others, we ask that you please consider the following:

- Please approach situations with kindness and grace. These are such tough times.
- If you have a concern, please address the person/s directly if you feel safe doing so. As you know, it is suggested that we approach a conversation speaking out of the “I.” For example, “I would feel more comfortable if you would please put on your mask. Thank you.”
- For students, if you do not feel comfortable approaching a person/s directly for any reason, we invite students to reach out for a conversation with your Deacon or someone in the Student Life Department or Chapel Office.

- For employees, if you do not feel comfortable approaching a person/s, please reach out to your supervisor or to the Office of Human Resources.
- Please do not call campus Security for concerns about our health guidelines. Calls to Security should be for emergencies, public safety issues, or access (e.g. you are locked out of your apartment.)
- Please do not use social media as a platform to express concerns about compliance with health and wellness guidelines. We do not want members of our community to possibly feel shamed by public comments. We hope to develop healthy, helpful patterns of communication as noted above.



## Consequences

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We expect that our community will abide by the living together guidelines that have been outlined in this document. They have been created so we have shared understanding and agreement regarding the fall semester.

**These guidelines have been created so that we may love, respect, and care for one another while keeping safe and well.**

Please know there will be consequences for disregard of these guidelines that could put many at risk. If there is serious or regular disregard, students will be referred to the Dean of Student Life and employees will be referred to the Director of Human Resources. Serious or regular disregard may result in students being asked to relocate from their seminary residence or employees being placed on leave.

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**PART 5**

**APPENDIX**

## Health and Wellness Team

For any questions about the health and wellness guidelines, health concerns, or pastoral support, contact the Health and Wellness Team.

### Health and Wellness Team Coordinators

Rev. Janice Ammon  
*Minister of the Chapel*

Rev. Dr. Anne Stewart  
*Vice President for External Relations*

[health@ptsem.edu](mailto:health@ptsem.edu)

## Other key contacts

For questions or concerns about living in community together, students should contact:

### Office of Student Life

Dean John White  
*Dean of Student Life*

[deanofstudentlife@ptsem.edu](mailto:deanofstudentlife@ptsem.edu)

For questions about workplace guidelines, employees should contact their supervisor or the Office of Human Resources:

### Office of Human Resources

Mr. Charles Carrier  
*Director of Human Resources*

[hr.office@ptsem.edu](mailto:hr.office@ptsem.edu)

For counseling, spiritual direction, and mental health support, contact the Office of Student Counseling:

### Office of Student Counseling

Rev. Wanda Sevey  
*Director of Student Counseling*

[counseling@ptsem.edu](mailto:counseling@ptsem.edu)

For confidential pastoral care, support, and prayer please contact the Chapel Office:

### Chapel Office

Rev. Jan Ammon  
*Minister of the Chapel*

[chapel.office@ptsem.edu](mailto:chapel.office@ptsem.edu)

## Important forms

[!\[\]\(be0aa3dee883f3733e80bd07e8eabb3c\_img.jpg\) Confidential COVID-19 notification form](#)

[!\[\]\(26134894aeb365fd84074180be413f96\_img.jpg\) Travel notification form](#)