

June 30, 2020

Updates from Viterbo University

President Glenna Temple



1. Campus Projects Underway:

- Prayer Garden
- Centralized student success offices
- Campus ministry moves to the “yellow house” next to the chapel
- Updates to Murphy Center (new windows, renovated bathrooms)
- New strength and conditioning room in the Varsity Athletic Center

2. Diversity Working Group (25 employees / action items being developed)

- Megan Pierce (new Director of Intercultural / International Student Success) has led discussions for students; reach out with questions. Megan can be reached at mkpierce@viterbo.edu or 608-796-3398

3. Restructure with Student Success model; bringing student affairs and academic affairs together to better understand student success

- Rick Trietley, Interim Provost
- Sara Cook, Interim Associate Provost
- Kirsten Gabriel, Assistant Vice President for Student Affairs

4. Current Status of Re-Opening

- Approximately 120 employees have returned to working on campus following required training. Masks and physical distancing are required.
- Summer graduate courses will be hybrid in the second half of the semester with some level of face-to-face meetings.
- Library is re-opening for current students and employees.
- Tours are occurring for prospective students.
- Currently there is a small number of students living on campus.
- Plans are in place for the Mathy Center to re-open in August.

5. COVID-19 Status in La Crosse as of June 30, 2020

- 440 confirmed cases (206 recovered)
- 2 currently hospitalized
- 0 deaths
- Significant increase in the last two weeks, particularly among 20-29 year old adults.

6. Re-opening Plan—Know That Details Will Change

- Stay up-to-date at viterbo.edu/moving-forward-viterbo.
- As always, reach out for a discussion with any office.
 - * Viterbo Cares—**608-796-3211**
 - * Email—viterbocares@viterbo.edu

7. Planning Our Re-opening

- COVID Response Team has led the efforts in planning
- Established 10 working groups with expertise in the area
- Feedback provided on drafts from the Dean/Cabinet, faculty advisory group, students, and President's Advisory Council
- We are currently on our fourth draft which will continually change as we learn more.
 - * Updated information will appear on our webpage viterbo.edu/moving-forward-viterbo.
- Guidance from many sources used in the development of the plan (local, federal, higher education, etc., including:
 - * ACHA—American College Health Association
 - * CDC—Centers for Disease Control and Prevention
 - * Guidelines from different states
 - * Wisconsin, La Crosse County, and Gundersen Health Center reopening guidelines
 - * Other higher education institutions, including WTC and UWL

8. Key Items

- We want students and families to be informed about what will be required when they come back to campus.
 - * Student behavior (physical distancing, masks, smart choices, staying home when sick) will be essential.
 - * Daily health monitoring will be essential.
 - * Informed choices about being involved in activities that are higher risk.
- We will not be able to eliminate all of the risk.
 - * Students/families will need to discuss and evaluate based on their own personal situation.
 - * Encourage students to stay on campus over Labor Day and fall break.
 - * Waivers/required training will be necessary.
 - * Call and discuss options if returning to campus is not right for you.
- We will need everyone to understand changes will likely happen as we know more about COVID-19 and the level of outbreak in our area.
- We strongly encourage students to bring their own laptop/computer to campus in case of a quarantine.

9. Major Recommendations

- Behavior expectations for employees and students:
 - * Masks required in all buildings—except in individual offices and dorm rooms/apartments — and outdoors when physical distancing cannot be achieved
 - * Physical distancing enforced
 - * Frequent handwashing
 - * Daily health monitoring required for everyone in the campus community
- Waivers and education for students on risks of COVID-19 on campus
 - * Education required of all employees and students; more detailed education for specific groups (fine arts, athletics, nursing, etc.)
 - * Waivers for specific experiences (nursing clinicals, choirs, athletics, etc.)
 - * COVID-19 testing and health monitoring required for residence life students, athletes, and students in particular programs
 - ⇒ Mayo Clinic in La Crosse will work with us to develop our testing plan and provide consultation.

- No group activities above 250 allowed. Indoor group activities above 50 are discouraged, require Vice President approval, and physical distancing requirements must be met. Outdoor group activities must allow for physical distancing.
- Physical distancing for class experiences implemented
 - * Additional hybrid and blended courses will be offered.
 - * Face-to-face courses are offered in rooms that allow 6 feet of distance between students and instructor.
 - * Most classes will be under 30; a few under 50 where physical distancing is possible. No classes over 50 will be offered.
- The number of full-semester online, asynchronous, courses will be expanded for traditional undergraduates.
 - * Priority on courses with multiple sections
 - * Option for students who do not wish to return or start face-to-face in the fall
- Academic experiences where physical distancing is not possible, additional health screening will be required (temperature, health screens, possible COVID-19 testing).
 - * No performances will be offered with an audience above 50.
 - * Music and theatre performances will be modified significantly.
 - ⇒ Details still being determined for this higher risk area.
 - * No international study abroad in fall semester (through January 2021); spring semester study abroad will be re-evaluated on November 1.
- Residence halls
 - * Students who desire a single residence hall room will be able to apply. Priority will be given based on health needs, and not guaranteed for all students.
 - * A priority will be placed on reducing the density of the freshman residence halls with shared bathrooms.
 - ⇒ Lounges converted to singles, additional renovations and possible off-site rentals
 - ⇒ Support local students living at home (freshman/sophomore residence requirement removed)
 - * Quarantine rooms and protocols established
 - * Apartments and dorm rooms will be treated as “family units” with behavior expectations
 - * Enforcement of new policies—no guests, changes to common spaces for safety
 - * Promote physical distancing
 - * Students will be required to bring a personal thermometer for daily health monitoring, masks, and hand sanitizer to campus
- Dining services will be modified to allow physical distancing including:
 - * Enhanced take-out options
 - * Extended hours to reduce density at any time
 - * Limited catering outside of dining operations
 - * Extra safety precautions and training (disposable items, shields, etc.)
 - * Limited capacity in the dining hall to allow physical distancing
- Increased sanitation and safety efforts
 - * Sanitation materials provided in all classrooms and meeting rooms with community expectations for use when entering a room
 - * Staff will be added to clean common areas more regularly
 - * Hand sanitizer stations increased on campus
 - * Signs added across campus to raise awareness of physical distancing needs
- Enhanced health services
 - * Mayo Clinic will partner with us for testing and consultation on our plan
 - * Additional nursing hours added, and hire some of our nursing students to help in health awareness measures and behavioral expectations for their peers
 - * Nursing clinical students may assist on campus for health screening and health education

- Employee safety precautions
 - * Plexiglass dividers and/or shields, and PPE will be provided as needed
 - * Employees should not meet with students in their offices where 6 feet of physical distancing is not possible. Conference rooms and small classrooms will be available for meetings, when necessary

10. Co-curricular Changes

- No study abroad in the fall; re-evaluate spring in October
- Domestic travel limited to athletics or essential academic experiences; approved safety plans required
- Community-based activities mainly limited to academic requirements
- Internships limited and prioritization to graduating seniors where safety plans are appropriate
- Reduced NAIA athletics schedule; reduced rosters traveling for safety
- Limited productions in the performing arts

11. Clinicals, Student Teaching, Practicum Experiences, etc.

- Several partners have indicated they are planning to accept students with restrictions.
- Several partners have not articulated their plans.
- Aware the circumstances may change in the next two months, and we will need to adapt.
- We will stay in communication as we learn more.

12. Academic Calendar

- Start on Viterbo University's scheduled date (August 31) and finish as planned on December 18.
- Graduation is tentatively scheduled for the La Crosse Center (for physical distancing). We will need to determine if this is possible.
- Classes will run their full duration as represented on the schedule regardless of delivery method (face-to-face, blended, online).
- We will continuously monitor the health and safety of our community throughout the semester and realize we may need to increase flexibility in our delivery at any point.
- If a pivot is required, critical face-to-face experiences that are difficult to replicate online will be the priority to remain on campus with other courses moving more online.
- If some activities and instruction need to pivot to online after Thanksgiving, to the best of our ability that decision will be made and communicated by November 1.
- Some critical face-to-face experiences may be earlier in the semester and provide alternative activities after Thanksgiving. This should clearly be articulated in the syllabus at the start of the semester.
- Faculty will be allowed to choose to have finals online, as appropriate for each course (know that some will continue to be face-to-face). All will use their scheduled time block—whether online or face-to-face.

13. Academic Impacts

- Course schedules for faculty and students will change
 - * 2/3 of currently scheduled courses cannot be offered in their assigned room at their current capacity
 - * Student will be contacted if schedule changes
- Courses will be designed so faculty can pivot if required and students who need to quarantine can remain in the course
- Attendance policy changes will be required to allow students to stay home when sick
- Some academic experiences will not be possible due to physical distancing requirements

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 - * *Informed choices about being involved in activities that are higher risk*
- **We will not be able to eliminate all of the risk.**
 - * *Students/families will need to discuss and evaluate based on their own personal situation*
 - * *Encourage students to stay on campus over Labor Day and fall break*
 - * *Waivers/required training*
 - * *Call and discuss options if returning to campus is not right for you*
- **We will need everyone to understand changes will likely happen as we understand more about COVID-19 and the level of outbreak in our local area.**

15. Questions

- **How will testing kits be used?**
 - * Testing will be in partnership with Mayo Clinic. Testing is changing constantly, so we will follow their lead.
- **How do we envision move-in to look?**
 - * There will be an extended move-in period to limit traffic density. In the next couple of weeks students will get an email to sign up to move-in early or to drop off belongings. We will not be having students help with move-in like we have in years past. Students should bring three people or less to help them move their items into their living space.
- **Will Mass be happening on campus?**
 - * We have started mass again on campus as of last weekend with consideration for mask wearing, distancing and other safety measures.
- **If there are students who wish to attend classes at home (using Zoom), are there any changes? Will the teacher use Zoom and interact with students in the classroom at the same time.**
 - * We are not planning to have synchronous Zoom and class time. We are leaning more toward students having online sections instead of the hybrid model.
- **Will this change the graduation date for students?**
 - * Our goal is to not have this affect graduation dates. This cannot be guaranteed for students in certain majors who chose to stay home as not all courses will be offered online.
- **How will you ensure safety in community restrooms?**
 - * Only in the freshmen halls do we have community restrooms. We are working with our physical plant staff to shut off every other sink to ensure physical distancing. There will be increased cleaning of shower stalls, toilets and sinks. We are looking into eliminating contact issues on doors, door handles, etc. We will be increasing cleaning. We are also working to get the number of students in the freshmen halls down.

- **Is it possible to make the determination of not coming back after Thanksgiving due to increased cases be made prior to November 1st?**
 - * Our intent at this moment is to stay on campus the entire semester. We understand the earlier we can notify parents, the better. As soon as we can make a plan, we will let students and families know.

- **How does one get tested for COVID-19?**
 - * In La Crosse at the moment testing is by use of a nasal swab. However, Mayo Clinic has informed us they are thinking they will be going more for antigen testing, which comes from blood. We can update you as we know more. As a reminder, please make sure you know which clinic in the area your insurance will cover.

- **Are the tests administered to students billed to insurance carriers or at a specific cost/fee?**
 - * This is one of the things we are still working out. For the more frequent testing, Viterbo may have to cover some of the cost. We don't expect the cost for tests in the high risk areas to always be covered by insurance. We will update more on this as information becomes available.

- **As a student living in an apartment on-campus with a full kitchen this upcoming semester, is it possible to forgo the meal plan?**
 - * Students who live in apartments will still be required to have a meal plan. Those who are juniors and seniors can opt for the Block 160 plan which is our lowest level meal plan. Sophomores can choose the 15 meal per week plan or all access plan.

- **Will there be changes to the food that is available? What might the take-out options look like? What is the overview of food services at this moment?**
 - * We will be reducing the density in the dining hall using the limit of 25% capacity, or 50 individuals in the dining hall at one time. We will also offer lunch meals in another location; we are still working on this location. We are adding a robust meals-to-go plan. Currently students can get meals at the POD. Students can also get meals to go in the dining hall itself. We will expand the hours that the dining hall will serve. With cooperation from students we will be able to meet everyone's needs and still offer nutritious and delicious meals.

- **Will students be able to take all of their courses online?**
 - * We will offer robust selection of online courses. We want to provide options for doing this, but we will not be able to provide all courses online. Students should have a conversation with their advisor as this will be program specific and also depend on the year you are in.

- **If students move their items in early, when will students be able to start living in their room?**
 - * As many people as possible that can do this, please do to avoid heavy traffic on campus. Students will be welcome to come back on the 29th or the 30th for upper class students.

- **If a student has to self-isolate, how will they keep up?**
 - Faculty are working to design courses that have enough information on the Moodle site to keep up with course content. Supplemental material will be provided online. This is why we encourage students to have their own computer or laptop on campus.

- **Will individual departments (Musical Theatre specially) be offering an informational Zoom meeting with Q & A?**
 - * We are still working out some of the details around singing and some other areas. Discipline-specific Zoom meetings will be organized and scheduled. If interested, contact [Matt Campbell](#) directly. There are currently studies in progress on distancing when singing, etc. Theatre and Music Theatre departments are working on something but are waiting for a few details to come through before announcing. We will be holding face-to-face classes in these department, but they will be different.

- **What will happen if an entire floor has to self-isolate?**
 - * It's really going to depend on the activity if someone tests positive. We would be working with the County and the nurse to do contact tracing. We are hoping the behaviors with masks and distancing will keep people safe. We would consult with Mayo as well. We will follow directives from the La Crosse County Health Department. We will be meeting with the County, WTC and UWL starting next week as we go forth to develop plans specific to higher education.

- **Will there be an additional cost for a single room given the circumstances?**
 - * If a student presents with a medical rationale for needing a single, then there is no additional cost for that room. There will be some additional cost if a student requests a single for a non-medical reason. Please reach out to [Residence Life](#) with any questions.

- **In having internships for seniors only, will the hours be limited depending on each individual plan? Or is that yet to be determined?**
 - * The key will be if the sites that interns are going to can provide a safe experience. Some companies have worked well with us in the past for virtual internships. Each individual internship place will have the hours determined, and we may need to make adjustments to meet credit requirements. Speak with [Alyssa Gostonczik](#), Internship Coordinator, if you have questions.

- **Will course materials and books be changed depending on the class? Such as if the class is hybrid, in-class, or online. And how soon will we be notified of this?**
 - * Faculty are preparing to be offering their courses so they can be as flexible as possible (online and face-to-face). They are incorporating open educational resources, eliminating texts wherever possible. Any textbook changes are going to the bookstore; most of them should already be there. There should be very few resource requirement changes going into this fall.
 - * Please note that some nursing clinical sites are requiring additional items such, as goggles, so there might be a limited number of items that need to be purchased depending on the program.

- **How will students be notified if their course schedules change?**
 - * In the next couple of weeks we will be solidifying any schedule changes. Right now we anticipate very few students will have their class times change. Right now, perhaps, a MWF class will have the Wednesday class online. If you are looking for more online courses, they will be listed online in the next few weeks.

- **Will students have COVID testing everyday? When do we get testing?**
 - * The way we are looking at doing testing today could change before August. Our intent at this point is when resident student come onto campus, we will do baseline testing at that point. We will do testing if we are worried about an outbreak. We may consider random sampling over time. We are not suggesting testing every day or every week for every student. It would certainly be for those higher density experiences, and some sort of ongoing protocol for testing to determine if an outbreak is occurring or to get a sense of the baseline prevalence on campus.

- **What is the protocol if a student tests positive?**
 - * The first step would be to make sure the student is stable and gets the medical advice they need. We would then notify the County and our Director of Health Services to do contact tracing. The next step would be to follow a communication protocol for those impacted. The quarantine rooms and food deliveries will be part of assisting an ill student. We will have staff and our nurse checking in on a daily basis with those that are in quarantine. We will support them in any way that we can.

- **What do we envision if a student is too ill to keep up?**
 - * Our faculty is dedicated to the success of each and every student. Our advisors and faculty would work with the students to help them get through. We have “Incomplete” options so students could continue to work on a course in the next semester. There are some rules around this.

- **Because of these new guidelines, how are the choirs expected to proceed during school, especially during concerts?**
 - * We will not have large concerts or performances with audiences. We do hope to provide some of that via taping or streaming. We continue to work on this plan. We want people to still be able to participate in the event without having to be live in the audience. Some of this will depend on copyright restrictions when we talk about music vs. theatre. Concerts and performances will look different. There will be more details to come as we know how far apart students need to be in order to perform (research is ongoing) and what venues can accommodate that.

- **Is all of this predicated on the numbers going down by the beginning of class? I'm guessing that if not, there will be an update of the changes?**
 - * This is predicated on the numbers not going up tremendously. If the numbers stay the way they are, this is how we anticipate things to be. Our COVID Response Team and its smaller sub-groups are continuing to meet at least two to three times each week to refine plans. We are tracking all of the information and following trends locally and nationally, as well as guidance from various organizations that we look at. We are focused on this. We must remain flexible and adjust as circumstances change. We do not anticipate a large change in these plans unless there is a tremendous spike in numbers locally.

- **How early will Freshman be able to move in?**
 - * There will be more information about orientation coming soon.

- **Will classes be all online?**
 - * The vast majority of our courses will be more than 50% face-to-face. Students can expect that many of their classes will split their face-to-face time in half because we want to keep the density of our classes low. Everybody should be anticipating that you'll be in class still five days a week, learning from faculty, staying in contact with classmates. Faculty are ready for many online activities for students who may be sick and cannot attend class. Science labs are set up with Plexiglass dividers with seats that are fixed. Faculty have already prepared blended lessons, but almost all of our labs physically distance and will run close to normal or normally.

- **Can you speak a little bit as to how you are addressing issues of race and racism on campus as well?**
 - * We recognize that Viterbo students are social justice oriented and care about the common good as do we all at Viterbo. When awareness was escalated this summer, we expanded our ongoing diversity, civility and inclusivity activities to take a look and see what more we can do in this community to be anti-racist so we have a working group that is half faculty/half non-faculty working hard this summer to identify speakers, training and other opportunities to learn and amplify the voices of people of color throughout the summer and into the fall and through the year.
 - * Viterbo is working hard in this area and we are planning lots of conversations to happen in the fall. We are hosting training for resident assistants to make sure they are aware of micro-aggressions and their bias and have some identity reflection of their own identities and personal experiences to make sure our residence halls are inclusive. We have a new department, International and Intercultural Student Success, which is the first time that this resource exists. We will have open sessions for students to share concerns and experiences in a safe environment in the fall. We will encourage students to utilize Viterbo Speaks Up if they experience any bi-ased behavior at any time at Viterbo.
 - * We are taking this very seriously with a lot of plans underway. There will be much more information in the near future. If you have any questions, please reach out to [Megan Pierce](#), Director, International and Intercultural Student Success.

- **Can students move in early or just move their stuff in early? When will student athletes move in?**
 - * We will have two distinct processes. We will have an Early Move-In option where you will bring your things and stay on campus, probably up to four or five days ahead of time. This could apply to students moving in from long distances away. This will be available for anyone (freshmen through senior).
 - * Another option will be our Advance Belonging Drop-Off option. This would be more for our students who live within driving distance of Viterbo. The student will come to check-in, get their key and ID (if they need a new one), put all of their things in their room, and then they would leave. These students would be good to go until they come back the weekend before classes (August 29 or 30).
 - * For anybody else not able to take advantage of the two above options, we have Traditional Move-In on August 27. Depending on how many students need to use the Traditional Move-In option, we may end up scheduling times for people to reduce density in the residence halls. It is our hope that enough students will be able to move their belongings in early that we will have very few students needing to move in on August 27.
 - * If you can move your things in early, we encourage students to do this. They can get their room set up and ready. Information on these move-in options will be coming to Viterbo student emails within the next couple of weeks.
 - * We will work with students on move-in dates for themselves or their things. Please communicate with us so we know how we can help you. Email [Residence Life](#) with any questions.

- **How does a student with special needs reach out to apply for a single room?**
 - * In the online form that was sent Monday to student emails, please indicate if you have a preference for a single room. There is also space to ask any questions there as well.
 - * We encourage students to give us a call to talk about what circumstances they may be facing. We recognize every student is in a different set of circumstances and have different factors that are at play. We are happy to talk that through and work it out with students. Please call 608-796-3844 or email [Residence Life](#).

- **How will student athletes be notified regarding move-in?**
 - * The NAIA has made the decision to defer the first intercollegiate athletic practice until August 15. Therefore, August 8 will be the first allowable move-in date for fall team members. Please note, however, that different teams may have different move-in dates. Some coaches have decided to have their team members move in later.
 - * Communication will come from the coach for each specific team to the student athlete.
 - * For any questions, please contact [Lynn Tully](#), Administrative Assistant for Athletics, at 608-796-3811.

- **If a student tests positive and you do contact tracing, how are you defining close contacts? Where will you quarantine close contacts and for how long? Where will those who test positive isolate? How will those quarantined and isolated eat?**
 - * This will depend on the rules that the [La Crosse County Health Department](#) gives us that applies specifically to higher education environments.
 - * This will be refined in regard to athletics and choirs, for example. We do not have all of the details yet. We will work with Mayo Clinic in defining some of those.
 - * We do have the quarantine rooms already set aside, and we will deliver food to those who are quarantined. The quarantine rooms will contain kitchens and bathrooms within them. Those that are local will have the option, and it might be better, to isolate at home.

- **Questions regarding mask wearing:**
 - * We are following [CDC guidelines](#) regarding masks. It would be a cloth mask that is required. If a student has a unique health issue that makes wearing a cloth mask difficult, we'll work with them on that.
 - * Anyone who has a student with a unique need should contact our nurse, [Sue Danielson](#), well in advance to talk about this. Her phone number is 608-796-3806.
 - * We ask that all students bring at least two or three cloth masks with them. A cloth mask should not cause an oxygen issue. We will have masks available for any students who need them at any point throughout the semester.

- **Any discussion for masking in the community of Lacrosse like is being done in Rochester, MN and other communities?**
 - * To date it is strongly encouraged in the [La Crosse County Health Department](#) guidelines but it is not mandated. For those of you not in Wisconsin the governor's Stay At Home Order was challenged, and many businesses reopened.

- **What if my student cannot attend classes in person due to a health issue but has financial aid?**
 - * We will try to have a complement of online courses. If you are in that situation, we encourage you to talk to your advisor first to find out what is available in your area. We will work with you to get you to [Financial Aid](#) to talk about your particular situation.
 - * If a student is looking at taking a gap year or gap semester, please reach out to the financial aid office to determine how this might impact your financial aid offer.
 - * For other assistance, reach out to our [Viterbo Cares](#) line at 608-796-3211.

- **Is Viterbo accepting homemade cloth mask donations?**
 - * Yes! That would be wonderful for our employees and students. Please email viterbo-cares@viterbo.edu for more information.

- **Would a freshman who decides to live at home be allowed to get a parking permit?**
 - * Commuter parking permits are available for sale to every non-resident student regardless of class level. We do sell an unlimited number of commuter parking permits. Also, commuter students and employees park in the same lots. Therefore, parking spaces are available on a first-come, first-served basis. If a student arrives early to campus, their chances of finding a parking spot are very good. If a student arrives mid-day, their chances of finding a parking spot are much lower. If a student cannot find a spot in the parking lot, even in mid-day, a place to park on the street within a few blocks of campus can generally be found. More information on commuter parking permits can be found [here](#). To complete a form for a commuter parking permit, click [here](#). This form should be taken to the Business Office, Murphy Center room 214.

- **Are CARES Act funds available to freshmen?**
 - * These funds are available to students who were registered during the Spring 2020 semester. We have been working through our awarding process over the last several weeks for students who are eligible. Students had to have completed the FAFSA, and had to have been registered at least half-time during the spring semester. Incoming freshmen will not be eligible for the funds made available in the Spring. Eligible students would have received an email.
 - * For more information, email [Financial Aid](#).

- **When is an email about confirmed parking coming out?**
 - * For resident students who applied for parking in the 2020-2021 academic year, we will be making those email communications in late July or early August. We have been receiving applications for the last several months. Once residence hall assignments are made, we will conduct our review of applications and begin communications. Students will be notified via email to their student email address.

Please know that we want to work with you individually and answer any questions you may have. We are really excited to get back to face-to-face instruction and we are working really hard to get to that point. We understand you are making a choice based on your own individual circumstances, and we are going to depend on our students as partners in keeping us all safe in the fall. We cannot do this without the students understanding that if we want to be face-to-face it's going to come with behavior expectations of physical distancing, wearing masks, and other safe behaviors among students and employees. Students should check their email regularly for communications. Feel free to reach out with questions at any time.

We will have another Town Hall when we have enough information or questions. If you think we need a Town Hall, feel free to call Viterbo Cares at 608-796-3211 or email viterbocares@viterbo.edu.

[Moving Forward @ Viterbo](#) (Includes COVID-19 Information)

