

Willowbrook Woods Student Housing
Office of Residence Life
Reopening Fall 2020
Approved 8/18/2020

Allegany College of Maryland strives to create a safe campus and a safe on-campus residential facility with practices in place to decrease the potential of COVID-19 virus from entering the Willowbrook Woods complex as well as limiting the spreading of the virus should a resident become infected. It is not possible to guarantee anything and despite everyone's best efforts, COVID-19 could still be transmitted on the main campus and in Willowbrook Woods; the health/safety of the entire community depends upon everyone doing their part.

Allegany College of Maryland and Willowbrook Woods will comply fully with any orders from the Governor, Center for Disease Control (CDC), federal/state/local officials, and College Officials. Allegany College of Maryland will follow appropriate guidance including recommendations by the American College Health Association.

This plan is organized in three parts:

1. Prevention and Mitigation
2. Residence Life Staff
3. Response to Confirmed Case of COVID-19

The plan may be adjusted as circumstances change and new information becomes available.

Prevention and Mitigation

Expectations of Allegany College of Maryland and Willowbrook Woods

- Allegany College of Maryland's announcements regarding COVID-19 are online at <https://allegany.edu/coronavirus/index.html>
- Allegany College of Maryland's Plan Fall 2020 classes are online at <https://allegany.edu/fall-20/>
- Willowbrook Woods has contracted with a professional cleaning service to provide a deep cleaning of each apartment before students arrive.
- After residents departed, disinfecting and deodorizing foggers were activated in each apartment.
- Allegany College of Maryland placed hand sanitizing stations in each building, including each floor of Willowbrook Woods.
- Allegany College of Maryland Faculty and Staff, which includes Willowbrook Woods, are required to keep their offices clean and high touch areas sanitized.
- Clubhouse cleanliness will be maintained by Physical Plant Staff.
- Cleanliness of high touch surfaces in common areas, such as the breezeways, will be maintained by Physical Plant Staff.
- Allegany College of Maryland Faculty and Staff, which includes Willowbrook Woods, must comply with standards including face coverings, social distancing, gatherings, hand hygiene, not touching your face, etc..
- All Allegany College of Maryland Faculty and Staff must complete a daily symptom check before coming to campus and sign an attestation that they are symptom free and have not been exposed to Covid-19.
- Operational changes (see below)
- Residents will be notified when Physical Plant Staff will be responding to Work Order requests. Residents can choose to stay in the apartment. The resident submitting the request should notify their roommate when Physical Plant is scheduled to respond.
- Ongoing, reasonable measures including changes to practices as required

Expectations of Residents

- Stay informed about Covid-19 including ACM resources, CDC guidance, Governor Hogan orders, etc.
- All residents are required to sign a COVID-19 Consent & Wavier (High Exposure Activities). This document will be provided with the Student Housing Contract.
- All residents are required to take a Covid-19 test administered by the Nurse Managed Wellness Clinic as part of the move-in process. See below for details.
- Comply with ACM and WW standards including face coverings, social distancing, gatherings, hand hygiene, not touching your face, etc..
- Avoid contact with any person who is sick, who has symptoms, or has tested positive for Covid-19.
- Each day, all students are required to monitor their health for COVID-19 symptoms by following the standards set forth by the Center for Disease Control. Information found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html#> . Any student who is symptomatic should follow the medical protocols that include self-isolation and testing.
- Each day, all students are required to sign an attestation of health/symptoms before attending classes.
- All Allegany College of Maryland students are asked to report if they test positive or are identified as a close contact to someone who has tested positive. Designated contact persons are identified and posted online.
- Residents are responsible for their own health and wellbeing, which includes as well as keeping their living areas sanitized. ACM staff members will take actions in efforts to preserve health/safety, but everyone must do their part to be safe. It is everyone's responsibility to take the necessary prevention precautions to stay healthy.
- Residents are expected to clean/sanitize keeping high touch surfaces in their apartments i.e. bathroom and kitchen fixtures, doorknobs, kitchen appliances, working surfaces etc.
- Residents are expected to monitor their student email daily for important information.
- Residents are expected to continue to do their best to keep common areas clean and sanitary by placing trash and other items in provided dumpsters.

Occupancy

- Occupancy of apartments will be based upon factors that include health/safety considerations, demand (ie., number of contracts), budget limitations, and legal requirements.
- To the extent possible, Willowbrook Woods intends to maximize occupancy while maintaining as safe a community as possible. Ideally, Willowbrook Woods will assign no more than two residents per apartment - one resident on the A-B side of the apartment, one resident on the C-D side, and one resident per bathroom.
- If more than two residents request and are approved to reside in an apartment, the residents must sign an additional waiver acknowledging the heightened risk.
- To maintain 6 feet social distancing, only one resident in a bedroom, bathroom, or kitchen at a time.
- Due to the size of the laundry room, only one resident is permitted in the laundry room at a time.
- Under the advisement of the Allegany County Health Department, individuals should only be in the clubhouse to conduct business or meet with staff.
- Guests/visitors are not permitted at Willowbrook Woods except for two individuals per resident during move-in and move-out.

Move-In

- Move-in will be managed by Residence Life Staff.
- Due to the risk of large gatherings, move-in will occur over a period of multiple days.
- Residents will be able to choose from available move-in times (there will be a limit to number of residents per time).
- Tentative - All check-ins will occur in the Special Functions Room of the College Center (due to possibility of inclement weather, warm temperatures, space to properly social distance).
- PENDING: Residents must take a Covid-19 test as part of the check-in process and/or within 3 business days of arrival. The purpose of this test is to identify anyone who is positive for the individual's health and the public health of Willowbrook Woods and Allegany College of Maryland. The requirement was added to this process in late summer, so some residents were unaware of the requirement when they signed their contracts. Residents who decline to take the Covid-19 test may request release from their contract; they will be given the Off-Campus Housing list to explore private rental options in the local community.
- Willowbrook Woods Gatehouse Security will have the schedule for arrivals to permit entry.
- Residents will be limited to two individuals to assist them with moving into Willowbrook Woods.
- The individuals assisting residents must depart Willowbrook Woods by the end of the time scheduled for their move-in.-
- Overnight guests are not permitted.
- Willowbrook Woods Orientation is required of all new and returning contracted residents. Orientation material will be available online, directions on how to complete the orientation will be emailed to residents after they have signed their Student Housing Contract. This orientation covers information residents on navigating and adjusting to living at Willowbrook Woods.
- Traditional Willowbrook Woods Convocation and welcome activities will be virtual.
- Traditional programming will not be available prior to the start of classes due to staff's involvement with the move-on process.

Social distancing and face coverings

- Residents are expected to follow the social distancing standards and maintain six feet apart from one another.
- Residents and staff must wear a freshly laundered face covering when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g. apartment common rooms, breezeways/hallways, clubhouse, etc.). Residents should always have their face coverings with them.
- Wearing of a mask in a personal bedroom or bathroom is not necessary. Remember that only one person in a bedroom and bathroom at a time.
- Any resident not wearing a face covering or abiding to social distancing requirements will be held accountable through the appropriate college procedures. Repeat violators may face immediate temporary suspension from Willowbrook Woods.
- Six-foot space indicators will be displayed in the clubhouse area for offices and laundry facilities.

Gatherings

- Unless otherwise permitted by local/state/federal authorities, gatherings at Willowbrook Woods and the main portion of campus are limited to nine people. This includes gatherings both indoors and outdoors.

- Gatherings must remain in compliance with Allegany County and the State of Maryland governances in regards size of gatherings. Limitations include the following areas:
 - Due to the size of the Willowbrook Woods Clubhouse and social distancing guidelines of six feet, no gathers are permitted in the Clubhouse.
 - Per Fire Marshall rules, no more than ten people have ever been permitted in an apartment at one time; during the pandemic, the number is reduced to nine people with social distancing required and only one person at a time in a bedroom, bathroom, or kitchen.
 - No more than 2 people at a time are permitted on patios/balconies – properly socially distanced.
 - No more than nine people per group are permitted in the courtyard and similar gathering areas within Willowbrook Woods.
 - Sports and similar activities where social distancing cannot be observed are not permitted at Willowbrook Woods. We recognize the importance of fresh air and exercise for good physical and mental health; we also recognize the limited availability of exercise/recreation facilities in the gym during the pandemic. Residents are urged to use the Fitness Center and walking track as the safest options for exercise and physical recreation.
- Programming will follow gathering guidelines above and thus use various modes of presentation.
- Residents are still required to vacate their building if a fire alarm is activated. Residents comply with social distancing standards at the meeting point as outlined in the Housing Guide.

Transportation

- Residential students who use public transportation or ride sharing are encouraged to use forms of transportation that minimize close contact with others (e.g., biking, walking, driving, or riding by car either alone or with roommates). Group travel is highly discouraged since maintaining six feet for social distancing is impossible in personal vehicles.
- Residential students who use public transportation or ride are encouraged to follow CDC guidance on how to [protect yourself when using transportation](#).
- Residents should limit the frequency of traveling outside side of the area. Be sure to confirm that your destination is not a “hot spot” or high risk area and/or that either Maryland or your intended destination has not imposed any restrictions or quarantines before you travel and before you attempt to return.
- Due to limitations in social distancing in vehicles, previously volunteer-driven /sponsored trips to Wal-Mart will not occur. ACM is exploring options for residents about how to do their shopping if they do not have a vehicle

Education

- Information about COVID-19 and various benefits of precautionary measures will be displayed at various locations within Willowbrook Woods.
- Information is available online at
 - <https://allegany.edu/coronavirus/index.html>
 - <https://www.cdc.gov/>
 - <https://coronavirus.maryland.gov/>

Residence Life Staff

- Professional Staff (Director of Residence Life and Area Coordinators) are staggering their individual office hours during the workweek. Whenever possible, residents should contact these staff members by email. Most matters will be addressed using this mode of communication. Residents may also call Residence Life Staff. In certain circumstances virtual meetings may be held, and appointments may be scheduled.
- When a matter is urgent, walk-ins during scheduled office hours may occur. These types of impromptu meetings are limited to one resident at a time.
- If a meeting necessitates more than two people, a meeting will be scheduled in an alternate location to promote proper social distancing.
- For after-hours health or safety emergencies, residents should contact Willowbrook Woods Gatehouse either in person or by telephone.
- For after-hours non-emergencies but when help or information is needed, Student Staff (Resident Assistants) are available. Resident Assistants can be available by mobile phone calls and texting during these times.

Response to Confirmed Case of COVID-19

Any resident who feels sick or has symptoms of Covid-19 should immediately be tested. Information about where/how to be tested locally will be provided to residents at move-in.

If cases of COVID-19 have been identified among residents of Willowbrook Woods:

- ACM will work with local public health officials to take necessary steps and precautions.
- ACM officials will work together to respond to positive tests.
- Any person who tests positive for Covid-19 will be required by public health officials to **isolate**.
- To ensure your continued recovery after testing positive for COVID-19, Allegany College of Maryland recommends that residents return home, to the extent possible, for the period of isolation (typically a minimum of 14 days and symptom free for 72 hours).
- Other residents may be identified by the County Health Department as close contacts with an individual identified with COVID-19, including roommates who are classified as household contacts. Any person who is deemed a close contact will be required by public health officials to **quarantine**. If identified as being in one of these groups, Allegany College of Maryland recommends that residents return home, to the extent possible, for the period of quarantine (typically a minimum of 14-28 days and are symptom free for 72 hours).
- Those who test positive and identified as close contacts, are required to abide by the Allegany College of Maryland's COVID-19 Exposure Procedures found at : <https://allegany.edu/coronavirus/>
- Residents must comply with any isolation and quarantine directives.
- Residents who are required to isolate or quarantine and who are unable to return to a permanent home will:
 - Monitor for worsening symptoms according to the guidance of local health officials.
 - Stay at the isolation/quarantine location for the directed period.
 - Understand that visits from other residents are not permitted.
 - Only designated ACM/WW or public health officials are permitted contact with isolated/quarantined residents.
 - Will contact Gerry Geil, Director of Residence Life, to discuss arrangements and available services.
 - When it is necessary for staff to enter an occupied isolation/quarantine unit, staff must wear Personal Protective Equipment.

- Residents are urged to keep their academic materials with them and communicate with their instructors.
- Residents will need to deep clean their apartment at the conclusion of their isolation/quarantine.
- All persons who must isolate/quarantine must notify the designated ACM Contact person before returning to regular campus activities per the ACM Covid-19 Exposure Procedure.
- For those who return home but are unable return to ACM/WW due to illness they should contact Admissions regarding a medical withdrawal and the Business Office regarding their housing bill and how to request release from their housing contract.
- As appropriate and required by law, the College will issue health emergency notifications to necessary persons.
- The identities of any person who tests positive will not be released by any College Official.
- If confirmed case of COVID-19 occurs on campus but is not identified among residents of Willowbrook Woods:
 - Allegany College of Maryland's Covid-19 Exposure Procedures will be followed if a student, employee or community member who visited the College tests positive thereby risking the public health of the campus community.
 - Residents will be allowed to remain at Willowbrook Woods.
 - Residents must follow specific recommendations provided by local health officials and ACM officials.
 - As appropriate and required by law, the College will issue health emergency notifications to necessary persons.
 - The identities of any person who tests positive will not be released by any College Official.

Closures

Scheduled Closures for Breaks

- Prior to the upcoming closures for anticipated periods such as breaks and end of semesters, residents will receive communication through their student email.
- Residents may request a supplemental contract during periods when Willowbrook Woods is closed and should follow the procedures outline in the Housing Guide.
- Prior to returning to campus after a break, residents must perform a health assessment for symptoms of COVID-19. If any symptoms are present, they must consult with their local public health official or personal medical provider to determine if they should return to campus.

Mandated Campus Closure

If substantial community transmissions or campus outbreaks occur, additional strategies will be considered. Allegany College of Maryland and Willowbrook Woods will continue comply fully with any orders from the Governor, Center for Disease Control (CDC), and/or federal/state/local officials. Allegany College of Maryland and Willowbrook Woods will consult with local health officials to determine necessary interventions. If it becomes necessary to close the Cumberland Campus, Willowbrook Woods will remain open but with significantly reduced services. Residents should monitor their student email, stay informed via <https://allegany.edu/coronavirus/>, and register for e-Safe.