

**SPARTANS**  
**UNIMATED**

The logo is a shield-shaped emblem. It features a white background with a large, stylized black letter 'M' in the center. The top and bottom points of the shield are filled with a solid yellow color. The shield is outlined with a thick black border.

**REOPENING PLAN**



*Learning to solve problems is at the core of a Manchester education. Now the COVID-19 pandemic presents a real-world learning opportunity that few of us imagined. As Manchester welcomes students back to our campuses, we embrace our mission to respect the infinite worth of every person and improve the human condition. With compassion and resilience, we will persevere in the face of adversity, because education is essential to solving problems. We will live, learn and work as Spartans United.*

## EVIDENCE-BASED DECISIONS

As a regional leader in health science education, Manchester embraces science. In our decisions related to the COVID-19 pandemic, we heed the guidance of federal, state and local health officials and follow guidelines provided by the Centers for Disease Control and Prevention (CDC) and the Indiana State Department of Health (ISDH).

Since spring, a Reopen Work Group representing both campuses and including the expertise of health science professionals, has been planning the University's reopening for students and employees. Representatives of Parkview Health provided additional expert advice to the Reopen Work Group.



## MANCHESTER'S PLAN

Manchester's goal is to help every member of the MU community stay safe and healthy as we also advance our mission.

- Respect the infinite worth of every individual
- Mitigate health risks for ourselves and others by wearing face coverings, practicing effective hygiene, and distancing from others where designated on campus
- Follow data-driven, evidence-based advice of medical and public health experts
- Provide education and training for members of the University community
- Protect the most vulnerable members of the Manchester community
- Offer a range of instructional options for students and faculty
- Anticipate and prepare for changing circumstances





## HEALTHY SPARTAN PLEDGE

for Students, Faculty and Staff

Manchester University calls upon all members of the Spartan community to improve the human condition through the COVID-19 pandemic and beyond. With the Spartans United Pledge, we embody our values and mission and call all students, colleagues, alumni and visitors to action. We will be responsible for others and ourselves, and extend compassion, civility and integrity to others.

I pledge to:

- Educate myself regarding regulations, requirements and guidelines pertaining to the campus and community.
- Check my University email frequently each day and follow all guidelines communicated. If I don't understand, I will contact [health@manchester.edu](mailto:health@manchester.edu).
- Wear a mask/face covering as directed, to protect others and myself. If I need a mask, I will contact [health@manchester.edu](mailto:health@manchester.edu).
- Monitor my health daily and follow the University Care plan for the treatment of COVID-19 symptoms.
- Maintain social distancing and follow guidelines in all campus locations.
- Cover my cough and my sneeze.
- Practice good hand hygiene.
- Communicate with staff and health care professionals promptly if I suspect I have COVID-19 symptoms.
- Maintain physical distancing and stay home if I feel sick or if I believe I have been exposed to someone who has COVID-19.
- Inform my instructors and fellow students who may be counting on me to complete courses and academic goals.
- Abide by protocols set by businesses and other organizations to help mitigate the transmission of COVID-19 in our communities.
- Participate in all educational programs provided to help take care of others and myself.



## TREATING OTHERS WITH GRACE AND COMPASSION

As Manchester – and the pandemic – move forward, it is likely that some members of the MU community will need to be tested or quarantined. Some may develop COVID-19. If they do, they will need our friendship and support.

Our Mission Statement begins with the words, “Manchester University respects the infinite worth of every individual.” Those words call us to treat others as we would want to be treated, with grace and compassion. Pulling together as a community is the Manchester way.



## TEACHING AND LEARNING

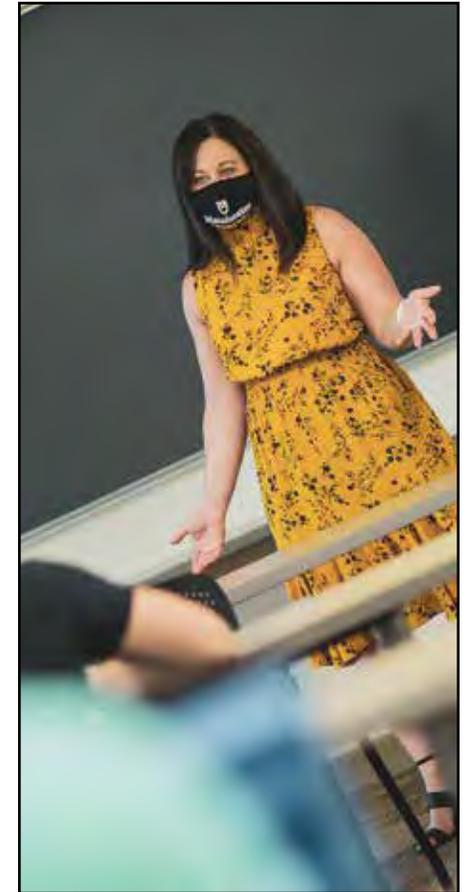
Manchester is committed to providing a vibrant and engaging learning experience for all students, while also following procedures designed to keep students and colleagues as safe as possible. In order to mitigate health risks and accommodate the needs of students who need to join courses remotely, fall semester courses will be delivered in a variety of formats:

**Face-to-Face:** Faculty and students will be together in a traditional classroom format.

**HyFlex:** Faculty will combine face-to-face and online technology to deliver course content in person and remotely. Faculty will meet with all students (some remote and some in person) for each class session. Students will be divided into small groups and rotate their participation between remote and in person.

**Hybrid:** Courses combine face-to-face and online technology with students divided into small groups. Each group will meet with faculty face-to-face on different days. Course content also will be delivered online, and online discussions, assignments and lectures will be a significant part of the course.

**Fully online:** Courses will be delivered in synchronous and asynchronous formats. Students must comply with expectations for synchronous course meetings.



## ACCOMMODATIONS

Some people have a higher risk of severe illness from COVID-19, including older adults, immunocompromised individuals, and those with chronic health conditions. Such individuals may require special considerations and accommodations for protection. Students who wish to arrange for accommodations should contact [accommodations@manchester.edu](mailto:accommodations@manchester.edu). Staff from the offices of Student Life and Academic Affairs will review those requests, and faculty will be notified of students in their courses who need accommodations.

## LEARNING SPACES

Manchester will follow social distancing and cleanliness guidelines in classrooms, laboratories, libraries and other academic facilities.

Students and instructors will not enter a classroom until the room is completely vacant. Classroom tables, chairs and desks will be arranged to ensure proper distance. In a few smaller areas, faculty may need to divide students into smaller groups to reduce the number of people in the space at one time. Students and faculty will use provided disinfectant supplies to wipe desks, keyboards and computer mouse devices before using them. Door handles and knobs will be disinfected twice a day. Desks and chairs will be disinfected daily.



# STAYING SAFE

## FACE COVERINGS

The scientific evidence is overwhelming: Wearing cloth face coverings protects others and ourselves from exposure to COVID-19. Face coverings help slow the spread of the virus and wearing one is an important gesture of respect for the people around you. They should cover both the mouth and nose.

Face coverings are required on both MU campuses. All buildings will have “Designated Mask Zone” signs. Face coverings are not required when an employee is alone in a room or when students are in their residence hall rooms with their roommate.

The University has purchased enough cloth masks for all students

and colleagues to receive one as they arrive on campus for the new academic year. Members of the MU community are welcome to wear their own face coverings, whether purchased or homemade. If someone forgets to bring a face covering, Manchester will have disposable masks available in the Center for Health and Sports Medicine on the North Manchester campus and the Office of Student Affairs on the Fort Wayne campus.

Masks should be laundered frequently and it will be everyone’s individual responsibility to clean them. Because masks can trap live virus or other contagious germs, colleagues and students are asked not to launder masks for other people.



## CLEANING AND SAFETY

Before they returned to work this summer, all University employees received training through our Safe Colleges training platform. Manchester is following CDC guidelines in cleaning and disinfecting spaces on both campuses. Commercial custodial services will be used to help clean isolation rooms, when needed.

Personal Protection Equipment (PPE) will be provided to employees who clean spaces and those who must come into close contact with people who are in quarantine or isolation. Any employees who believe they need PPE to perform their duties should request it at [health@manchester.edu](mailto:health@manchester.edu).

Plexiglass has been installed at face-to-face reception areas and service counters.



## COVID-19 TESTING

Manchester will not require tests for students or colleagues before they return to campus. However, individuals who are waiting for a COVID-19 test result, have tested positive for the virus and/or exhibit symptoms of COVID-19 should not come to campus until they have received a negative test result.

1. The University is able to offer limited on-campus testing option through our PGx program and a partnership with Genemarkers in Michigan. This will be used primarily for testing asymptomatic student-athletes as needed in response to the NCAA guidelines. Some pool testing may take place at either campus, based on availability.
2. Testing of symptomatic individuals will be handled through COVID-19 testing facilities in Wabash and Allen counties. The University will provide transportation to a facility if a student cannot transport themselves.



## CHECKING OUR SYMPTOMS DAILY

Everyone in the campus community will be educated about COVID-19 symptoms and will be expected to monitor themselves for those symptoms before they leave home or their campus housing each day.

Students and employees will participate in daily symptom checklist monitoring.

Students who believe they have COVID-19 or flu-like symptoms should stay in their rooms and

contact the Center for Health and Sports Medicine at [health@Manchester.edu](mailto:health@Manchester.edu) or 260-982-5306.

Employees who believe they have COVID-19 or flu-like symptoms should stay home and notify their supervisor, [health@manchester.edu](mailto:health@manchester.edu), and a health care provider for further guidance.

Employees in quarantine should contact their supervisors about the possibility of working remotely.



## CONTACT TRACING

Indiana has an aggressive protocol for tracking new COVID-19 cases through a centralized contact-tracing program designed to help stop the spread of the virus. All state residents (including students at Indiana colleges and universities) who test positive for COVID-19 will receive a text, email or phone call from a contact tracer. These tracers will help identify others who may have been exposed or

are potentially at risk. The tracers will then provide resources to help with quarantine or isolation ([www.backontrack.in.gov](http://www.backontrack.in.gov)).

All employees are encouraged to fill out their Employee Daily Tracking Form at the end of each workday. Likewise, students are encouraged to keep track of their day-to-day activities and interactions.



## NOTIFICATION OF POSITIVE COVID-19 CASES

The safety concerns of the community must be balanced with the privacy of colleagues and students. Manchester will not send a notice each time that someone tests positive, but will record the number of cases by campus on the COVID-19 link found on the MU website.



## QUARANTINE AND ISOLATION

In all likelihood, there will be times when students present COVID-19 symptoms or have been exposed to the virus. In that case, they will require isolation or quarantine.

**Isolation** separates sick people with a contagious disease from people who are not sick.

**Quarantine** separates and restricts the movement of people who were

exposed to a contagious disease to see if they become sick.

Students who do not live in a residence hall will be expected to isolate or quarantine at home. When a residential student needs to be quarantined or isolated, Manchester has rooms that will be designated for that purpose. These rooms will be separated from other residential student rooms by floors.

The Center for Health and Sports Medicine staff will remotely monitor students daily and meals will be delivered to the students. Counseling services and the University pastor will be available remotely as well.

The Reopen Work Group has developed detailed protocols for support and safety should they be needed.



## TRAVEL

University-sponsored travel, such as donor visits or conferences, will not be allowed through January 2021, at the earliest. The appropriate vice president must approve exceptions. Vehicle travel is allowed, subject to vice president approval.

University fleet vehicles, which will be cleaned according to CDC guidelines, are still available for limited use. There are, however, new protocols for hygiene, capacity and use. Please contact Jo Hays for more details about using University-owned vehicles.



## SAFER SPACES

In consultation with Parkview Health, the Reopen Work Group has reconfigured spaces to accommodate social distancing guidelines. That includes lowering capacities for classrooms, laboratories, studios and group areas, as well as some one-way halls and stairways. Furniture in learning spaces has been reconfigured to allow for distancing as well.

In many cases, new social distancing capacity for University facilities is 20 to 40 percent of what it was before. For example, Cordier Auditorium seats 1,100 people, but only 275 will be permitted in the auditorium space during the pandemic.

All University elevators will have a maximum capacity of one person, unless someone needs assistance.



## RESIDENCE HALLS

Significant modifications have been made to residence hall spaces, including new furniture layout in rooms, plexiglass shields at the front desk, and limitations on gathering spaces. Residential students will receive educational programming about what it means to live in a respectful community during a pandemic.

Students should refer to their move-in packet for updated policies and guidelines for living in the residence halls.



# ATHLETICS

Athletic competition is an important and enriching part of student life at Manchester. Some sports, however, involve more contact than others do and, therefore, are riskier to the student-athletes' health during a pandemic.

To that end, the Heartland Collegiate Athletic Conference (HCAC) has decided to postpone conference competition in the fall sports of football, soccer and volleyball until spring. Students on those teams will arrive with other students (schedule on Page 15). The low-contact sports of golf, tennis and cross country will proceed this fall, and the HCAC will schedule

competitions for the medium-risk spring sports of baseball and softball during the fall semester.

Regarding winter sports, swimming is low risk and will proceed on schedule. Manchester will make a decision about basketball, wrestling and indoor track and field in the coming weeks.

Manchester does not plan to offer a full intramural program in the fall, but is looking at ways to expand

recreational offerings, both virtually and outdoors.

Only scheduled, supervised activities will be allowed in athletic facilities. Open gym and Brown Fitness Center hours will be adjusted to limit the number of people at one time and allow for deeper cleaning. More information will be available soon.

For more detailed information, please see the [FAQ](#).



VIDEO:  
President Dave McFadden



## DINING SERVICES

Lounge spaces will be utilized for additional dining spaces, allowing for more distancing between tables. Tables will be placed outdoors to allow for outdoor dining, as weather permits. More “to go” options will be available.

Manchester Dining plans the following safety procedures:

- Daily health screenings for employees, who will wear masks and gloves
- Plastic shields will protect cashiers
- Utensils and stations will be sanitized every 30 minutes
- Signage and floor markers will help diners maintain social distancing
- Seating/dining capacity will be limited
- Food service staff will be trained on safe working habits and how to maximize customer safety



## CAMPUS EVENTS

Whenever possible, University events should be virtual. If physical spaces are required, event planners should note the facility’s new social distancing capacity. In most cases, event ushers will be required in order to manage the size and spacing of attendees.

Self-service buffet meals will not be permitted.

There are many considerations for planning an in-person event on campus during the COVID-19 pandemic. For more details, employees and student

organizations should contact Conference Services at [meet@manchester.edu](mailto:meet@manchester.edu) at the beginning of their planning process.





The Manchester University Center for Health and Sports Medicine is open from 8 a.m. to 5 p.m. Monday through Friday.  
Appointments may be scheduled at 260-982-5306.

Please email non-emergency questions or concerns to [health@manchester.edu](mailto:health@manchester.edu).

Residential students needing after-hours assistance should contact University Safety at 260-982-5999. For emergencies, call 911.

For more information regarding COVID-19 and Manchester University's response to it, please visit the [Medical Alerts page](#).