

## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

June 27, 2022 at 2:30 p.m.

### Meeting Notes

**Present:** Chair Julie Bartley, Provost Brenda Kelly, Marisa Kalbermatten, Dave Stamps, Marie Walker

**Absent:** None

**Guest:** Shanon Nowell

**Call to Order:** Chair Bartley called the meeting to order at 2:32 p.m.

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 16 May 2022 were approved as distributed.

#### Agenda:

1. **COVID Leadership Team report:** Chair Bartley reported on the most recent CLT meeting, including discussions about frontline worker pay, summer COVID communication, COVID vaccine requirements and testing for students, changes to the online COVID dashboard and website, plans for case management this fall, student isolation logistics for the fall, fall COVID testing options (including surveillance testing in some areas). She went on provide an overview of discussions regarding possible changes to the various COVID levels and recommendations regarding masking.
2. **Report from the Provost:** Provost Kelly provided an update on KN95 mask availability and mass testing in fall 2022. She went on to provide updates on study abroad plans for the academic year as well as current summer camps.
3. **Planning for fall:** Chair Bartley noted that the EPC meetings will follow CLT meetings this summer and into the academic year.
4. **Requiring masks in classes:** Chair Bartley highlighted an email of concern from a faculty member. Provost Kelly provided some background regarding masking requirements from last year as well as guidance regarding reasonable accommodations for faculty. Questions and discussion followed, including an extensive review and discussion of the concerns raised in the email.
5. **EPC communications:** The group discussed plans to communicate with faculty about planning for the fall semester and possible future agenda items.

**Adjournment:** The meeting was adjourned at 3:27 p.m.

Respectfully submitted,  
Shanon Nowell

## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

August 15, 2022, 2:30 p.m.

### Meeting Notes

**Present:** Chair Julie Bartley, Provost Brenda Kelly, Marisa Kalbermatten, Dave Stamps, Marie Walker

**Absent:** None

**Guest:** Shanon Nowell

**Call to Order:** Chair Bartley called the meeting to order at 2:32 p.m.

**Agenda Approval:** The agenda was approved as distributed.

**Minutes Approval:** The minutes of the meetings from 27 June 2022 were approved as distributed.

#### Agenda:

1. **COVID Leadership Team report:** Chair Bartley reported on the new COVID levels and criteria at the College (enclosed).
2. **Report from the Provost:** Provost Kelly provided an update from her recent meeting with Faculty Senate leadership. Faculty Senate has requested EPC input on the following topics—faculty meeting format (in person vs. hybrid vs. virtual), possible masking requirements at that first faculty meeting, mode of instruction from faculty committee meetings, and faculty choice on mode of instruction.
3. **Course mode of instruction:** The group discussed course mode of instruction.
  - *Due to continued uncertainty regarding the COVID-19 pandemic, a motion was made to endorse faculty choice for mode of instruction for the 2022-23 Academic Year. If a faculty member needs to change the mode of instruction for an in-progress course, they should notify the Provost's Office of the decision to change instructional mode. M/S/C*
4. **Faculty meeting format:** The group discussed faculty meeting format and electronic voting.
  - *A motion was made that faculty meetings during the 2022-23 academic year will occur in hybrid mode when COVID levels are at 0 or 1 and will occur virtually at COVID levels 2 or 3. The hybrid faculty meetings will occur in-person with an online attendance option. Online attendees who are full-time faculty members will count toward quorum and will be permitted to vote. At any COVID Level, individuals are supported in their choice to mask, when masking is not required. M/S/C*
5. **Faculty committee meeting format:** The group discussed committee meeting format and electronic voting.
  - *A motion was made that faculty committees will elect a meeting format prior to the first meeting of the academic year. Chairs will poll the committee to choose an in-person or electronic meeting format. Committees may revisit this decision periodically in response to changing COVID levels or the campus COVID situation. Electronic participants in an online meeting will count toward quorum and may vote. M/S/C*

For committees who do yet have a chair, the Provost's Office will seek a designee (likely the appropriate Dean) to follow up on the task of identifying a preferred meeting format.

6. **Masking in instructional settings:** The group discussed faculty choice in mode of instruction, including the enforcement of required masking within individual courses.
  - *A motion was made that faculty members may require masking in their classes, provided they have included this requirement in their syllabus language and have specified in-course consequences for non-compliance. At COVID level 1, faculty may choose to require masks to be worn during class time. This requirement need not be part of the syllabus but should be clearly communicated to students in class. At COVID level 2, masks are required in indoor classroom/academic learning settings during instructional time. M/S/C*
7. **Good of the order:** There was brief discussion about the All-Faculty Moodle site (<https://moodle.gustavus.edu/course/view.php?id=848>) and the EPC report for the opening faculty meeting.

**Adjournment:** The meeting was adjourned at 3:36 p.m.

Respectfully submitted,  
Shanon Nowell

## COVID-19 Levels

Based on the [determined criteria](#), these levels will guide the current masking policy and COVID-19 protocols. Mitigation efforts may change based on new COVID-19 variants or new information from the CDC or the Minnesota Department of Health.

### COVID Level 0

- **Masking:** Mask may be required in a classroom setting, yet this must be part of the syllabus language. Faculty, staff, and students who request others be required to wear a mask in their presence should follow the appropriate step below. Staff may request an accommodation through Human Resources and students can do the same through the [Academic Support Center](#).

### COVID Level 1

- **During classes:** Faculty may choose to require masks to be worn during class time without this being a part of syllabus language. Students are expected to mask in classes that have a masking requirement. Faculty will notify their classes about masking requirements.
- **Individual offices or departments:** Masks may be required in specific locations on campus and will be indicated by a sign.
- **Vehicles:** Masks are required on the Gus Bus, if there is a federal masking mandate for public transportation. Masks are not required in campus vehicles, including the Community Service van.

### COVID Level 2

- **Masking in classroom/academic learning settings:** Masks are required in classroom/academic learning settings during instructional time. Masks strongly encouraged in public spaces and buildings on campus at other times.
- **Individual offices or departments:** Masks may be required in specific locations on campus and will be indicated by a sign.
- **Other large events/gatherings:** Other large events may choose to require attendees to wear masks.
- **Vehicles:** Masks are required on the Gus Bus, if there is a federal masking mandate for public transportation. Masks are not required in campus vehicles, including the Community Service van.

### COVID Level 3

- **Masking in most campus buildings:** Masks required indoor non-residence hall buildings on campus, except when actively eating or drinking in designated dining areas or in private offices when alone with the door closed.
- **Residence Halls:** Masks are not required in residence halls.
- **Individual offices or departments:** Masks may be required in specific locations on campus and will be indicated by a sign.
- **Group size:** Limit large gathers when possible.
- **Overnight guests:** No off-campus guests allowed to stay overnight. Admission can have overnight visitors if they are checking for a negative COVID test.
- **Vehicles:** Masks are required on the Gus Bus, Community Service van and campus vehicles.

## Criteria Informing COVID-19 Levels

The COVID-19 Leadership team will regularly monitor these criteria to determine what [COVID-19 level](#) should be implemented.

### **Criteria #1**

Positive cases among campus community

- Total current positive cases among the campus community is 14 or higher as diagnosed within a 5 day period from the Gustavus Health Service.

Details and Rationale: Based on campus case data from previous years, this figure is believed to be equivalent to the threshold where regular activities on campus become harder to sustain.

### **Criteria #2**

CDC County Community Level in surrounding area

- Two of the counties have a community level of high for two consecutive weeks.
- Monitoring cases in Nicollet, Blue Earth, and Le Sueur counties.
- CDC Community levels may be tracked on the [CDC website](#).

Rationale: The CDC Community Level uses multiple factors to assess community-wide risk. Many employees, students, and campus visitors regularly move between the campus and the surrounding community, which means increased risk of transmission among the Gustavus community.

### **Criteria #3**

County Case Level

- Two of the counties have reported cases at high rate for two consecutive weeks (CDC currently defines high as 100 or more per 100,000 people).
- Monitoring cases in Nicollet, Blue Earth, and Le Sueur counties.
- Reported cases in the county may be tracked at the [APM Research Lab](#).

Details and Rationale: Total reported cases in the county indicates the level of COVID-19 circulating locally. Many employees, students, and campus visitors regularly move between the campus and the surrounding community, which means increased risk of transmission among the Gustavus community.

## Emergency Planning Committee

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

August 31, 2022, 2:30 p.m.

### Meeting Notes

**Present:** Chair Julie Bartley, Dave Stamps, Marie Walker

**Absent:** Provost Brenda Kelly, Marisa Kalbermatten

**Guest:** Shanon Nowell

**Call to Order:** Chair Bartley called the meeting to order at 2:30 p.m.

#### Agenda:

1. **Ceremonial responsibilities:** Chair Bartley noted the handbook language relative to the expectation that tenure-track faculty not on leave attend convocations and ceremonial occasions, as well as the recent COVID-related suspension of this expectation. The group discussed several options for the 2022-23 academic year. Upon discussion:  
*A motion was made that attendance expectations at ceremonial occasions will be linked to College COVID levels. At level 0, attendance by tenure-line faculty not on leave will be expected per the Faculty Book, and at levels 1 or higher attendance will be optional during the 2022-23 academic year. M/S/C*
2. **Good of the order:** Brief discussion about future meeting agendas and COVID boosters followed.

**Adjournment:** The meeting was adjourned at 2:45 p.m.

Respectfully submitted,  
Shanon Nowell

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

3 October 2022, 3:38 p.m.

### **Meeting Notes**

**Present:** Chair Julie Bartley, Provost Brenda Kelly, Greg Kaster, Melissa Rolnick, Dave Stamps, Louis Yu

**Guest:** Shanon Nowell

**Call to Order:** Chair Bartley called the meeting to order at 3:37 p.m.

#### **Agenda:**

1. **COVID Leadership Team Report:** Chair Bartley provided updates from the recent CLT meeting, including discussion about the current change to COVID level 0 and COVID cases on campus. Questions and discussion followed.
2. **Report from the Provost:** Provost Kelly provided information COVID vaccine availability as well as historic trends regarding COVID cases on campus and in the region. Questions and discussion followed.

**Adjournment:** The meeting was adjourned at 3:51 p.m.

Respectfully submitted,  
Shanon Nowell

## **Emergency Planning Committee**

[g-faculty-emergency-com@gustavus.edu](mailto:g-faculty-emergency-com@gustavus.edu)

October 31, 2022, at 3:30 p.m.

### **Meeting Notes**

**Present:** Chair Julie Bartley, Provost Brenda Kelly, Greg Kaster, Melissa Rolnick, Dave Stamps, Louis Yu

**Guest:** Shanon Nowell

**Call to Order:** Chair Bartley called the meeting to order at 3:37 p.m.

**Agenda Approval:** The agenda was approved as distributed. M/S/C

**Minutes Approval:** The minutes from August 15, August 31, and October 3 were approved as distributed. M/S/C

#### **Agenda:**

1. **COVID Leadership Team report:** Chair Bartley reported on discussions regarding future possible COVID surges (in particular COVID testing on campus), current COVID numbers, student isolation, COVID and flu vaccinations, and the travel policy (attached).
2. **Report from the Provost:** Provost Kelly provided an update on January 2023 travel courses, faculty COVID cases, student absences. Questions and discussion followed.
3. **Good of the Order:** The group discussed new variants, hospitalizations, possible surges, mode of instruction for January Term, a possible 2-week ramp up of testing going into Spring Term, grant funds reserved for testing, and Gustavus-owned testing equipment.

**Adjournment:** The meeting was adjourned at 3:56 p.m.

Respectfully submitted,  
Shanon Nowell

## **Gustavus Travel Policies and Guidance Related to COVID-19 for 2022-23**

*Cabinet Approved: August 27, 2020; Revised December 1, 2020; Revised June 29, 2021; Revised November 2, 2021; Revised January 25, 2022; Revised August 1, 2022*

Gustavus students, faculty and staff should continue to follow [domestic](#) and [international](#) travel guidance from the U.S. Centers for Disease Control to protect themselves, the Gustavus community, and the communities they visit. Both vaccinated and unvaccinated individuals should continue to self-monitor for symptoms and avoid travel when they are sick. All students and employees, regardless of vaccination status, who participate in College-sponsored\* domestic travel should monitor conditions prior to, at, and following their travel destination.

**Individuals who travel internationally with a Gustavus group on Gustavus-sponsored programming (\*) will have their vaccination status disclosed to the leader of the group to ensure that the following policies are followed.**

### **International Travel**

All participants in a Gustavus-sponsored international trip must be fully vaccinated against COVID-19 and complete a booster dose if they are eligible or be within 90 days of testing positive for COVID-19. Travelers also need to follow any country regulations for COVID-19 testing. [Current regulations for the United States are found on the CDC website.](#)

The vaccination requirement does not apply if an individual has a medical or religious exemption on file with the Center for International and Cultural Education. While the College will endeavor to work to accommodate such individuals, the laws, regulations, and policies of the host country(ies), communities and local programs necessarily will take precedence, and Gustavus cannot guarantee entry to any foreign country or predict any new requirements in advance that a foreign government will place on international visitors. Gustavus travelers exempted from vaccination take on all the health and financial risks associated with planning for and undertaking international travel without being fully vaccinated.

The Gustavus Travel Safety Committee will maintain a list of pre-approved travel locations and is available to provide consultation on other locations with supervisors who are approving travel. Gustavus reserves the right to restrict travel to specific locations--domestic and international--based on local conditions.

#### **(\*) Gustavus-sponsored programming**

Gustavus-sponsored programming includes any event (e.g. professional conferences and trips including: field, recruiting, performing arts, athletic, and research) that is being financially and/or logistically supported by Gustavus, from any area including department budgets, endowed funds, grant funds administered by Gustavus, etc.

This policy applies to all College-sponsored travel, including travel using College funds, travel arranged by the College, or travel associated with programs under the auspices of the College. Travel leaders are responsible for adhering to and making students, alumni, families, and College guests aware of this policy. Supervisors are responsible for ensuring employees adhere to this policy.

## **Study Away**

- International and domestic study away programs will proceed as planned for the 2022-23 academic year as conditions allow.
- All students traveling internationally should continue to monitor conditions at their destination and follow CDC [guidance for international travelers](#).
- Study away students will follow COVID-19 guidelines set forth by their program provider, host university, faculty leader, and/or local governments.
- Gustavus is not responsible for decisions to alter or cancel programs made by program providers or host universities.
- Gustavus reserves the right to modify or cancel any of the faculty-led January Term programs it administers to protect student safety, adhere to changes in local policies and laws, or preserve the program's logistical viability.
- Gustavus will monitor conditions in host communities and reserves the right to restrict travel to specific locations based on local conditions.

## **Gustavus Motorpool**

- College-owned vehicles may be used at normal occupancy levels.
- Occupants should mask as required by the transportation provider or according to the COVID Level guidance, which will be visible posted in the vehicle and communicated in College-wide messages.

## **Local Transportation - Gus Bus, Community Service Shuttle, Safe Rides**

- Vehicles may be operated at normal occupancy levels.
- Occupants should mask as required by the transportation provider or according to the COVID Level guidance, which will be visible posted in the vehicle and communicated in College-wide messages.