



July 9, 2020

Dear Students,

I hope this letter finds you well and excited to join the OUAZ family. Despite the challenges of last year and the abrupt transitions brought on by the COVID-19 pandemic, we have many reasons to look forward to our fourth year here in Surprise. We can't wait to see all of you on campus and want to welcome you in the safest ways possible. Our current plan is to return to in-person classes, with students living in University Housing and dining taking place in the Union.

To protect our students and employees from contracting or spreading the COVID-19 virus, the University is implementing some policies and procedures (which we outline in this letter) that you should be aware of prior to arriving for the Fall semester. These policies and procedures have been influenced by health organization recommendations and by federal, state, county, and city recommendations and regulations. What is described in this document is effective as of the date of this writing, but you should understand that we are operating in a dynamic situation, and as findings related to COVID-19 continue to develop, the information in this document will be evaluated and updated appropriately. For that reason, you are encouraged to read about the most up to date information, which will be posted immediately on our website: [ottawa.edu/ouaz/covid19](http://ottawa.edu/ouaz/covid19).

### Terminology

“Quarantine” and “isolation” both refer to separating a person from the general population, but they have distinct meanings:

1. The term **quarantine** is used when the person was in close contact with someone who has COVID-19, or when the person has traveled to a location known to have significant cases of COVID-19.
2. The term **isolation** is used when the person has contracted COVID-19, whether symptomatic or asymptomatic.

### 1. Mask Requirements on Campus

*All students will need a mask when they are on campus this fall* as there will be multiple places/events in which wearing face coverings **will be required**. It is recommended that students bring their own masks, but there will be cloth masks for purchase in the Fan Shop. For the safety of all staff, students, and families, masks will be required to be worn during the Fall semester check-in events, and entrance to campus buildings will only be allowed to those who have passed a screening (including a temperature check). Look for more information about our check-in days and times at [ottawa.edu/ouaz/covid19](http://ottawa.edu/ouaz/covid19).

### 2. General Campus Regulations and Modifications

We have expanded our sanitation and custodial services to include

- Regular deep cleaning of all facilities
- Increased surface cleaning and more frequent cleaning of “high touch” areas
- An increase in the number of public hand sanitizers
- Personal hand sanitizer for each employee
- Where possible, we will adhere to social distancing.
- Large group gatherings will be limited according to Arizona’s COVID-19 guidelines.



## 2. General Campus Regulations and Modifications, cont.

- Both students and employees are required to monitor and report symptoms related to COVID-19.
- Access to buildings will be limited to those people who pass a screening.
- All water fountains, except “bottle filling” fountains, will be turned off.
- A student who tests positive for COVID-19 must isolate until at least 14 days have passed since the first symptoms appeared. Three days of no fever and improvement of respiratory symptoms are required for return—then a second test is recommended.
- A student who is experiencing symptoms of COVID-19 must quarantine for 14 days. A student who has been in contact with a person who has tested positive for COVID-19 must also quarantine for 14 days from their last contact with that person.

## 3. Changes in Academic Procedures/Classroom Areas

Wearing face masks will be **required** of all faculty and students in **every** classroom unless an exemption has been requested and allowed.

- Where possible, we will adhere to social distancing in the classroom.
- Tables and desktops will be regularly wiped down and disinfected.
- After the Thanksgiving holiday break, **all on-ground courses will transition to a virtual environment for the remainder of the Fall 2 and Fall Combined terms**, allowing students to complete the semester from a distance. Class days and class times will remain the same as they were in the on-ground format.

## 4. Athletics

Ottawa University will adhere to all requirements outlined in the Fall 2020 Guidelines and Recommendations published by the National Association of Intercollegiate Athletics (NAIA).

- August 15 is the first day sport teams will be allowed to practice.
- Athletes will be screened **each day** that a practice or team activity occurs.
- All athletes are required to be screened within 6 hours of the beginning of an athletic competition.
- All athletes must receive a PCR test no more than 5 days prior to the first competition.
  - If an athlete’s test returns a positive result, the athlete will be required to follow the CDC guidelines on isolating.
  - After the fever is gone for 72 hours or more without a fever reducing agent and at least 10 days has passed since the first symptom appeared, a second COVID-19 test is recommended to confirm a negative status before university medical personnel can release the student back to campus.
- All shared equipment must be wiped down before and after practice.
- Social distancing will be practiced whenever possible.
- Athletes should limit personal travel to avoid potential exposure.

## 5. Dining

OUAZ will be following the CDC, Maricopa County Department of Public Health (MCDPH), City of Surprise, and American Dining Creations (ADC) guidelines on food safety and services.

- A limited number of people will be allowed in the cafeteria at one time.
- Masks must be worn inside the cafeteria **except** when a student is eating.
- No lounging in the cafeteria will be permitted.
- Packaged condiments will replace the pump containers.
- Salt and pepper shakers will be replaced by packets.

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## 5. Dining, cont.

- All plates and utensils to be distributed with meals by the ADC staff.
- Only the ADC staff will be permitted to serve meals (no self-serve).
- Spacing of tables and limited seating at a table will ensure social distancing.
- Social distancing markers, spaced by 6 feet, will be placed on the floor in locations where lines are anticipated.

## 6. Residence Life

- Masks must be worn inside Scholars Hall except when inside a suite (no masks needed when inside the suite).
- All residents at the cottages must adhere to all policies established by the Communities on Greenway when they are outside.
- A maximum of 6 persons will be allowed inside a 2-bedroom suite/cottage and 3 persons inside a 1-bedroom suite/cottage at any given time.
- The **only** visitors permitted in suites and cottages will be other OUAZ students.
- There will be no game-playing and no congregating in the lounge areas and in the main lobby.

## 7. Orientation (new students only)

A. All students and guests will be required to wear masks and practice appropriate social distancing during check-in and orientation. **Prior to arriving on campus for check-in**, all students should:

- complete the required forms
- work with an academic advisor to register for courses
- work with Financial Aid and Accounts Receivable to be financially cleared

B. Changes to orientation

- We have reduced the on-campus orientation to two days (August 22 and 23).
- Where possible, we will conduct components of orientation via virtual sessions.
- We will be limiting activities and sessions to groups of 50 or fewer.

We look forward to having you on campus and taking the next steps of this journey together. See you soon!

Sincerely,



Kevin J. Andres  
Acting Dean of Students