



# COVID-19 PROCEDURES AND PROTOCOLS

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FALL 2020

**Southwestern**  
BAPTIST THEOLOGICAL SEMINARY

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## Introduction

Southwestern Baptist Theological Seminary and Scarborough College have responded to the COVID-19 crisis and adjusted its processes and procedures since early March 2020. Each of these adjustments were an effort to keep the campus safe and ready for the upcoming 2020-2021 academic year. We intend to continue this direction with the implementation of policies, protocols, and procedures outlined in this document.

As Drs. Greenway and Stinson have explained in many of their announcements and publications, the Southwestern community will continue its mission by resuming face-to-face instruction for the fall 2020 semester with some important adjustments. The size and space of the campus allows the Southwestern community to facilitate in-person classes while maintaining physical distancing as we remain committed to adjust wherever is necessary to keep the campus safe and thriving for the purpose of Christ and His Kingdom as we prepare students for ministry.

Since the situation surrounding COVID-19 and our nation's response is ever changing, we will adjust our policies and procedures as needed to ensure a safe environment for the campus community when and where it is necessary. So, please continue to visit the [COVID-19 Response page](#) on the [SWBTS website](#) for further information and campus updates throughout the fall semester. The COVID-19 task force will update the campus when and wherever it is needed.

Effective, Monday, August 10, 2020, the campus of Southwestern Seminary in Fort Worth, Texas will be open for the 2020-2021 academic year with classes starting on Monday, August 17. We are excited to welcome you to campus and are grateful for the support and steps each of you will take to help ensure a successful and safe Fall 2020 semester.

Some general adjustments to our campus community include:

- The utilization of unique spaces,
- Reduction of class size, and
- The increased use of campus technology.

In addition to the classes that are normally taught face-to-face in Mathena, Fleming, Scarborough, Price, and Cowden Halls, many other spaces will be utilized including the Naylor Student Center, the Riley Center, and other unique campus locations. Be sure to check where your class is meeting just before the first meeting day, as classes are still being scheduled in various places.

Moreover, there will be an optional online section of most courses for those students who will not be permitted, for whatever reason, or are unable to attend class in person. However, students must register for either the online course section OR the on-campus section. **A student registered for the on-campus course has the ability to shift to the online option should that student become impacted by COVID-19 or is uncomfortable with attending in person.**

In order to accommodate some who will be moving from face-to-face instruction to the online format, Southwestern and Scarborough College are waiving all online course fees for the 2020-2021 academic school year, including the 8-week courses.



## Important Fall and Winter Term Dates

<b>Aug 10</b>	New Student Orientation ( <i>online</i> )
<b>Aug 12</b>	Residence Halls move-in
<b>Aug 17</b>	Fall term begins online and on-campus
<b>Sept 07</b>	Labor Day Holiday ( <i>Campus closed</i> )
<b>Sept 28 – Oct 03</b>	Fall Reading Days ( <i>Classes will not meet</i> )
<b>Nov 20</b>	Last day fall classes meet
<b>Nov 23 – Dec 2</b>	Final Exams
<b>Nov 25 – 27</b>	Thanksgiving break ( <i>Offices closed</i> )
<b>Dec 04</b>	Fall Commencement
<b>Dec 07 – 11</b>	Winter Term 1
<b>Dec 14 – 18</b>	Winter Term 2
<b>Jan 04 – 08</b>	Winter Term 3
<b>Jan 11 – 15</b>	Winter Term 4



## Key Terms

To facilitate clarity and understanding, the following terms in this document shall have the meanings set forth as follows

- *Isolate* refers to the separation of people who have tested positive for COVID-19 from the rest of the campus community.
- *Quarantine* refers to separating or restricting the movement of people, who have not yet tested positive, but might have been exposed to COVID-19.
- *Physical distancing* refers to the practice of keeping space between yourself and other people by a distance of at least six feet.
- *PPE* refers to personal protective equipment including masks, gloves, etc.
- *Southwestern Community* describes the students, faculty, and staff of Southwestern Seminary and Scarborough College
- *On-Campus Course* describes courses that are taught on the Fort Worth Campus, in person. Students are expected to attend class in person.
- *Face Covering* describes a cloth, paper, or disposable covering that covers the nose and mouth.
- *Face Shield* describes a clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face.

## Attendance, Reporting, and Isolation Guidelines for Students and Employees

Southwestern follows [CDC guidelines](#) and governmental regulations for all employees and students. Self-reporting ([Symptom Form](#)) and self-prevention reduces the spread of infectious diseases, especially COVID-19, therefore these guidelines will be followed. Any student or employee who is experiencing COVID-19 symptoms such as a fever, cough, or shortness of breath, should not come to class or work. Students who are experiencing symptoms should notify their professors and follow the class through the online options provided by the professor. Employees experiencing symptoms should notify their supervisors.

- 1. All students and employees returning to campus from outside of the United States**, who are asymptomatic and are not currently positive for COVID-19, are required to complete the [Travel Plans Back to Campus](#) form and self-quarantine for 14 days before being permitted to enter residence halls and classrooms. [NOTE: International students who live in a single-family dwelling, on-campus apartments, duplexes, or home will be permitted to quarantine in their residence]
- 2. If a student or employee tests positive for COVID-19, and has had symptoms**, the individual must complete the COVID symptom form ([Symptom Form](#)) and isolate until all three of the criteria below are met.
  - a. At least 10 days since symptoms first appeared, and

- b. At least 24 hours with no fever without fever-reducing medication, and
  - c. Symptoms have improved.
3. **If a student or employee tests positive for COVID-19 but has no symptoms** the individual must complete the COVID symptom form ([Symptom Form](#)) and must isolate. If the individual continues to have no symptoms, that person may return to campus if 10 days have passed since the test and the student or employee has remained symptom free.
  4. **If a student or employee has symptoms but did not get tested**, the individual is assumed to have COVID-19, and he or she may not return to campus until the individual has completed the same criteria as one who has tested positive and is symptomatic (see #2 above). Also, the individual is required to complete the COVID symptom form ([Symptom Form](#))
  5. **If a student or employee has had close contact with someone who has COVID-19**, that individual must complete the COVID symptom form ([Symptom Form](#)) and self- quarantine for 14 days. NOTE: The [CDC](#) defines *Close Contact* as being within 6-feet of an infected person for 15 minutes or longer.

## Facility Changes

In preparation for the 2020-2021 school year, the Southwestern Community has deep cleaned, renovated and/or updated: Fort Worth Hall, Naylor Student Center, Barnard Hall, The RAC, all classroom spaces, Riley Center and, in some cases, relocated offices in order to better accommodate students in the Covid-19 season. To ensure campus safety of the Southwestern Community, the following protocols will be in place and enforced.

- **Face coverings are required to be worn by all students, faculty, staff, and guests** in all common spaces on campus. While face masks are best, in the case of a medical or ADA accommodation, a Face Shield may be approved through the office of the Dean of Students.
- The maximum capacity for each space has been adjusted in accordance with the current guidance from public health authorities. This includes but is not limited to classrooms, chapel, halls, centers, offices and the RAC.
- A regular scheduled cleaning and disinfecting process for all classrooms throughout the day has been established.
- The implementation of barriers, shields, and physical markings designed to minimize contact between employees, students, and guests are in place.
- Personal sanitizing supplies will be located in each classroom and throughout the campus.
- Drinking fountains are cleaned and disinfected daily; however, faculty, staff, and students are encouraged to bring their own water bottle in order to use the fountains as bottle fillers only.
- While all buildings and offices will reopen to the public on Monday, August 10th, the Naylor Children's Center will remain closed until further notice.



## Residence Halls (Barnard Hall and Fort Worth Hall)

Residents of Barnard and Fort Worth Halls must follow the protocols below to help ensure a safe and comfortable living environment.

- Face coverings are required while in any common area.
- Only residents or those on official institutional business are allowed in the residence halls. No outside guest (anyone who is not a current Barnard or Fort Worth Hall resident) will be allowed in resident rooms or common spaces.
- Residents who choose to travel outside of a 100-mile radius from campus must report their travel to their RA.

For residence halls, the Southwestern Community has implemented precautions which include:

- Reducing, replacing and disinfecting furnishings to discourage the spread of COVID-19,
- Professionally disinfecting all common areas,
- Providing disinfectant supplies in the residence halls for residents to clean surfaces as needed, and
- Conducting regular temperature checks of all residents with touchless thermometers.
- The COVID-19 Task force has identified appropriate locations for the purpose of isolation in the event that any resident tests positive for COVID- 19.
- Procedures and protocols are in place for residents requiring self-quarantine due to coming in close contact with anyone who has tested positive for COVID-19.
- Residence Hall sections will be organized into teams with designated bathrooms and areas, further mitigating the risk of COVID-19 spread.

## Procedures for Classes and Classrooms

The Southwestern Community will consider physical facilities, course type, priorities, and demand in determining the courses to be offered in various formats with the following considerations:

- Providing a number of different course formats and evaluating the educational demands of the courses being offered,
- Offering courses that allow students to take the course face-to-face or remotely, based on his or her needs or preferences, and
- Courses offered in as a flexible access format allowing a student to continue to participate in the course should it become necessary for the student not to attend in person.

Furthermore, the administration will encourage:

- Group projects through digital meetings,
- A protocol of entrance and exit doors in classrooms to manage hallway traffic and social distancing practices,
- Classroom seating placed in a manner that provides recommended physical distancing,
- Face coverings required of all students while attending class, and
- Clear barriers placed in front of teaching podiums allowing the professor to teach without a face covering while still providing appropriate protections.

## The Campus Clinic

The Campus Clinic will assist in keeping the campus safe in several ways. The clinic will be ready:

- By keeping an inventory of medical supplies for screening of COVID-19,
- For in-person visits in accordance with the current guidance from the CDC,
- By keeping Clinic staff trained on COVID-19 and relevant clinical protocols,
- By reconfiguring the Clinic to promote physical distancing,
- By staying apprised of all CDC and local health department updates, guidelines, and recommendations, and
- By updating policies and procedures to protect students and clinical staff and to help limit the spread of COVID-19. The policies and procedures may include:
  - advising students to make appointments by phone by calling 817-921-8880 before coming to the Clinic for an in-person visit
  - encouraging the use of telehealth visits when appropriate, and
  - developing a telephone process for student check-in.



## Food Services

Meal plan participation is required of all students residing in residence halls. Southwestern has contracted with *Provider Food Services* for all campus dining locations. *Provider* is ensuring that processes are in place to maintain current health and safety guidelines and students, employees, and campus guests are expected to follow set physical distancing markers and seating. While face coverings are required in all public areas, they may be removed when actively eating or drinking.

## The RAC

The Recreation and Aerobics Center has taken special precautions for the fall semester and will continue, as the director of the RAC responds to more information on disease control. The RAC, like other common places on campus, will require social distancing, limited number of people in certain locations, while certain locations will remain closed. To keep these protocols in place:

- All RAC users must call **817-923-1921 ext. 8540** to reserve one of the 10-spaces available prior to coming to the RAC. If all the spaces are taken for a particular hour, the caller will have to accept a time slot in the next available hour.
- Only one time slot per day can be reserved.
- In addition to RAC users being required to disinfect equipment after use, RAC staff will take special precaution to disinfect areas that have been used
- Twice-a-day the RAC will be fogged with a disinfectant.
- All RAC users will be required to wear a face covering and gloves while exercising in the RAC. Masks and gloves will be provided if RAC users arrive without them.





## Chapel Attendance

At this time, in-person chapel is not scheduled for the fall semester. The final chapel credit requirement has been waived for those graduating in December 2020 or May 2021.

## Travel

In light of the COVID-19 outbreak, all international travel for official seminary business is suspended until further notice. Travel within North America, on behalf of Southwestern, is reserved for essential business only and must be approved by the respective divisional Vice President. Those who will be traveling on behalf of Southwestern are expected to follow all CDC guidelines related to COVID-19 protection and prevention.

Employees are strongly encouraged to limit personal travel. Should an employee choose to travel for personal reasons, becomes impacted by COVID-19 requiring self-quarantine, and that employee is unable to work remotely, the institution may not be required to compensate the employee for their time off-work while in quarantine.

All mission trips, both international and North American, have also been suspended. Virtual mission trips have been scheduled for those needing to meet the mission trip requirement for graduation this year.

## Student Life, Organizations, and Campus Events

Southwestern recognizes that campus life and community is an important element in the educational and transformational process. The Student life office is committed to fostering an intentional campus community recognizing that student organizations and strategic campus events are critical to this process. With that in mind, the following guidelines for student organizations and campus events have been established for the 2020-2021 academic year.

- Programs and events will be modified in relationship to capacity for event spaces.
- Personal protective equipment (PPE) requirements, and ability to social distance will be maintained at all scheduled events.
- Student organizations must follow all CDC and institutional guidelines. Failure to do so could result in the organization being placed on probation or face revocation of status as a student organization.
- When feasible, programs and events will be moved to outdoor venues.

The Naylor Student Center continues to serve as the hub for student activity and social gatherings. The game room area will be available for use at a limited capacity. Face coverings are required at all times unless actively eating or drinking. Game consoles, tables and chairs will be cleaned after use.

## Campus Guests and Campus Visits

All event attendees and prospective student visits on campus, as well as guests and other participants, must adhere to institutional, local, state, and federal policies and guidelines.

**Prospective student campus visits will resume Wednesday, September 9th.** Anyone wishing to schedule a campus visit should register by going to [swbts.edu/visit](https://swbts.edu/visit).



Prior to visiting the campus, prospective students will receive the following communications from the Admissions Office:

- a registration confirmation email,
- an email that outlines additional precautions/steps for the visit, and
- a text message the day before to answer pre-screening questions.
- On the day of their visit, visitors will check in at the designated location where you and your guest(s) may be subject to having your temperature taken at time of arrival to verify you do not have a fever.
- Please reschedule your visit if you or your guest(s) are symptomatic of illness according to the CDC guidelines.
- Campus visits will be limited to 3 students and their families per session.

Face coverings are required on campus, and guests must socially distance from one another and staff. We ask that you wear your personal face coverings upon arrival to campus and during your campus visit to help reduce community spread of COVID-19.

## Roberts and Bowld Libraries

Roberts Library and Bowld Library will have reduced hours to allow extra time for disinfection and cleaning of communal spaces each day. Please check the website for current hours, <https://libraries.swbts.edu/>

A number of precautions to limit personal contact and follow health guidelines have been implemented including the following:

- Limiting the number of patrons in our libraries based upon available seating,
- Reducing our hours to ensure staff have sufficient time for enhanced cleaning,
- Reducing seating and asking patrons not to congregate,
- Reducing the number of computers in the Computer Lab area to four in order to increase the space between workstations,
- Advising staff to limit interactions to fewer than 10 minutes,
- Increasing frequency of cleaning high-touch areas,
- Asking that patrons return books and music scores in the exterior book drop of Roberts Library, located on the brick wall to the left of the sliding doors OR when inside the library to return books to designated carts or the circulation desk book drop, and
- Quarantining returned materials before checking items in. Note, because of this there will be delays in delivering HOLD materials to the next patron.

## On Campus Support Staff

From time to time, it is necessary for support staff to enter office spaces or residences to complete maintenance, repairs, cleaning, and other work orders. This may include facilities maintenance, campus technology, residence life, and housing staff. These staff members will follow all CDC guidelines when it is necessary to enter a building, office, or residence.

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## Conclusion

The Southwestern community will continue to respond wisely to protocols from the local and federal official to ensure campus safety. Each of these protocols and/or procedures are not intended to supersede health and safety guidelines issued by governmental authorities. Thus, the Southwestern Community will remain diligent by keeping up to date on the CDC and governmental specification to keep the community safe. Should an unusual need arise or more information needed, please contact the COVID-19 Task Force by emailing [COVID19@swbts.edu](mailto:COVID19@swbts.edu).

Let us continue in the spirit of Romans 14:7-8 as we serve the Lord together, fulfilling Christ's mission in equipping men and women for His service.