

SOCIAL DISTANCING SOLUTIONS FOR EDUCATION

A guide to help you successfully reopen your campus



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What You will Learn in this E-Book

In just a few short weeks, the rapid spread of COVID-19 led to college campuses closing throughout the nation. Asked to stay at home by health officials, staff began telecommuting and faculty were forced to create a new online learning model for students living in a digital world.

Now that educators are hard at work to reopen campuses, the topic of how to operate safely is a primary concern.

We know it's important to keep students, faculty, and staff safe. This E-Book is designed to offer social distancing solutions as well as tools and resources to help you do just that.



A New Opportunity

MityLite understands that this pandemic is a fluid situation, and in order to survive, universities and colleges need to operate differently and be able to transition quickly.

Embracing this new reality and looking for opportunities to make this situation work for you, your employees, and your students could establish your university as an industry leader. While other campuses might be forced to close once again, your campus could continue to attract students looking for safe opportunities to learn.

This E-Book contains resources and tools to help you assure students and employees that you're a forward-thinking industry leader. This will help people feel safer on your campus. That's the most important thing you can offer right now.

SECTION ONE:

How to Safely Reopen Your Campus

Rethinking school structures to maintain proper physical distancing amid COVID-19

The recommendations from the Centers for Disease Control (CDC) regarding how to safely reopen schools will force education leaders to be creative in how they design spaces and structure programs.

Here are some policies you can implement on your campus (some easier than others):

- Purchase protection shields and set up at all interaction points and study areas
- Purchase partitions and set up between work stations and tables in dining halls and study areas
- Place hand sanitizer at all entrances and counter tops as well as throughout the campus
- Create a protocol for keeping hand sanitizer, soap, and paper towels stocked throughout the day
- Minimize movement throughout the buildings by hosting virtual meetings

- Encourage faculty to avoid assigning group work that cannot be done digitally
- Limit gatherings, events, and extracurricular activities to those that can maintain proper social distancing
- Restrict nonessential visitors, volunteers, and activities involving groups of people
- Space student and staff desks and seating at least six feet apart
- Close communal-use spaces such as dining halls and student recreation centers
- Disinfect public areas throughout the day and after the buildings close
- Minimize the sharing of equipment in computer labs, science labs, art classes etc.

Promote Psychological Safety

Many of the CDC guidelines talk about managing the physical safety of people. However, physical safety is only part of the equation. The other, equally important, consideration is psychological safety—the mental well-being of employees and students.

Psychological safety is typically defined as the belief that one will not be punished for raising concerns or making mistakes. However, the idea of psychological safety takes on a new meaning in this new normal.

Psychological safety now extends to include a feeling of physical safety while going to work and class.



Here are the ways you can encourage a feeling of psychological safety on your campus:

- Create a Social Distancing Protocol document
- Train all employees on the protocol and give them the opportunity to ask questions
- Communicate openly with employees and students
- Make your compliance with a Social Distancing Protocol transparent to all
 - Display proper signage
 - Engage in extensive cleaning guidelines
 - Provide hand sanitizer
 - Use [Protection Shields](#) and [Partitions](#)
 - Require employees, students, and visitors to wear a face covering and maintain a 6-foot distance from others
- Provide a new sick policy that encourages sick employees and students to stay home without penalty

Create a Social Distancing Protocol

All colleges and universities should prepare, post, and follow a Social Distancing Protocol. Create this protocol and train your employees on it. Make sure everyone receives a copy and post copies of the protocol in prominent locations.

Sample Protocol

On the following page is a Social Distancing Protocol document for you to use or reference while creating a similar document that fits your needs.



SOCIAL DISTANCING PROTOCOL CHECKLIST

College or University System: _____

Contact name: _____

Email / telephone: _____

Every employee of _____ is expected to follow this Social Distancing Protocol checklist. The attached instructions detail what is required and how to complete the checklist.

SIGNAGE & EDUCATION

- Post signage at each public entrance requiring all who enter to:
(1) Avoid entering if experiencing COVID-19 symptoms (cough, fever, or not feeling well) **(2)** Maintain a minimum 6-foot distance from others while inside the buildings **(3)** Wear a face covering **(4)** Wash hands regularly and use hand sanitizer
- Post a copy of this Social Distancing Protocol checklist in offices, faculty rooms, and public gathering places
- Post educational social distancing signs throughout the campus
- Educate employees about this protocol and other COVID-19 related safety requirements

PROTECTIVE MEASURES

- Ensure employees and students stay home or leave campus if they are sick
- Ensure employees review health criteria at the start of each work day and advise them on what to do if they are required to stay home
- Require employees, students, and visitors to wear a face covering as required by DOH orders
- Implement a plan to keep people safe, including limiting the number of students per classroom and restructuring the layout of all spaces to ensure physical distancing
- Allow staff and faculty to carry out their duties from home when possible

MEASURES TO PREVENT UNNECESSARY CONTACT

- Tell employees, students, and visitors to maintain physical distancing of at least 6 feet
- Separate all desks and work stations by at least 6 feet
- Place floor decals and directional signs 6 feet apart in all entrance areas and places where lines might form
- Place Plexiglas or other barriers between staff and students or visitors (if not possible, ensure at least 6 feet of distance)
- Limit the number of people per room at any one time to: _____
- Optional—Describe other measures:

EMPLOYEE AGREEMENT

This protocol requires that all employees of _____ comply with the requirements covered in this Social Distancing Protocol checklist.

All employees are responsible for ensuring that signage is posted at each public entrance of each building.

All employees must maintain a minimum 6-foot distance from others while at work and wear a mask or face covering that has been cleaned before coming to work.

All employees must ensure students and visitors maintain a minimum of 6-foot distance from others, wear a face covering or barrier mask at all times, not shake hands, or engage in any unnecessary physical contact.

Employees are prohibited from coming to work if they are sick and must comply with the protocol. A list of common symptoms of COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptomstesting/symptoms.html>.

All supervisors are prohibited from taking any adverse action against any employees or students for staying home due to circumstances related to COVID-19.

Ensure sick employees follow quarantine and isolation directives before returning to work. If they are required to self-quarantine or self-isolate, they may only return to work after they have completed self-quarantine or self-isolation.

If they test negative for the virus (no virus found), they may only return to work after waiting for the amount of time recommended by the CDC. Employees are not required to provide a medical clearance letter to return to work as long as they have met the requirements. All employees must comply with testing requirements.

In the event any directives change, employees will be notified in writing.

All employees must regularly wash their hands with warm water and soap, especially when these situations occur:

- After arriving at work
- When entering any kitchen or food preparation area
- Before starting food preparation or handling
- After touching their face, hair, or other areas of the body
- After using the restroom
- After coughing, sneezing, using a tissue, smoking, eating, or drinking
- Before putting on gloves
- After engaging in other activities that may contaminate the hands

Employees must ensure that hand sanitizer is always available throughout the facility.

SECTION 2: Products for a New Normal

MityLite has produced solutions to help colleges and universities to operate during challenging times

As campuses reopen throughout the nation, you need to rethink the layout of workspaces, points of contact, classrooms, and other public gathering places. In order to keep your employees and students safe, it's important to have the right social distancing solutions in place.

This means purchasing things such as sneeze guards, protection shields, and countertop shields. You might also need room dividers that you can use to partition a room. In addition, make sure you have tables and chairs that are easy to disinfect to help stop the spread of germs and airborne illnesses.

We think these products can help you operate more effectively and safely as we move ahead in this new normal.



Social Distancing Products: Protection Shields

Protection Shields help stop the spread of germs without disrupting interactions. MityLite offers a variety of shields available with either polycarbonate panels or acrylic (plexiglass) panels. Options include clear Countertop Shields and Framed Countertop Shields in various sizes and models. These shields are easy to set up and clean with common disinfectants.

The number of areas on your campus meant for face-to-face interactions: _____

Number of required protection shields: _____

Total budget: \$ _____

Amount you can spend per shield: \$ _____

Level of durability needed
(With or Without Frame?): _____

Based on the above information, which Protection Shields appear to fit your needs?



Countertop Shield

Starting Price Point: \$86

- Lightweight design makes it easy to set up and use
- Set up flush with counter or with a 2-inch opening at the bottom
- Available in multiple sizes
- Weighs 6-12 lbs

[Find Countertop Shield here →](#)



Countertop Shield with Cutout

Starting Price Point: \$86

- Lightweight design makes it easy to set up and use
- Point of sale transactions are made easier by the inclusion of a small cutout at the bottom
- Available in multiple sizes
- Weighs 6-12 lbs

[Find Countertop Shield with Cutout here →](#)

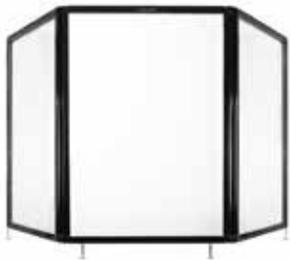


Framed Countertop Single Shield

Starting Price Point: \$206

- Single panel design makes it easy to set up and use
- Durable aluminum frame design
- Transfer items through the small opening at the bottom of the shield
- Available in two sizes
- Weighs 12 lbs

[Find Framed Countertop Single Shield here →](#)

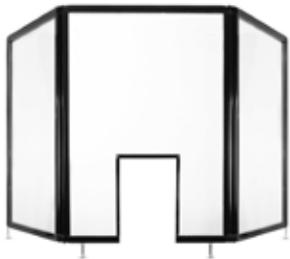


Framed Countertop Shield

Starting Price Point \$619

- Transfer items through the small opening at the bottom of the shield
- Durable aluminum frame design
- Portable, easy to set up, and fully collapsible for storage
- Weighs 24 lbs

[Find Framed Countertop Shield here →](#)



Framed Countertop Shield with Cutout

Starting Price Point \$722

- Transactions are made easier by the inclusion of a small cutout at the bottom
- Durable aluminum frame design
- Portable, easy to set up, and fully collapsible for storage
- Weighs 24 lbs

[Find Framed Countertop Shield with Cutout here →](#)



Social Distancing Products: Partitions

Some models of MityLite Partitions come with easy-to-clean polycarbonate panels. Available in various sizes and with different functions, these partitions can be used to separate workspaces, dining tables, and more. The panel frames are lightweight and easy to move and set up, and the surfaces are easy to disinfect.

The number of areas at your facility that could use partitions: _____

The number of partitions you need per area
(EXAMPLE: a dining room with 30 tables should require around 20 partitions): _____

Total number of required partitions: _____

Total budget: \$ _____

Amount you can spend per partition: \$ _____

Size needed
(Single-panel, 3-panel, or multi-panel): _____

Style needed
(Single, stacked, telescoping, or folding): _____

Based on the above information, which Partitions appear to fit your needs?



Single-Panel Partition

Starting Price Point \$286

- Easy-to-move lightweight, aircraft aluminum frame
- Double-locking caster wheels that hold the partition in place
- Polycarbonate surface option is easy to clean
- Low profile or flush with floor for increased privacy
- Customized sizes available with an order of 50 or more

[Find Single-Panel Partitions here →](#)



Stacked Single-Panel Partition

Starting Price Point \$656

- Features a durable, silver, clear-anodized aluminum frame
- Locking caster wheels hold the partition in place

[Find Stacked Single-Panel Partitions here →](#)



3-Panel Partition

Starting Price Point \$649

- Available in a range of sizes
- Options include either a telescoping or folding design
- Easy-to-move lightweight, aircraft aluminum frame
- Double-locking caster wheels hold the partition in place
- Polycarbonate surface option is easy to clean

[Find Telescoping Partitions here →](#)

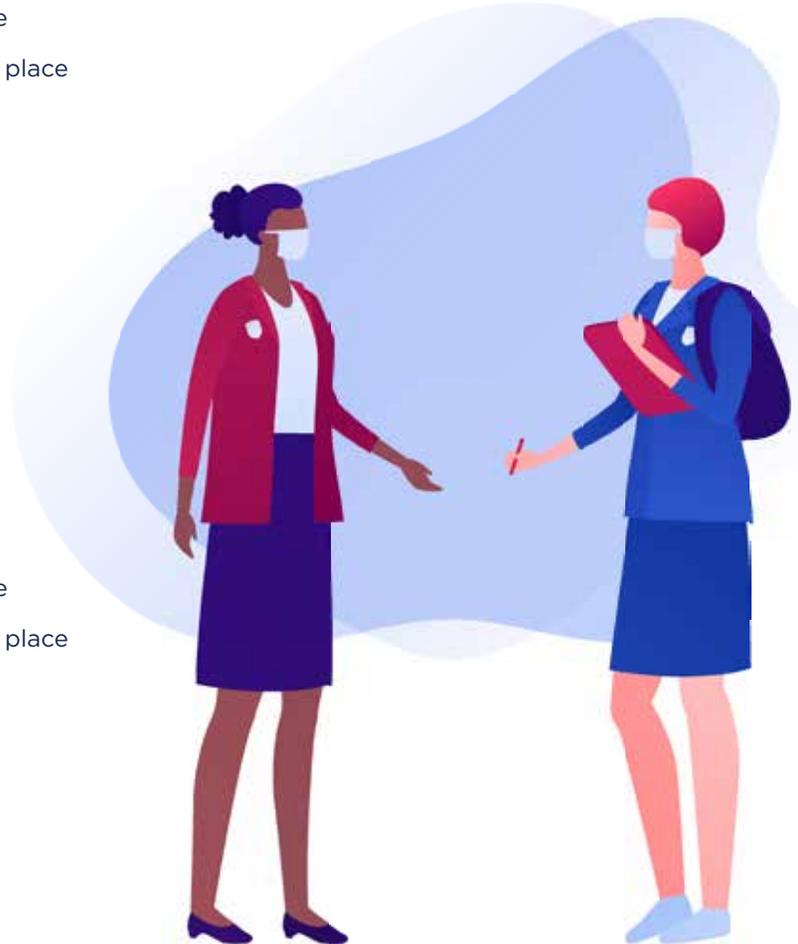


Telescoping Multi-Panel Partition

Starting Price Point \$533

- Available with different sized panels that slide out to provide different lengths
- Easy-to-move lightweight, aircraft aluminum frame
- Double-locking caster wheels hold the partition in place
- Polycarbonate surface is easy to clean
- Easy-to-use and set up with telescoping hinges and no required tools

[Find Telescoping Partitions here →](#)





Folding Partition

Starting Price Point \$533

- Patented design features 360-degree rotating hinges so that panels can be molded into a variety of shapes including a C-shape, L-shape, and a straight line
- Easy-to-move lightweight, aircraft aluminum frame
- Double-locking caster wheels hold the partition in place
- Panel seams are constructed from radiused extruded aluminum to prevent pinch points when rotating
- Polycarbonate surface is easy to clean

[Find Folding Partitions here →](#)



Easy-to-Clean Products

Plastic chairs can be used in various environments and they are easy to clean and disinfect. MityLite offers several options for easy-to-clean folding and stacking chairs.



FlexOne® CS Folding Chairs

Starting Price Point \$35

- Ventilated seat and back design flexes to the contours of each person
- Various color options for the seat, back, and frame
- Durable steel frame
- Extremely lightweight for easy use

[Find FlexOne CS Folding Chairs here →](#)



Adapt Stacking Chairs

Starting Price Point \$49

- Durably constructed to support 750 lbs yet weighs less than 8 lbs
- Breathable seat and backrest that conforms to the shape of an individual
- Stacks up to 10 chairs high

[Find Adapt Stacking Chairs here →](#)



ABS Tables with a Smooth Finish

Although all MityLite ABS tables are easy to clean, a smooth finish tabletop is even easier to disinfect than tabletops with a textured finish. There are two color options for the smooth tabletop finish, Beige and Grey.

ABS Table Features:

Starting Price Point \$248

- Durable, lightweight design that is easy to set up and take down
- Tabletop is stain-resistant & easy to wipe clean
- Moderate heatshield protected subsurface
- Durable edge bumper reinforces strength
- Powder-coated steel legs include non-marring glides to protect floors

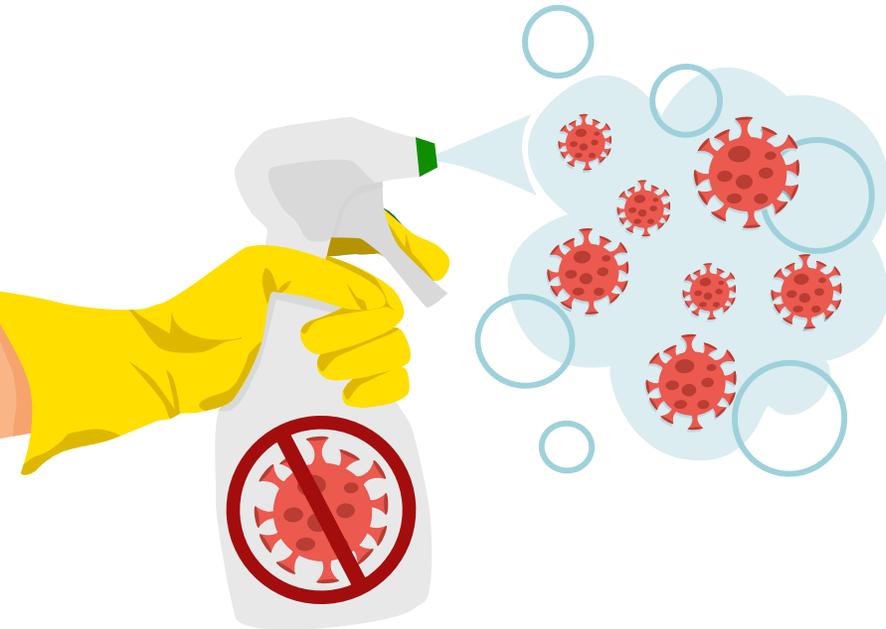
[Find ABS Tables here →](#)

SECTION THREE: Cleaning & Disinfecting Tips

Best practices in making sure your campus furniture is clean

It's more important than ever to properly clean and disinfect products at your campus. This section will help you learn how to effectively clean social distancing products without causing damage to surfaces.

More detailed instructions for each product can be found in the [Resources](#) section on mitylite.com.



Protection Shields

To combat the existence of germs, bacteria, and viruses, the surfaces of all protection shields should be cleaned daily with a solution of dishwashing liquid and warm water applied with a clean microfiber cloth.

To sanitize, spray with Lysol or a mixture of 30% rubbing alcohol and 70% clean water and then wipe off with a clean cloth.

[Find Protection Shields here](#) →

Partitions

Clean the polycarbonate panels of MityLite partitions by using any water-based cleaning agent or foam with a damp cloth.

Sanitize the panels by spraying with any disinfecting spray.

[Find Partitions here](#) →

Powder-Coated Table Legs & Chair Frames

All MityLite tables and chairs have either a steel or aluminum leg or frame with a powder-coated finish. Clean the powder-coated finish using a soft cloth or sponge and a mild detergent (pH5 to 8). Avoid using a brush with tough bristles as this might damage the surface. Then, wipe down the surface with a soft cloth and clean water.



FlexOne® CS Folding Chairs & Adapt Stacking Chairs

To clean chair seats and backs, mix water with a mild household detergent, such as Simple Green, and wipe down the seat and backrest with a rag.

To disinfect, use a 10% dilution of bleach (90% water) to sterilize the seat and backrest.

[Find FlexOne CS Folding Chairs here →](#)

[Find Adapt Stacking Chairs here →](#)



ABS Smooth-Finish Tabletops

It's important to remove stains as soon as possible. To clean, use warm, soapy water and allow it to sit on the tabletop to loosen dirt. Gently scrub with a nylon brush to help remove dirt from the textured surface.

Common disinfectants including Lysol wipes and sprays can be used without causing harm.

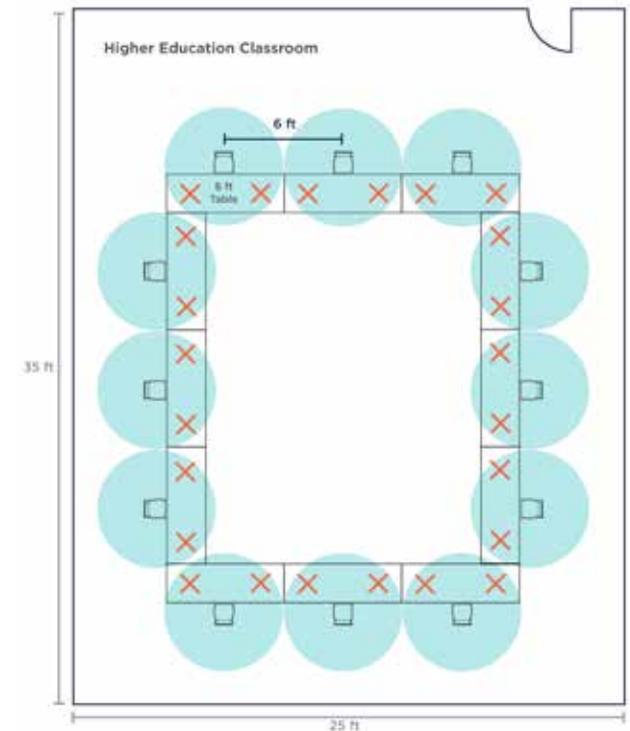
[Find ABS Tables here →](#)

SECTION FOUR: Social Distancing Room Planner From the Classroom to the Library

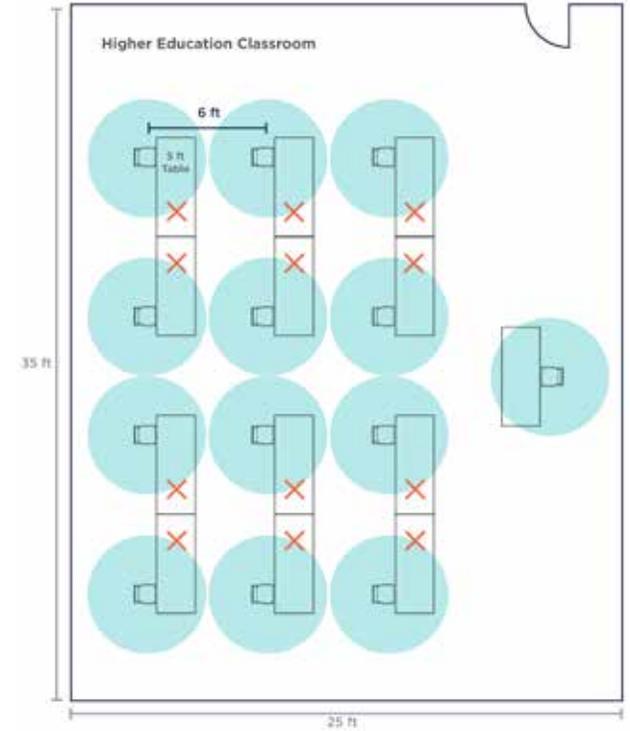
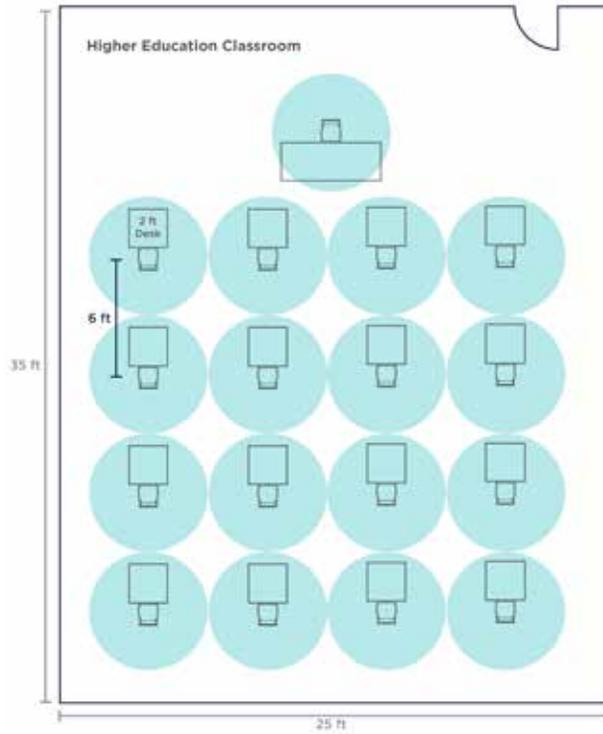
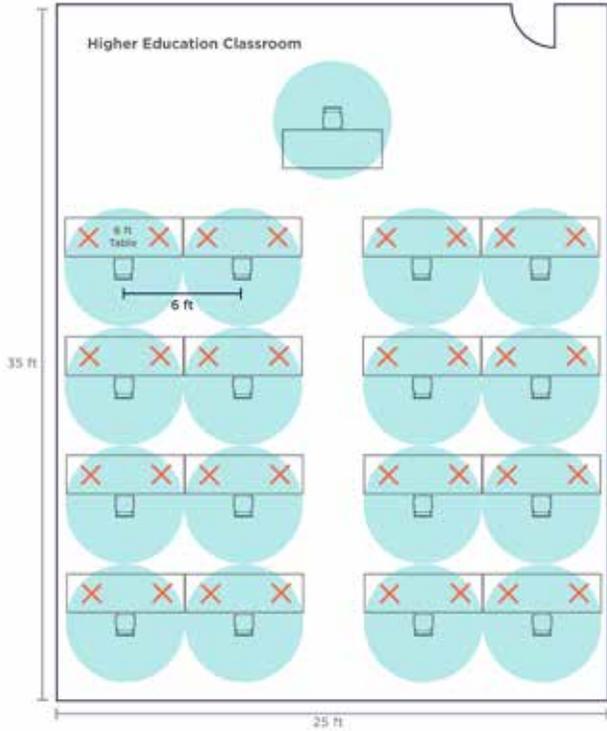
Tips on how to plan and set up rooms to keep employees and students safe

In order to help your staff and students feel safe, you need to design all gathering spaces in a way that adheres to social distancing guidelines. This section will help you determine which room setups will work for you and how much space you need in order to accommodate the number of people.

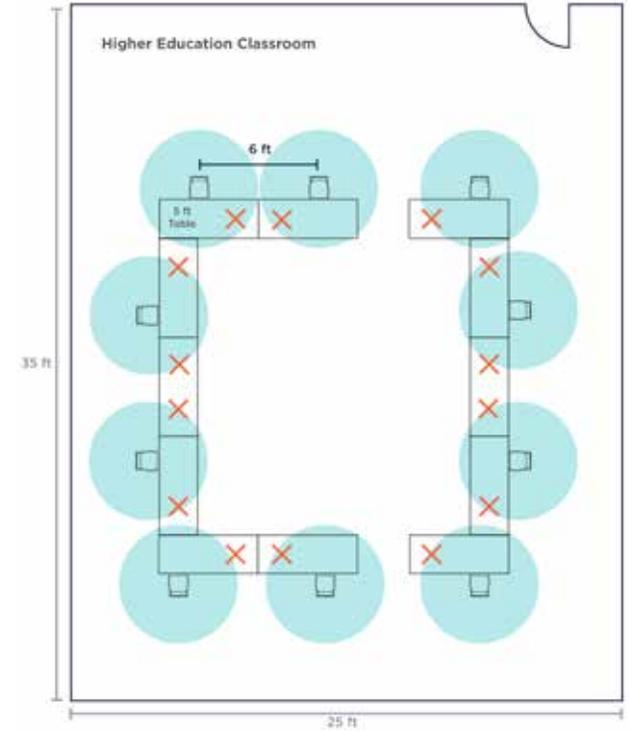
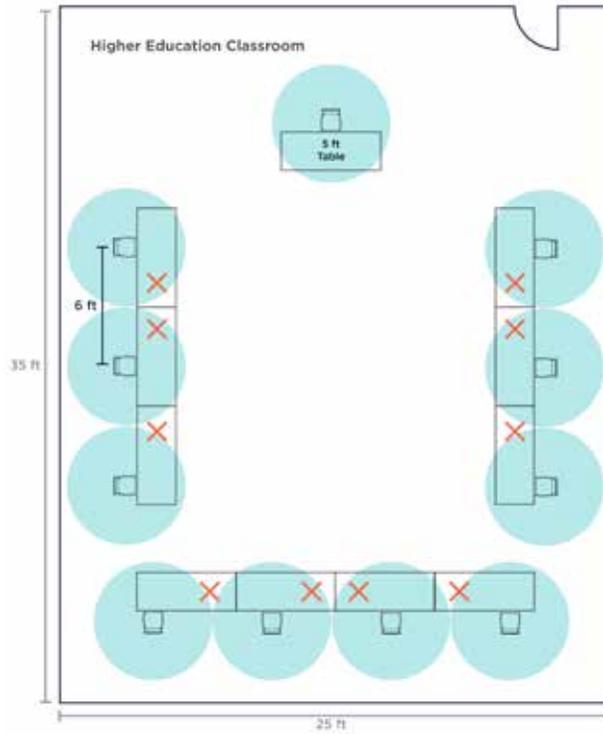
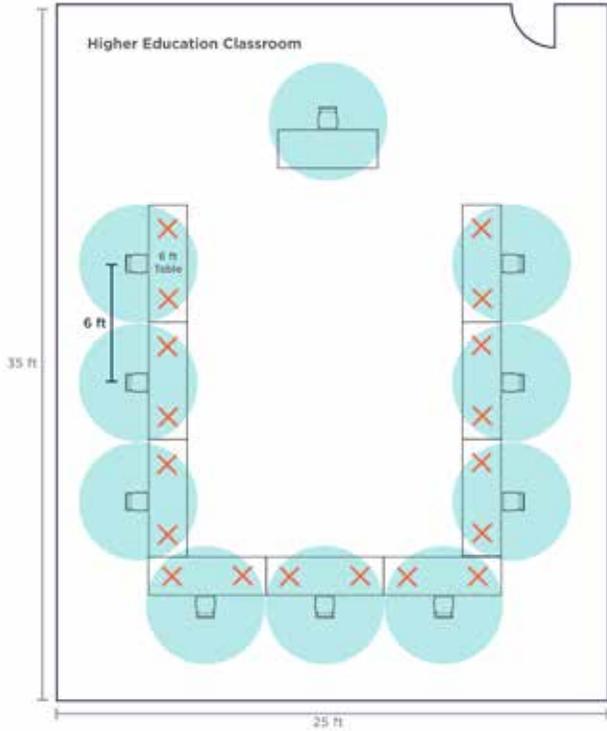
Classroom Set Up Example



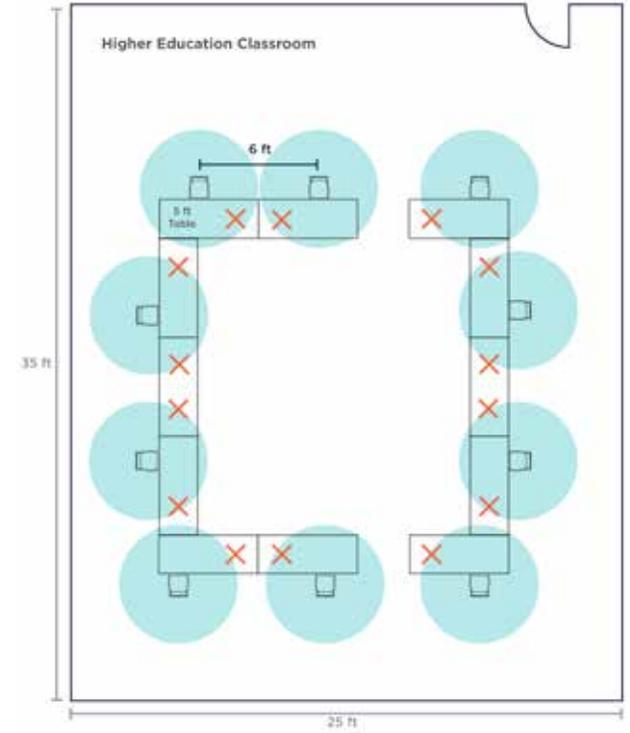
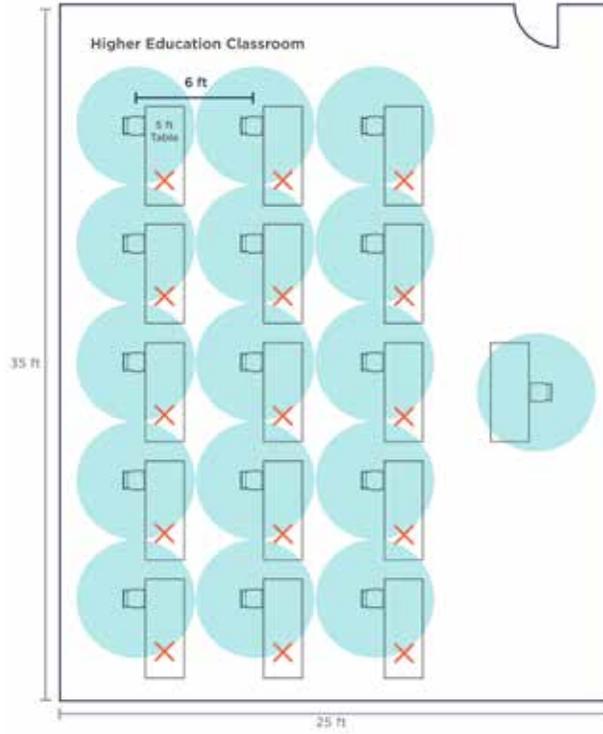
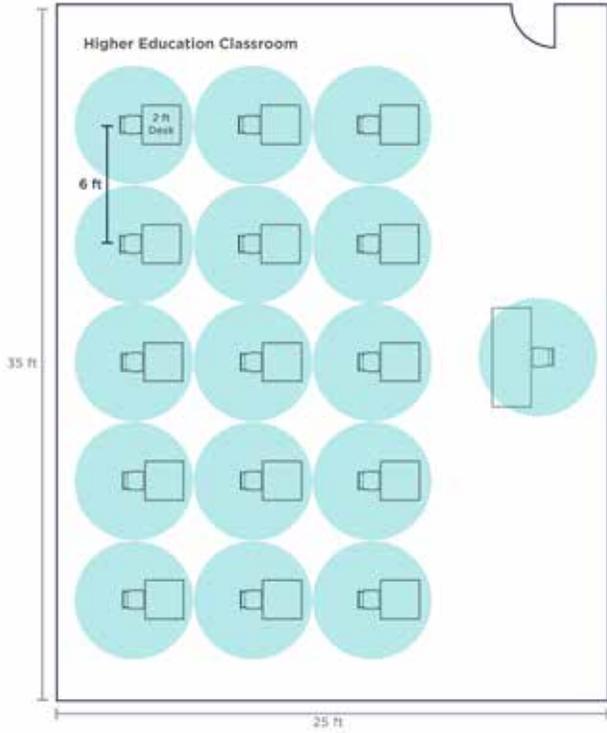
Classroom Set-Up Examples



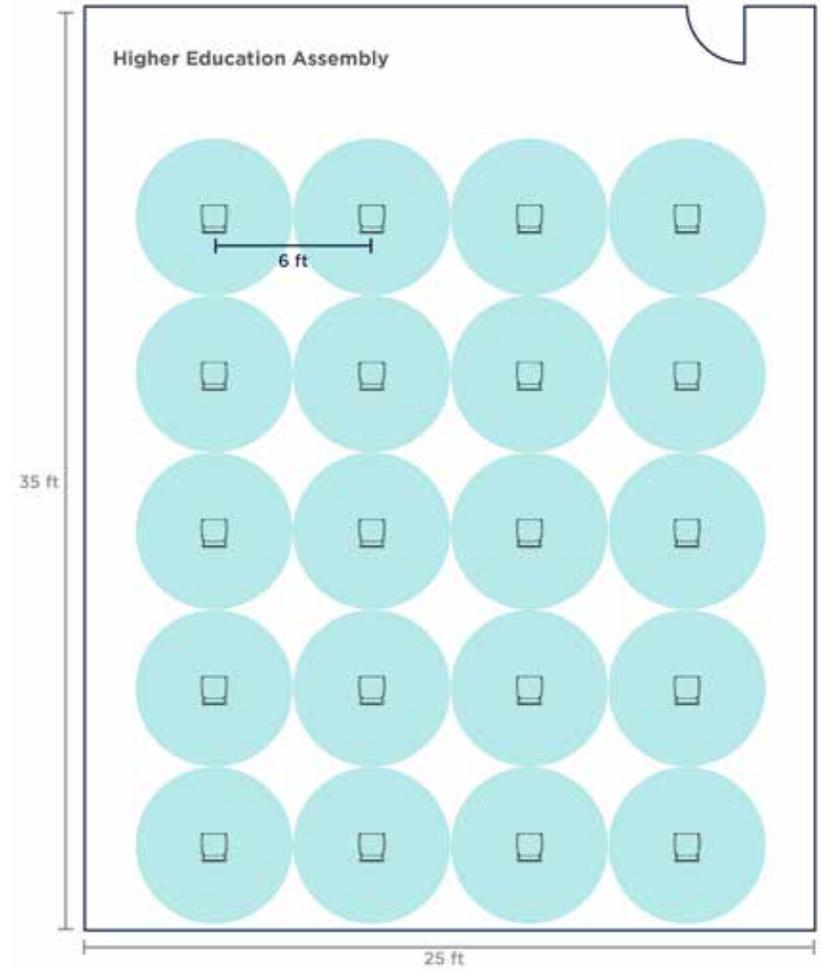
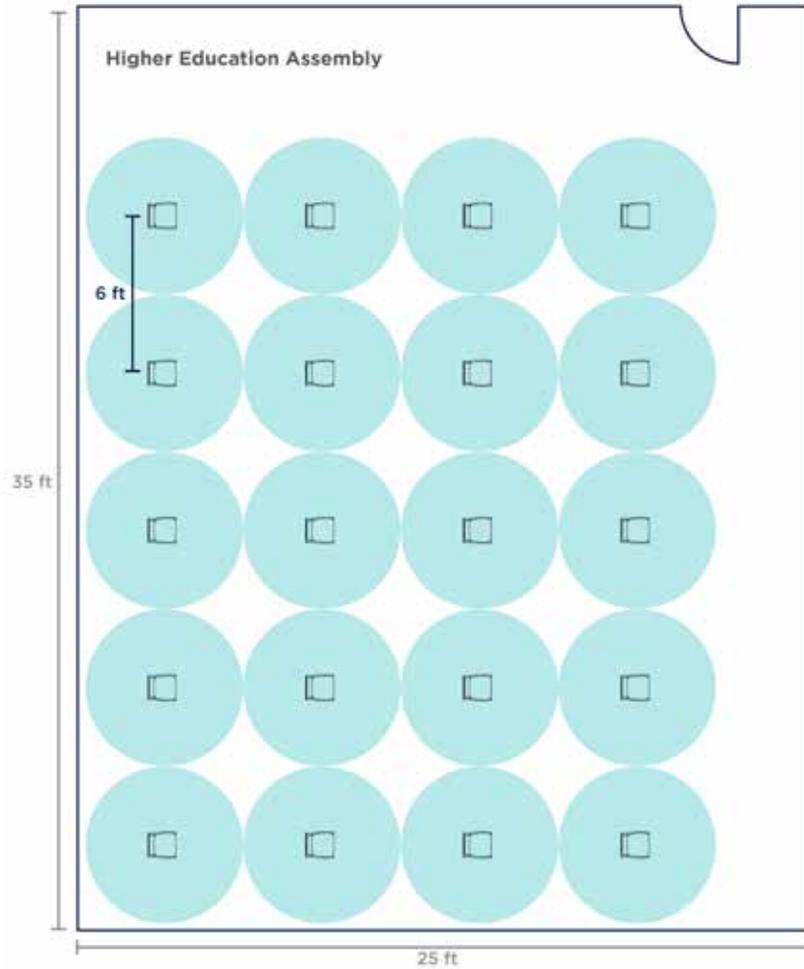
Classroom Set-Up Examples



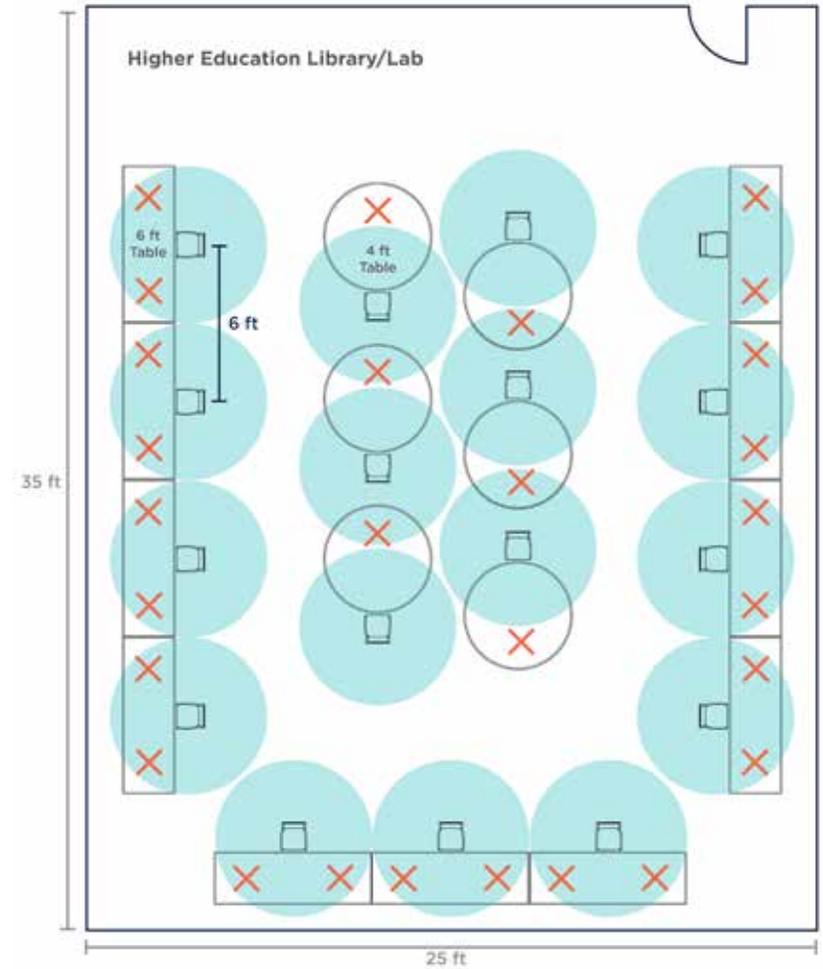
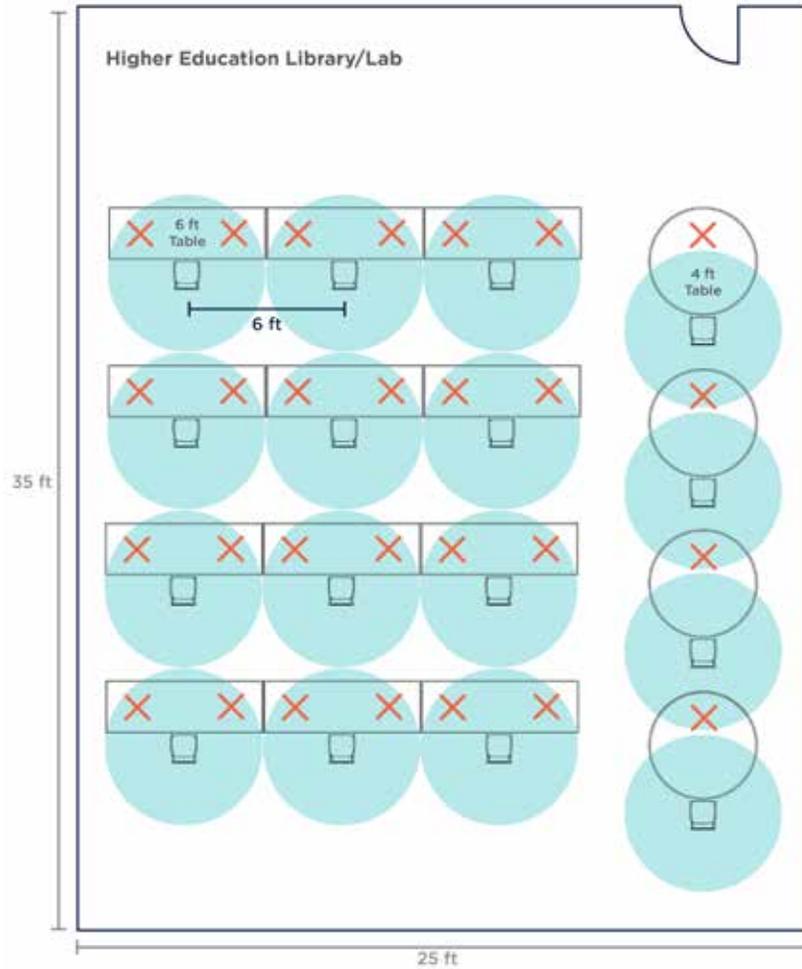
Classroom Set-Up Examples



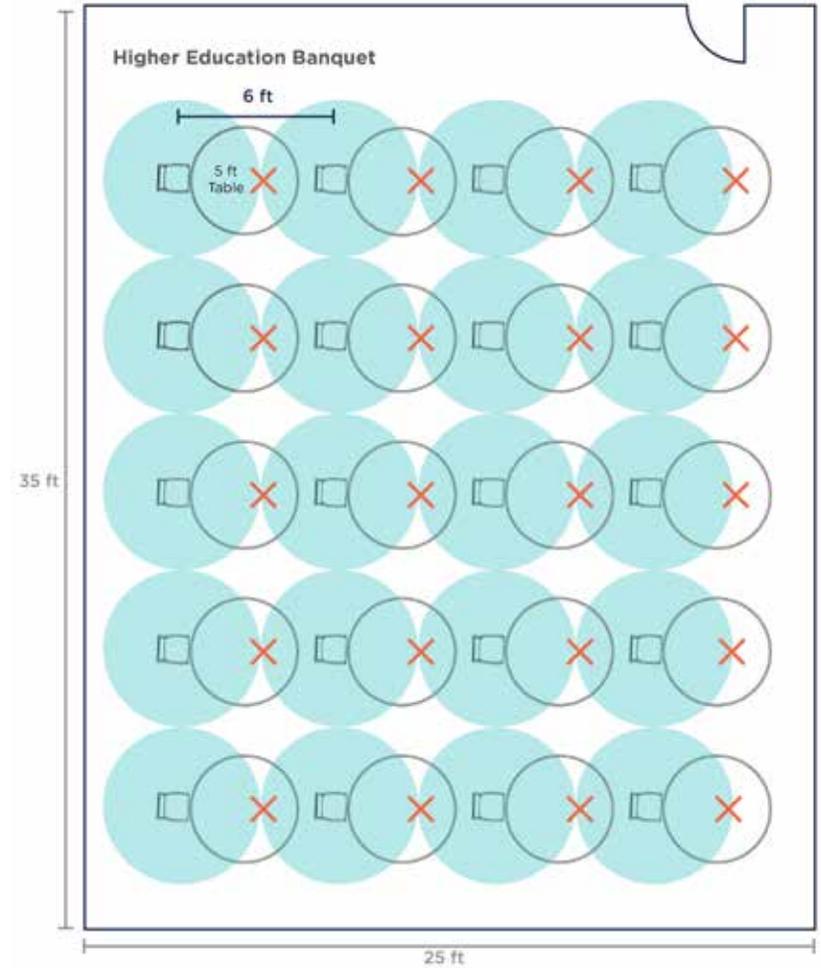
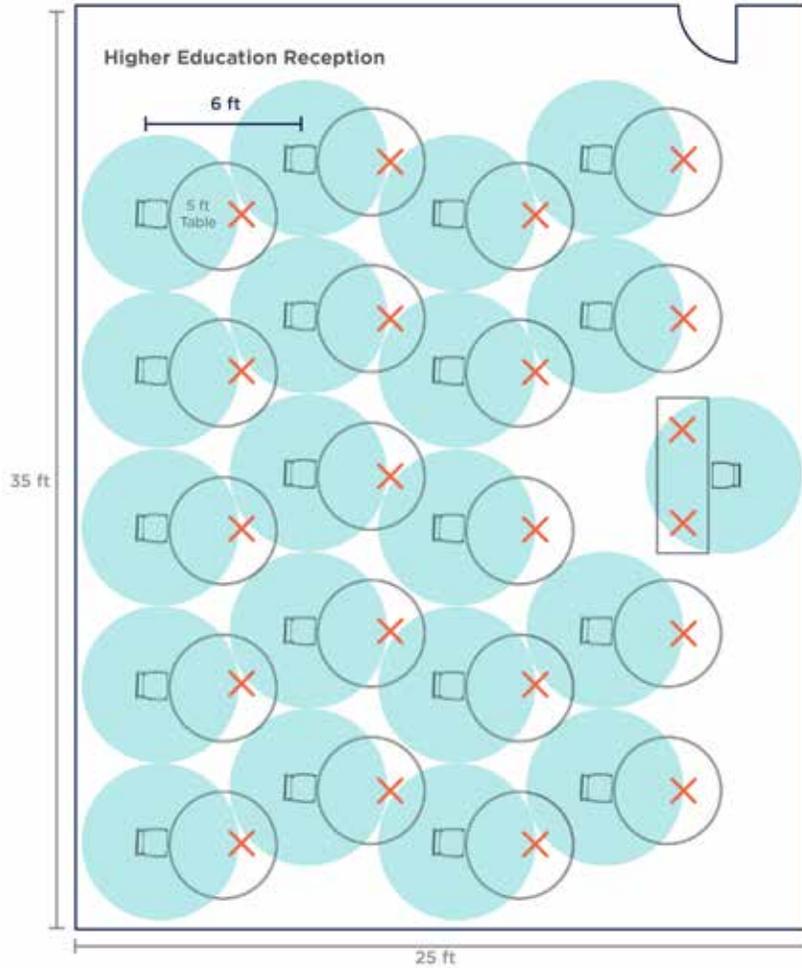
Seminar and/or Theater Set-Up Examples



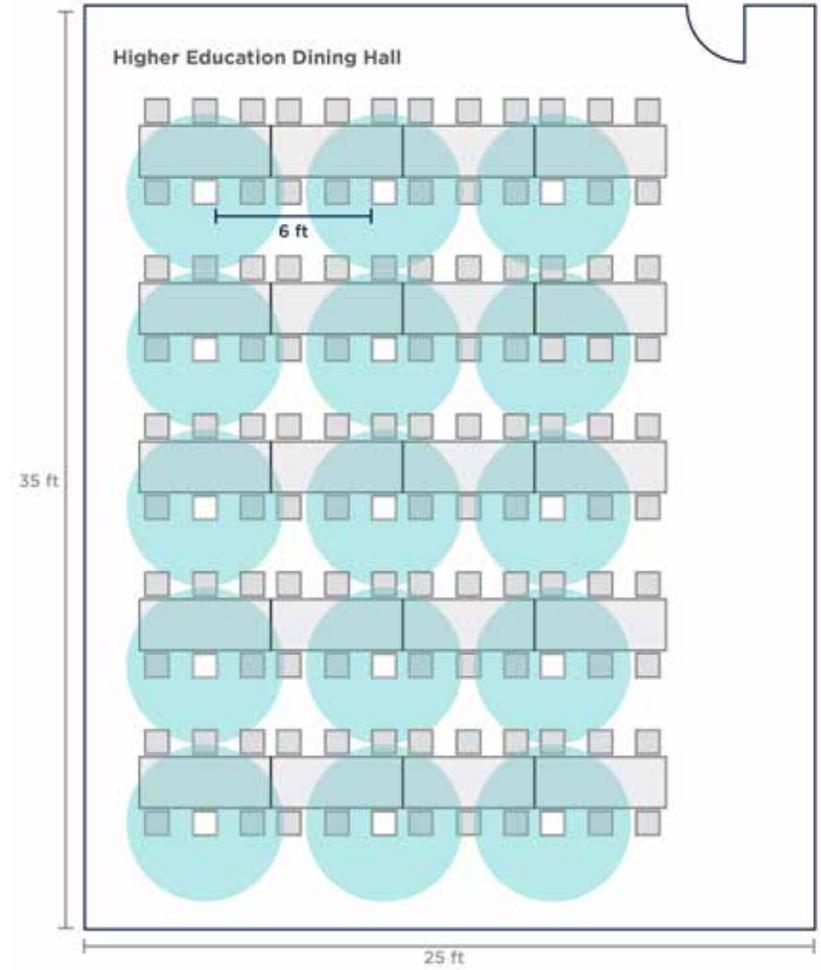
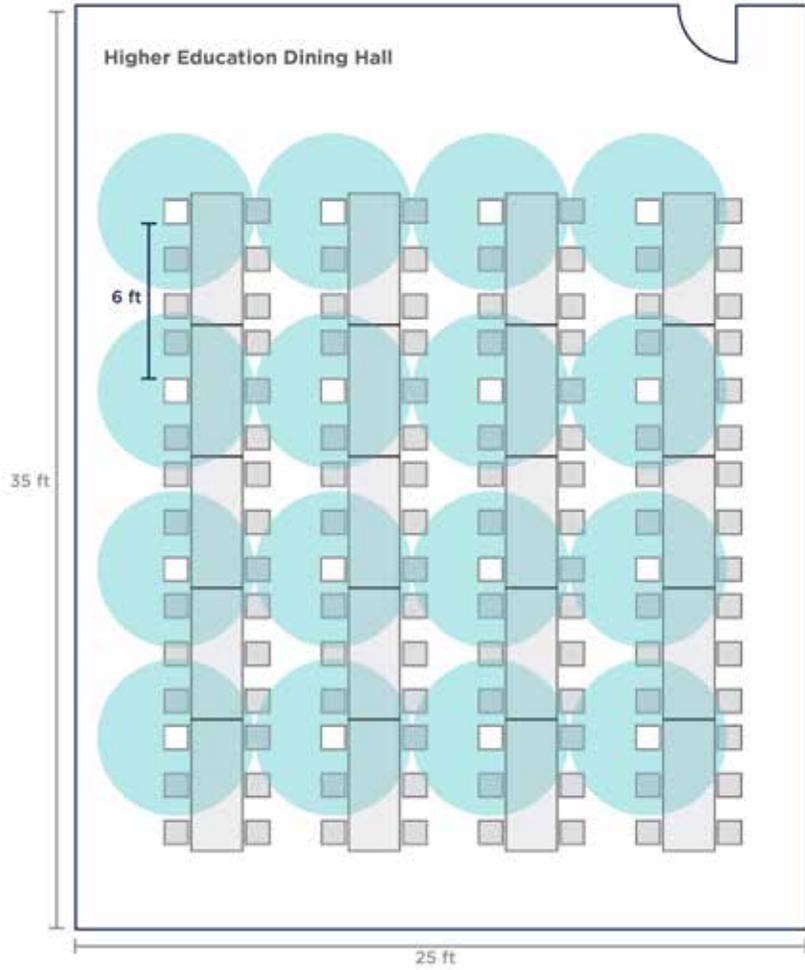
Library or Lab Set-Up Examples



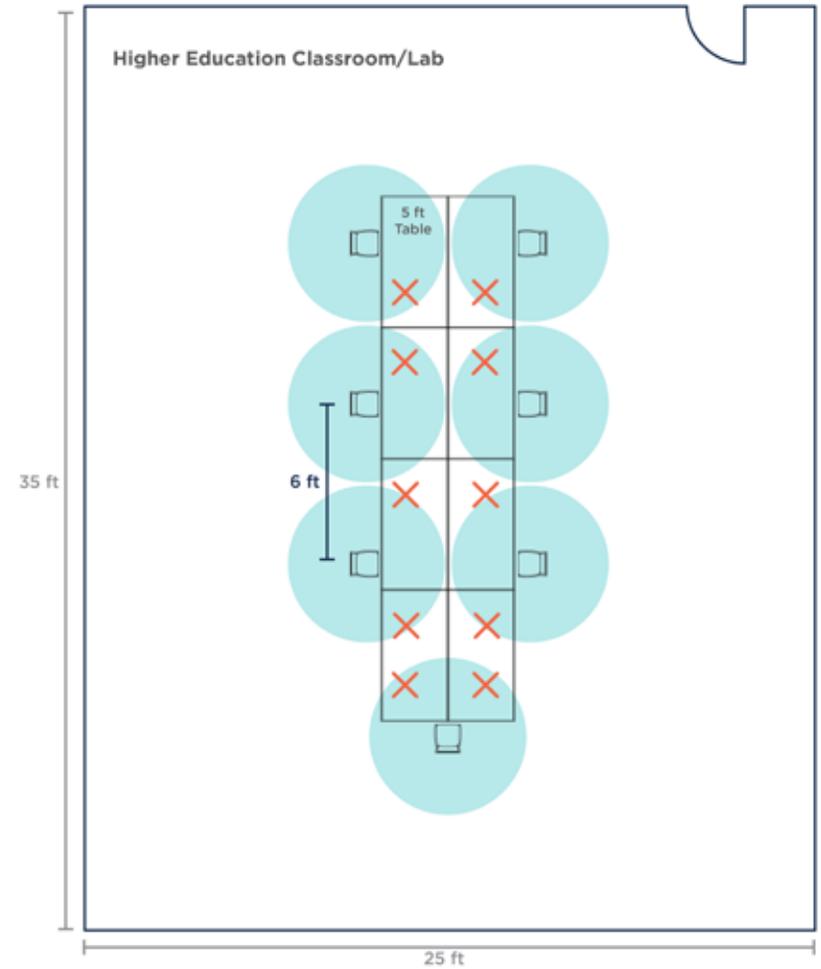
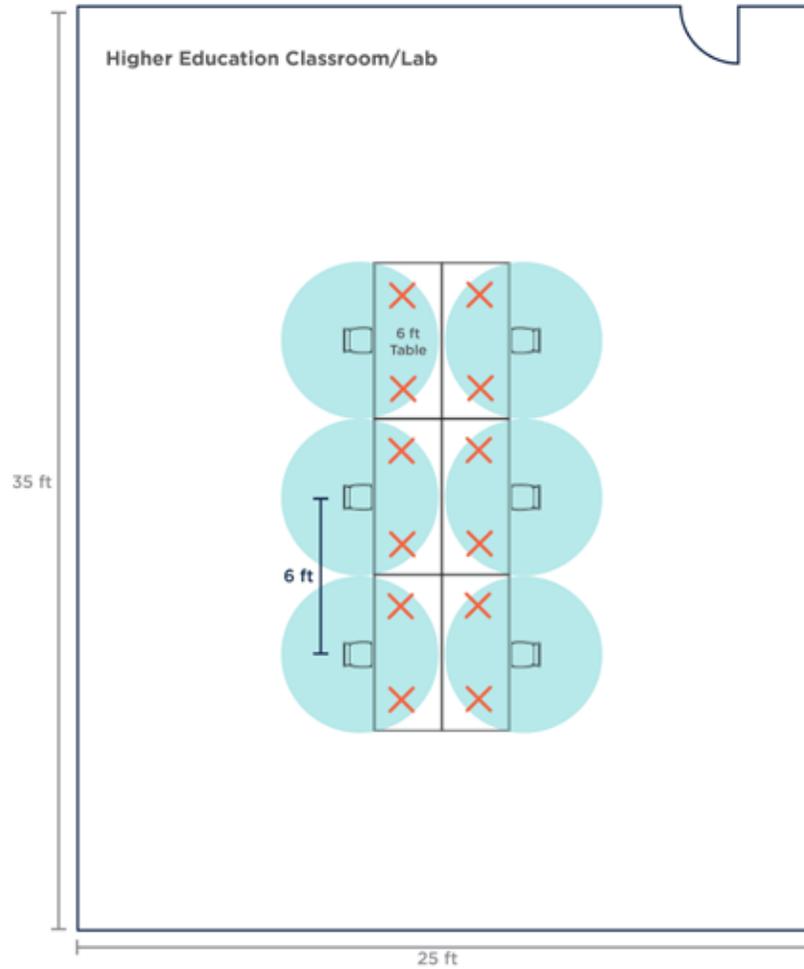
Reception / Banquet: Set-Up Examples



Food Court or Dining Hall Set-Up Examples



Meeting: Set-Up Examples

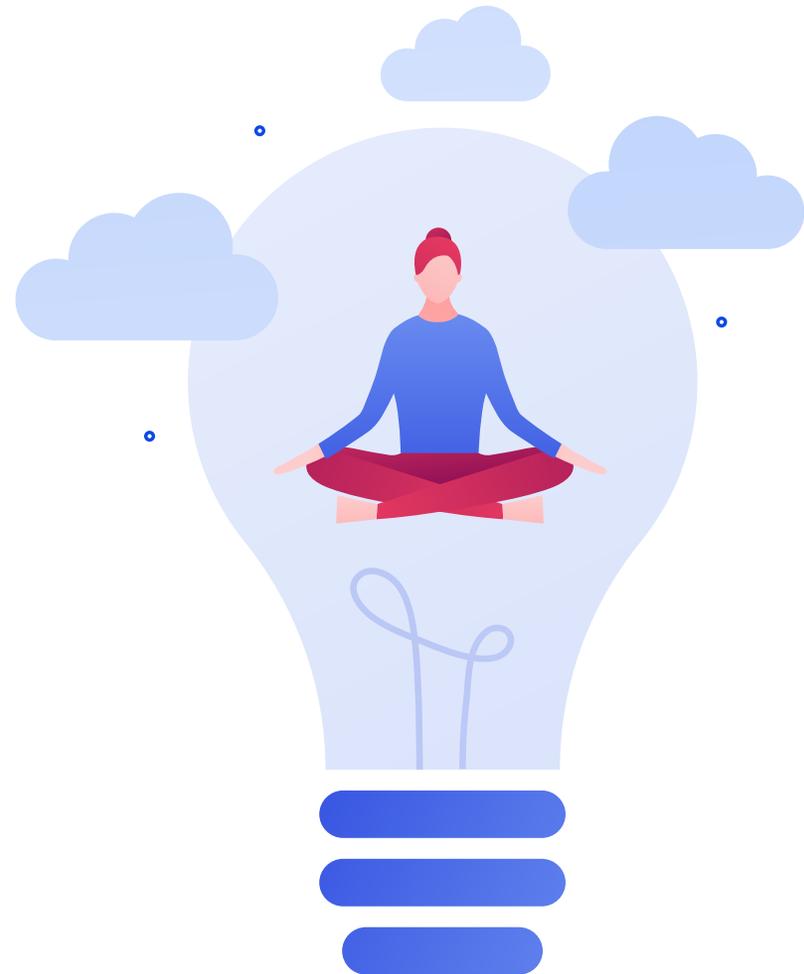


SECTION FIVE: Communication Strategies & Tools

How you can provide a positive experience in this new normal

A new survey conducted in August of 2020 by ValuePenguin.com states that 1 in 3 college students don't feel safe returning to campus because of COVID-19. Nearly 1/3 of these students said they are not receiving enough coronavirus-related communication from their school. These students say they have only received vague information from school administrators and they often end up having more questions than answers regarding what to expect.

With this in mind, one of the most important things a college campus can do right now is establish an effective communication plan that includes easy access to resources that address concerns. If this is true for students, it's likely true for faculty and staff as well.



YOU MUST BE TRANSPARENT!

A lack of transparency is the number one complaint of university employees and students throughout the nation.

This section will help you put these communication resources in place quickly and efficiently to establish yourself and your campus as an industry leader during this crucial time.



Create Your Communication Plan

Your communication plan should include strategies for distributing information that students and employees need regarding safety, social distancing, and COVID-19. Make sure it's easy to find answers to common questions and access to important support services and resources.

Several higher education surveys have found that students have higher than normal levels of stress regarding housing and finances in addition to health concerns. Make sure your plan addresses these issues as well. Consider developing a plan that provides extensions and more payment options for tuition. Communicate proactively where students can get monetary support and provide easy access to housing resources.

Make sure you also schedule a training for faculty and staff and create an online training for students to complete before returning to campus.

Distribute COVID-19 Welcome Kits

It's a good idea to provide students with a COVID-19 Safety/Welcome Kit when they arrive on campus for the first week of classes. Figure out the best location to set up a booth or table manned by employees ready to distribute these to students as they arrive on campus.

Kits can include face masks, hand sanitizer, a stress ball, Emergen-C packets, educational information about social distancing, information about mental health resources, and hand sanitizer. You might also consider including a contactless door opener and button-presser to discourage the spread of germs.

If possible, brand these items. It's a great opportunity to promote school pride.



Develop COVID-19 Online Information Portal

Your communication plan should include strategies for A Spring 2020 Top Hat COVID-19 Student Survey found that students are feeling higher levels of stress, anxiety, and depression. There's a direct link between stress and academic performance. Therefore, it's important to do everything you can to help reduce stress and anxiety. A detailed online resource can do that. Make sure to update it regularly and highlight updates and additions.

Examples of *Online Information Portal* content

Pages 31-34

Other Resources for Students & Employees

Pages 35

Printable Resource Sample

9 Tips for Supporting Mental Health During COVID-19

Pages 36-37

COVID-19 Informational Webpage

Our Safety Plan:

- All students, staff, and faculty are asked to complete a health training and agree to follow campus guidelines
- All campus visitors are required to use face coverings and physical distancing
- High-use spaces and high-touch surfaces are cleaned frequently
- Countertop shields are installed at points of interaction
- Hand sanitizing stations are located inside main building entrances and near doors to classrooms and labs
- Buildings have high-efficiency air filters to provide good ventilation
- Traffic flow patterns have been created to limit bottlenecks at entrances, exits, and in hallways
- Occupancy has been reduced in residence hall rooms
- Protocols are in place to limit capacity in common spaces such as the libraries, computer centers, and the Student Life Center
- The fall schedule includes shifts to online courses to reduce the potential spread of coronavirus
- Maintain close contact with health and state officials to ensure we have the latest data and expert advice

What we ask of students:

- Complete the online health training
- Follow health guidelines including wearing a face covering, practicing physical distancing, washing hands frequently, and following other basic hygiene protocols
- Stay home or in your residence hall unit if you have a fever or other symptoms associated with COVID-19
- Fill out a self-reporting form if you have COVID-19 symptoms, are being tested for the disease because of symptoms, or have had exposure to someone who has been diagnosed with COVID-19
- Limit in-person meetings to 20 people or fewer
- Continue to telecommute if feasible given your work duties
- Treat each other with respect and kindness during this unprecedented and challenging time



COVID-19 Informational Webpage Continued...

Sick Policy:

- You are required to stay home if you are sick
- Stay home if experiencing COVID-19 symptoms including fever, chills, new or worsening chronic cough, runny nose, sore throat, new loss of taste or smell, nausea, vomiting, diarrhea, fatigue, headache, muscle/body aches, or difficulty breathing/shortness of breath

Only come to campus if:

- At least 10 days have passed since your symptoms first appeared
- You do not have any other flu-like symptoms (for example, cough, or shortness of breath)
- You have had no fever for at least 24 hours (one full day of no fever without the use of medicine that reduces fevers)
- You have not had contact with anyone who is COVID-19 positive (including the five days before they were positive) for 14 days

Required Face Coverings:

- Face coverings (mask, scarf, gaiter, bandana) are required inside university buildings and in outdoor public settings where physical distancing measures are difficult to maintain
- Face coverings must cover both the nose and the mouth
- Plastic face shields do not meet this requirement but may be worn in conjunction with a cloth mask

Required Social Distancing:

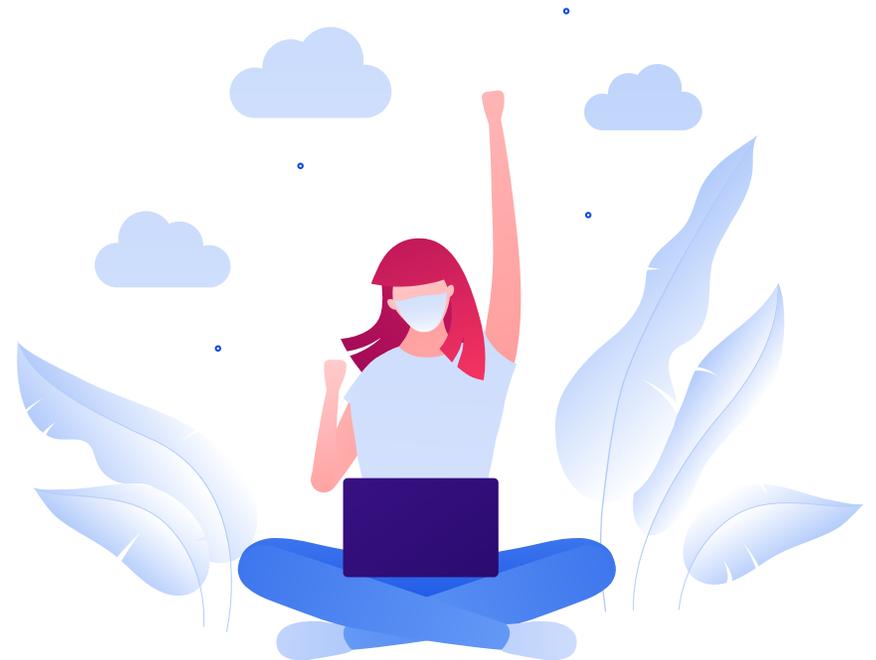
- Maintain at least 6 feet of separation as often as possible
- Minimize face-to-face contacts and avoid large gatherings
- In-person interactions should be limited to fewer than 20 people



COVID-19 Informational Webpage Continued...

Practice Good Hygiene:

- Wash cloth face coverings after every use with regular detergent and the warmest appropriate water setting
- Disposable masks should only be used for one day and placed in the trash after use
- Avoid close contact with people who are sick
- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing, sneezing, or touching your face
- If soap and water are not available, use hand sanitizer (cover all surfaces of your hands and rub them together until they feel dry)
- Avoid touching your face, eyes, nose, and mouth with unwashed hands
- Cover your mouth and nose with a tissue (or use the inside of your elbow) when coughing or sneezing
- Used tissues should be disposed of in the trash.
- Clean and disinfect frequently touched surfaces and objects daily
- Wipe down tables, workstations, doorknobs, light switches, countertops, handles, desks, telephones, cellphones, keyboards, etc. frequently
- Items such as keyboards and mice can be sanitized with 70% alcohol wipes to avoid damaging electronics
- Avoid using someone else's equipment
- Don't use other the phones, desks, offices, work tools, and equipment of others
- Monitor your health daily (watch for fever, cough, shortness of breath, or other symptoms of COVID-19)
- Take your temperature if you develop symptoms



COVID-19 Informational Webpage Continued...

Office Work Guidelines:

- Remote work should continue to be encouraged
- Temporary work adjustments should be made for employees in high-risk categories
- Minimize the number of individuals in the office at any given time, such as rotating shifts and staggering schedules

Report Potential Expose:

- If you are tested for COVID-19 please complete the university COVID-19 reporting form
 - Keep track of places that you visit on campus and people with whom you interact
 - Report any health and safety concerns to:
-

Other Resources for Students & Employees

Create a Student Health Resource Portal

This online resource should have links that enable students to quickly find access to the support they need. In turn, the sites you link to should include COVID-19 FAQs prominently on the webpage where students can find answers quickly.

Include links to:

- Student Health Center
- Occupational Health Center
- Financial Aid
- Housing Information
- Office of the Dean of Students
- Student Access Services
- International Student and Scholar Services
- Global Safety
- University Public Safety

Also, make sure it's easy for students to reach out for support. Include hours for virtual counseling services as well as phone numbers and email addresses in a prominent, easy-to-find location. Provide options for virtual sessions outside the home in case it's stigmatized in that environment.



9 TIPS

for Supporting Mental Health During COVID-19



Create and maintain a routine

Make sure you formally schedule your time with a calendar or app. Include breaks, meals, personal projects, a sleep schedule, and daily physical exercise. Consider sharing your schedule with a friend or family member to increase accountability. The absence of your typical routine gives you an opportunity to develop a new routine.



Engage in mindfulness practices

When we experience stress, we may find our minds “racing,” often with unhelpful thoughts. These thoughts can lead to more stress, catching us in quite a loop. Break the pattern—make a firm plan to practice mindfulness.



MINDFULNESS EXERCISE:

Sit quietly and allow your body to breathe deeply (full inhaled in, full exhaled out), then gently invite your mind to return from the races and join you in the present moment as you sit and breathe. Invite your mind back kindly as many times as needed. Repeat the practice daily for 10 to 15 minutes or more.



Maintain exercise and physical activity

Be creative with your workouts. Check out YouTube and fitness apps for free online classes. Get outside when you can while maintaining social distancing. Also, look for fitness groups on social media to keep yourself accountable and engaged.



Find peer support in virtual environments

There are several free virtual services such as Facetime and Zoom that will enable you to connect with friends and family. Make sure you include times to connect with others in your weekly schedule.



Set boundaries for social media and news consumption

Stay informed but set appropriate limits. Make sure you follow reputable sources to know the facts but avoid catastrophic and all-or-nothing thinking.



Communicate regularly with family and friends

Utilize free resources such as Zoom and Facetime to schedule virtual game nights, book clubs, and other interest groups to keep you connected with family and friends.



Nurture your well-being

Reach out for mental health support when needed. It's common for alcohol and drug use to increase during times of stress. Finding a balance as well as support and accountability, especially for those in recovery, can be helpful.



Have balanced nutrition

Cut yourself some slack and indulge in cravings, but balance this with nutritional foods. Good nutrition supports your immune system. Ask for help if you're concerned about food insecurity.



Keep yourself accountable

Share your wellness plan with a friend or family member who can help. Think of the different areas of your life that may require different accountability plans—physical, emotional, spiritual, academic, and professional.

Build Student Support Networks

List options on your website for online tutoring, mentoring, and peer support groups. Encourage faculty to facilitate an online discussion board with their classes so that students can reach out to classmates when they have questions and need help.

One example is for faculty to assign journaling as part of the curriculum. Perhaps have students post excerpts from the journal that they feel comfortable sharing in the online discussion board.

Create a Peer Support Model

Surveys show that students want more engaging experiences beyond the classroom. Part of the college experience is student events and extracurricular activities.

In a 2020 Active Minds survey, students reported they wanted more opportunities for social connection, choosing to “replace canceled events, services, and classes with virtual ones.”

Perhaps work with the student activities center to create things such as virtual game nights and movie viewing parties.

Also, give students a place to create common interest groups so they can schedule virtual events in order to stay connected and meet new people. Built online centers that can take the place of student clubs and organizations.

Provide Support for Faculty & Staff

Faculty and staff can only give students the support they need if they themselves feel supported. Lead by example.

Create an online chat portal for faculty and staff where they can get information and help quickly.

Also, create an online wellness portal where employees can access resources and schedule virtual counseling sessions.



Learn about resources available to help with your well-being during COVID-19



BE INFORMED
VUMC, CDC & TN DOH Resources



BE RESILIENT
Self-Care & Coping Resources



BE SAFE
Resources for
Working Safely



BE HEALTHY
Resources for Home Life & Work Life



BE SUPPORTIVE
Resources for Your Peers & Team

Be transparent about plans for the fall and beyond, and update information as soon as possible.

Give faculty and staff tools to advocate for what they need.

Make sure all faculty have copies of a resource with tips for supporting mental health during COVID-19 as well as having it prominently on your website. This way, the faculty can distribute copies to students at the start of classes.

Provide Faculty with additional resources to make it easier for them to meet student needs.



How to Give Students a Positive Experience in the New Normal



Focus on soft skills:

Empathy, compassion, communication, understanding, and validation



Be fair:

Leniency, accommodations, and flexibility



Provide tools:

Help students advocate for what they need at home

For example: Requesting a designated quiet time for study, establishing a private workspace, and setting boundaries



Remove stress about the unknown:

Do regular check-ins to help students know how they currently stand and how they can stay on their academic path.

SECTION SIX: Printable Resources for Colleges & Universities

Free Social Distancing Signs

The next 12 pages have social distancing resources we've created to help you safely reopen your campus.

Feel free to print off these signs, make copies, and use throughout your campus.



**USE
CAUTION**



**WEAR
A MASK**



**AVOID
TOUCHING**



**WASH
HANDS**



**MAINTAIN
DISTANCE**



**BEFORE ENTERING
PLEASE FOLLOW GUIDELINES**



**PLEASE WEAR
FACE COVERING**



**PLEASE SANITIZE
YOUR HANDS**



**PLEASE MAINTAIN
PROPER SOCIAL DISTANCING**

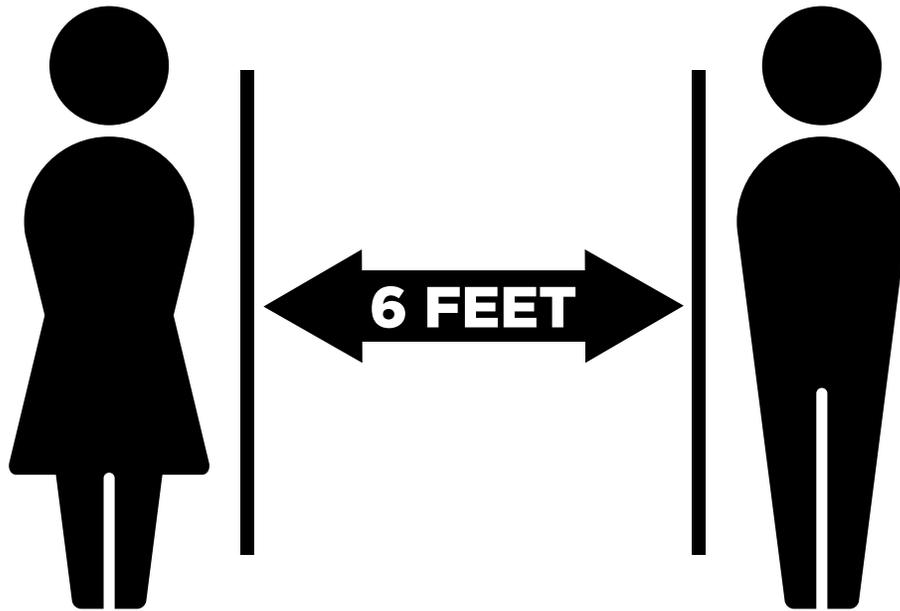
COVID-19





HEALTH FIRST

SOCIAL DISTANCING



- **6' of space from others**
- **Minimize close contact**
- **NO handshakes**
- **Wash hands Frequently**

Directional Floor Signage
(Print, cut out, laminate, and adhere to floor)

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CLOSED

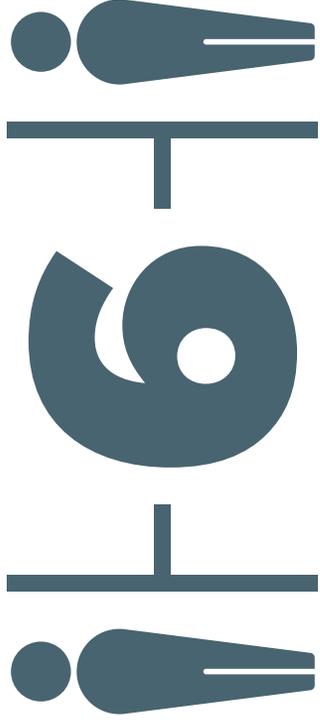
**FOR SOCIAL
DISTANCING**

DO NOT USE

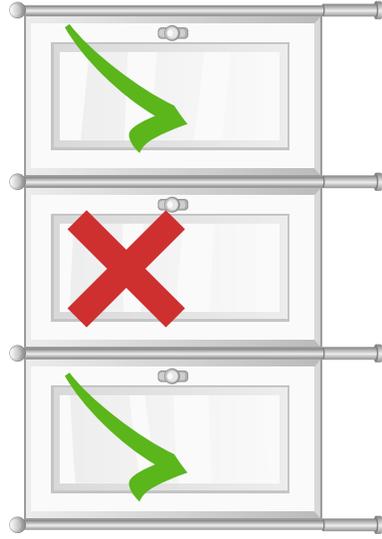
THANK YOU

**Please practice
social distancing
while in the
restrooms.**

PLEASE STAY



FEET AWAY

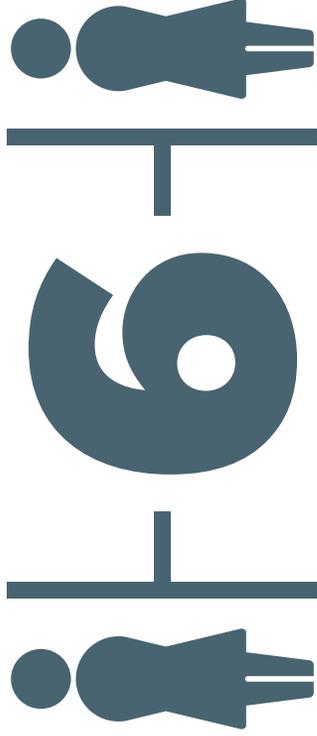


**PLEASE ALLOW
ONE SINK OR
ONE STALL
OF DISTANCE
FROM OTHERS.**

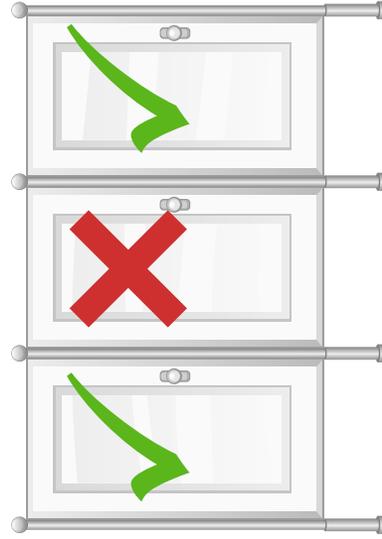
THANK YOU!

**Please practice
social distancing
while in the
restrooms.**

PLEASE STAY



FEET AWAY



**PLEASE ALLOW
ONE SINK OR
ONE STALL
OF DISTANCE
FROM OTHERS.**

THANK YOU!



STAY SAFE!

**THANK YOU FOR PRACTICING
SOCIAL DISTANCING**



COVID-19

Elevator Floor Sign
(Print, cut out, laminate, and adhere to floor)

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MAINTAIN YOUR SPACE

TAKE THE STAIRS



Help protect our campus community by
avoiding the elevator and taking the
stairs when possible.

**In an emergency evacuation, all stairs
may be used leading to an exit.**

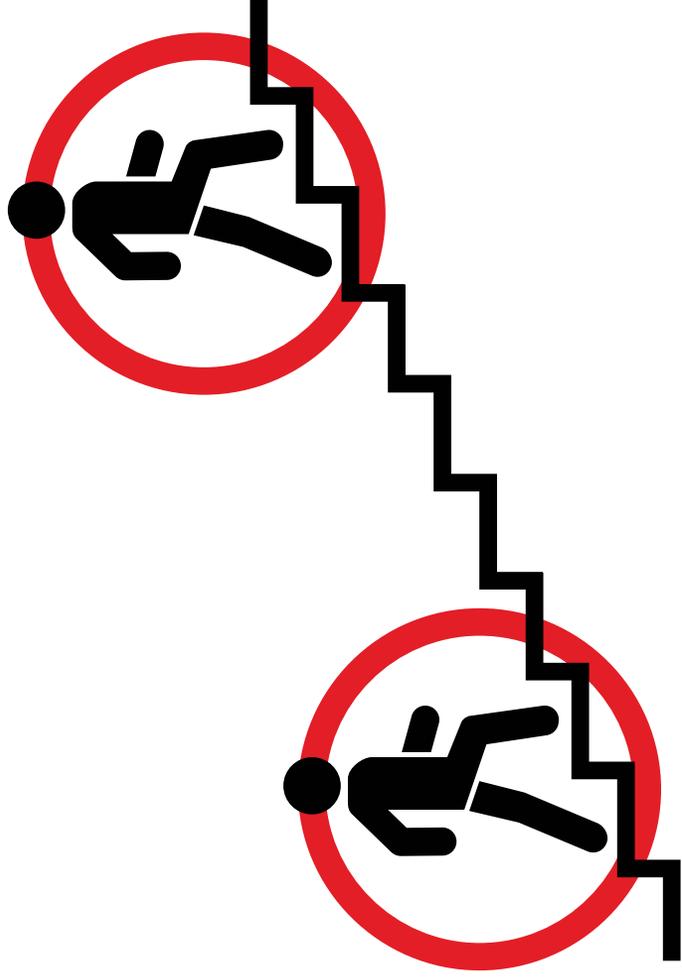
REMEMBER TO SOCIAL DISTANCE

COVID-19

 **Up only**

except in an emergency

REMEMBER TO SOCIAL DISTANCE



**Keep 8 steps of distance
between you and others
when taking the stairs**



COVID-19

Stair Signs

(Print, cut out, laminate, and adhere to surface)

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Things to Remember

Helping students, faculty, and staff understand the importance of social distancing and feel confident that your campus is ready to meet this new challenge will help us all be successful.

Here are a few things to remember:

- Create a social distancing protocol for your campus and make sure all staff and faculty receive training and have a copy
- Purchase important social distancing products like protection shields and partitions

- Understand how to clean and disinfect these products
- Reorganize all classrooms and public spaces to adhere to social distancing guidelines
- Implement a communication plan that includes necessary online resources
- Create or purchase social distancing signage for all entrances, restrooms, classrooms, and other applicable spaces
- Keep emphasizing the importance of social distancing, wearing face coverings, and frequent hand washing

With access to the proper resources, students can still have a positive experience. If anyone can get through a pandemic, it's college students. This generation of students is probably the best generation to understand how to stay connected and be resilient in times like this.

Best of luck to all educators during this difficult time.

Thank you for everything you do!



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