

June 10, 2020

## **Grove City College Admissions Office Summer Guidelines for Engaging Campus Visitors**

In compliance with [guidelines](#) released by the Pennsylvania Department of Education on June 3, 2020 for resuming in-person services and activities at postsecondary education institutions, the Admissions Office of Grove City College will operate under the following Health and Safety Plan during the summer months of 2020 beginning June 15. This protocol is intended to comply with Considerations for Institutes of Higher Education, updated by the [CDC](#) on May 30, 2020. Our goal is for you to have a safe, productive, and enjoyable visit to Grove City College!

The Grove City College Fall Return Planning Committee will release a broader plan to govern the entire campus community. In the meantime, the Admissions Office is opening with limited operations, seeking to employ best practices until the campus-wide plan for resuming full on-campus operations (e.g., classroom instruction, residence hall life, dining) is established and implemented. The criteria in this outline are subject to change as regulatory guidance changes.

1. Social Distancing
  - a. To comply with recommended social distancing guidelines, we have rearranged our physical space and will be accommodating fewer families to avoid overcrowding. Each campus tour and admissions appointment will accommodate one family at a time.
  - b. Campus tours and admissions appointments will be conducted based on social distancing guidelines.
2. Cleaning and Disinfecting
  - a. The products and procedures for cleaning comply with recommendations from the [CDC](#) and the [EPA](#).
  - b. Items that are transferred from one visitor to another will be cleaned between uses.
  - c. High-traffic areas within our office will be frequently cleaned.
  - d. Devices utilized by multiple staff members will be cleaned when workers rotate positions.
3. Additional Safety Measures
  - a. Masks
    1. Visitors are encouraged to bring their own masks, but we will have a supply available as needed. Face coverings are recommended when social distancing is not possible.
    2. Staff and student workers are required to wear masks when social distancing is not possible.

- b. Hygiene
    - 1. Additional hand sanitizer dispensers have been set up around the office.
    - 2. Signage promoting handwashing and social distancing has been posted throughout the office.
    - 3. Staff will be encouraged to wash or sanitize hands hourly, including after each visitor interaction.
  - c. Campus Arrival Procedures
    - 1. A member of our staff will be available to greet visitors curbside and provide them with helpful guidance.
4. Communication to Address COVID-19 Changes
- a. Visitors will receive a confirmation email and a phone call to inform them of our current protocol.
  - b. Web pages and regular email communication will be updated to reflect our current protocol.