



Finlandia University COVID-19 Student Conduct Policy Addendum

This temporary administrative policy was written to immediately address any behaviors that violate community standards for protecting the health and wellness of Finlandia's campus community and the larger Houghton-Hancock communities. It is guided by protocols and best practices established by the CDC and State of Michigan.

All students will be held accountable for policy violations that take place between the time they first arrive on campus to begin their Finlandia program and their graduation or official program completion, or Finlandia's confirmation of their withdrawal or expulsion. Conduct that takes place on or near Finlandia's premises or property; occurs at or in connection with a Finlandia-related event; or occurs off-campus but may represent a threat to the safety of the Finlandia community or its members, the pursuit of its objectives, and/or the educational environment of others, may be subject to Finlandia's disciplinary process

Violations of this policy or the *Community Promise Agreement*, may result in immediate disciplinary action, including removal of the student from the Finlandia community. This is in addition to Finlandia's standard sanctions and disciplinary actions that may be issued in accordance with Finlandia's Student Handbook processes, up to and including suspension or expulsion.

The COVID-19 pandemic is ever changing. Students should stay informed and pay close attention to Finlandia University communications that provide updates and specific instructions. As with all of its codes, policies, and standards, Finlandia reserves the right to modify this code at any time and for any reason without notice to you.

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1. Symptom Tracking and Reporting

Students and employees shall not come to campus if they have any COVID-19 symptoms as defined by the [CDC](#), if they have been in close contact with someone who is positive for COVID-19, or if they have tested positive for COVID-19 within the last 14 days. The CDC defines “[close contact](#)” as “anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.” Students in these circumstances who are already on campus must contact the Health and Wellness Center for further evaluation, and follow their instructions and the instructions of appropriate health officials, including quarantine, isolation and contact tracing requirements.

2. Campus Access

To protect the Finlandia University campus and community visitors and guests are not allowed in campus buildings during this time. Invited guests such as contractors and other personnel are allowed only with explicit permission and are expected to use precaution when entering buildings.

3. Failure to Comply

It is important that everyone does their part to adhere to this policy for their own well-being and for the campus and community as a whole. Failure to comply with these safety precautions will result in disciplinary action.

4. Masks

The Centers for Disease Control and Prevention (CDC) has advised that wearing a cloth [face covering](#) can slow the spread of COVID-19. All students are expected to follow the federal, state, and local guidelines related to face coverings. Neck gaiters have been not been proven effective as containing viral particles. Face shields worn independently of cloth or surgical paper masks also have not been proven effective in limiting viral spread. All students must wear face covering that fits securely and snugly against the sides of the face, and cover the nose and mouth while indoors on the Finlandia University campus (with the exception of their own residence hall room, while eating, and other specifically designated areas/circumstances). This includes but is not limited to:

- When in class or all classrooms
- When in the library
- When walking around campus indoors
- When walking throughout residence hall common space
- When in communal gatherings or meetings, (whether formal or informal) where two or more people are present

Students are also expected to wear their cloth face covering when outdoors, if they cannot engage in appropriate physical distancing. Students are expected to follow the direction of university representatives regarding the use of face coverings on campus.

The following are exceptions to when/where one is not required to wear a mask (unless it is requested by another individual)

- Residential student in your suite with just your roommate/roommates
- When physically eating your meal

All Finlandia University students, faculty, and staff reserve the right to ask that students and other community members wear a face mask if they are not wearing one in a required setting. It is recommended that all students carry an extra face mask while on campus. If a student does not have a face mask, they can acquire one at the PPE stations across campus or at the Student Health and Wellness Center.

5. Physical Distancing

The CDC recommends that you [limit close contact](#) to other individuals. Specifically, you should maintain a 6-foot distance from others, in both indoor and outdoor spaces. It is important that you are respectful of other people's space and maintain the appropriate amount of distance. Students are expected to follow the identified travel patterns in all university buildings/locations.

6. Cleanliness

Students will keep their residential spaces clean and will clean shared spaces and surfaces when they begin to use them (e.g., bathrooms, classroom tables and desks, and study spaces). They will use cleaning supplies provided by the University to clean shared spaces.

Students will frequently and thoroughly maintain hygiene by regular hand washing with soap and warm water or use of hand sanitizer (when soap and water are not available) throughout the day, and before and after entering classrooms, work areas or other common areas.

7. Communal Spaces

Congregating in indoor communal areas of campus in groups of more than 10 people is prohibited.

This includes, but is not limited to, Finlandia Hall lounges, kitchens, lobbies, corridors, study rooms/spaces, etc. All students who are congregating in the indoor communal space, must wear a mask, per the policy.

Any student, faculty, or staff member who sees more than ten (10) students gathering in a communal space has the right to go up to the group, while maintaining 6 feet of physical distance, and remind the group that only ten (10) students can be in an indoor communal space at one time. They can then ask the group to please disperse or have some members leave so that they can abide with the policy.

8. Social Gatherings Policy

On-Campus

Residence Hall room capacity limits are set at no more than 4 individuals at a time to maintain social distancing. Residences may not have visitors who live off campus visit their on-campus room during the 20-21 academic year. Residence Hall occupants who visit another residence hall room for any reason must be masked at all times and have the permission of both students assigned to the room prior to entering.

Per the Communal Spaces Policy, no more than ten (10) students may gather in an indoor communal area or space, such as a lounge or lobby space. If more than ten (10) students are in a communal space and behaving in a manner that would denote a party (including but not limited to loud music, alcohol, drugs) they will be documented per the University's conduct policy go through the student conduct process.

If taking place in a residence hall room, the resident(s) who live in that room will be charged with appropriate alleged violations that may have taken place which are noted in the Student Code of Conduct as well as the COVID-19 Student Code of Conduct. The other students who are present in that residence hall room will be charged with appropriate alleged violations that may have taken place or were noted in the report. All students involved/present at the incident will go through the student conduct process.

Off-Campus

In order to decrease the number of people who could become infected with COVID-19, there are limits on the number of people who may congregate in one place. Students living off-campus should adhere to federal, state, and local guidelines limiting the number of people who may gather together. Additionally, students should consider limiting the number of external guests visiting their off-campus residence.

9. Notification of a Positive COVID-19 Test Result

The University requires that all students—whether you live on campus, off campus, or are studying remotely—notify the Student Health and Wellness Center immediately (no later than 8 hours after you receive the positive test result) if you test positive for COVID-19 by any health care provider in any jurisdiction. This reporting can be done via the Daily Symptom Monitoring form, by calling or by emailing the Student Health and Wellness Center, whichever is soonest.

After the Student Health and Wellness Center has learned that a student has tested positive for COVID-19, the Western UP Health Department will conduct additional contact tracing to determine if there was exposure to other members of our community so that they can take appropriate next steps to mitigate further spread of the virus. **Consistent with federal and state laws governing patient confidentiality, the University will not share any patient's private medical information other than to confirm that they are a residential or commuter student of the University.**

Failure to notify the Student Health and Wellness Center of a positive test will result in policy violation of University policy, where the student will go through the Conduct Process and if found responsible, receive sanctions. Please know that students' health, wellness and safety is the University's top priority. All student conduct procedures will occur following the student's full recovery.

10. Isolation and Quarantine Policy

Isolation due to positive COVID-19 test result:

A student must go through the proper protocols of notifying and being in communication with the Student Health and Wellness Center if they have tested positive for COVID-19 or are symptomatic and awaiting test results.

The responsibilities of that student are to:

- Follow all instructions given by medical personnel and the health department.
- Share those instructions with the appropriate College personnel, including the Director of the Health and Wellness Center, Cindy Blake

If the instructions given by the medical personnel are to isolate, and if the student is a residential student who lives on campus, the University will attempt to offer the student a place to isolate, as capacity allows.

If assigned to a campus isolation space, the student must abide by all policies in the Student Code of Conduct and the COVID-19 Student Code of Conduct. In addition to the policies, the following are other policies they must abide by:

- Remain in direct communication with the Director of the Health and Wellness Center
- Respond to all phone calls, voicemails, emails, and texts from Finlandia University staff members including but not limited to Campus Safety, Dean of Students Office, Health and Wellness Center, and Residence Life, and Dining Services within 8 hours or within the time specified in that communication
- Remain in the specified isolation location for the total number of days that the student was instructed by medical professionals, unless directed by a medical professional or approved in advance by a Finlandia University professional staff member.

Failure to follow these policies and rules will result in a charge of the appropriate alleged violation which may include a policy violation of Student Code of Conduct. The student will go through the conduct process and if found responsible, receive sanctions. Please know that students' health, wellness and safety is the University's top priority. All Student Conduct procedures will occur following the student's full recovery.

Quarantine Due to Exposure: If you have had "close contact" with someone who has a suspected or lab confirmed case of COVID-19, or you have been advised by any health department or health care provider to quarantine, you must stay home and not report to campus

until at least 14 days have passed from the time that you had close contact with someone with COVID-19.

If you live with or care for someone who has tested positive for COVID-19, your quarantine period may be extended by Finlandia University (for a period of up to 24 days or longer) as your exposure in this situation continues until the isolation period for your housemate or dependent has concluded.

Even if you receive a negative test during the quarantine period, you must complete the full quarantine period and process before coming onto campus.

If you subsequently develop symptoms or test positive for COVID-19 during the quarantine period, you cannot come onto campus until the time period for isolation has ended.

Symptomatic: If you are exhibiting any COVID-19 symptoms listed above, you must stay home, not report to campus, and isolate pending further guidance from your healthcare provider. In consultation with you, Salem will determine when it is safe for you to resume regular campus activities.

Other Considerations: The directions provided in these situational protocols are subject to change at any time without notice as recommended and directed by public health officials, public health agencies, and medical experts.

On-campus quarantined students awaiting a test or test results may be approved to leave the quarantine space independently or with suitemates to support mental and physical health while under the direct supervision of a full time University employee.

In these situations, students are expected to:

- be under the direction of a full-time University employee at all times.
- use contact journaling to keep track of any contacts that may occur outside of the employee and suitemates during the leave from quarantine. The expectation is that no additional contact will occur.
- maintain 6 feet of distance between other individuals at all times.
- wear an appropriate cloth or medical/surgical face covering at all times.
- refrain from eating outside of the quarantine space, as it requires removal of a face covering.
- continue conducting symptom self-monitoring every day.

11. Flu Vaccination

Students are strongly encouraged to receive the 2020 flu vaccine, when it becomes available.

12. Bias Based Discrimination

The current COVID-19 outbreak has provoked bias and discriminatory behaviors against people of certain racial and ethnic backgrounds. We know that the virus does not differentiate with respect to race, ethnicity, national origin, gender, sexual orientation, age, socio-economic status, or physical ability. During this time of great uncertainty based on the COVID-19 pandemic, students, staff and faculty are expected to treat others with the respect every human being deserves and not promote, participate in, or allow their own bias to impede the access and opportunity of others in their community. (See also the CDC's statement on [Reducing Stigma](#)).

14. Student Sanctions Guide for COVID-19-Related Conduct Violations

Potential of Realized Impact	First Violation	Second Violation	Third Violation
<p>Minimal Ex.: Non-compliance with daily health monitoring and face covering guidelines (assuming violation is not intentional)</p>	<p>Educational sanction</p> <p>Warning, reprimand, or probationary status</p> <p>Parental notification</p>	<p>Removal from campus (held in abeyance)</p> <p>Educational sanction</p> <p>Probationary status or Letter of Official University discipline</p> <p>Parental notification</p> <p>Approved plan for future compliance</p>	<p>Removal from campus for remainder of academic year</p> <p>Letter of Official University Discipline</p> <p>Suspension</p>
<p>Moderate Ex.: Having campus visitors when prohibited</p>	<p>Removal from campus (held in abeyance)</p> <p>Educational sanction</p> <p>Probationary Status</p> <p>Parental notification</p> <p>Approved plan for future</p>	<p>Removal from campus for remainder of semester</p> <p>Probationary status or Letter of Official University Discipline</p>	<p>Removal from campus for the remainder of the academic year</p> <p>Suspension for the semester or expulsion</p>

	compliance		
High Ex.: Violating quarantine and isolation restrictions, travel restrictions, student-initiated events and parties policies, failure to cooperate with testing or tracing protocols	Removal from campus for remainder of semester Probationary status or Letter of Official College Discipline	Removal from campus for remainder of academic year Suspension for the semester	Suspension for one academic year