The Raider Return:

MSOE’s COVID-19 Safety Plan

Updated Sept. 10, 2021
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Introduction

The Moving Milwaukee Forward Safely plan1 provides overall guidance to Milwaukee institutions regarding the steps that should be taken to ensure the health and safety of its constituents. MSOE has formed the Raider Return Task Force that is charged with developing the campus plan for establishing the safety protocols and practices that abide by local health guidelines as well as recommendations from the Centers for Disease Control and Prevention (CDC) for institutions of higher education2. MSOE was also guided by the resource that was released by the American College Health Association (ACHA) in support of this plan3. The Raider Return Task Force is staffed by faculty and staff covering academics, operations, environmental, health and safety (EH&S), nursing, communication, information technology, and student life and has guided the institution throughout MSOE’s response to the COVID-19 pandemic crisis.

Plan Implementation

MSOE reserves the right to implement all or a portion of this plan as necessary throughout the COVID-19 pandemic.

COVID-19 Training Program

MSOE students, faculty and staff may be required to complete a COVID-19 training. This training was developed in collaboration with MSOE’s liability insurance provider, United Educators, and their risk management program. The course is called “Your Campus and COVID-19: The Road Back” and was created to provide students, faculty, and staff with best practices for protecting their own health and the health of those around them.

The course will include topics such as:

- Transmissibility
- Preventive measures
- Testing and treatment
- Changes to the campus environment

At the end of the training program, each participant acknowledges reading and agreeing to the Raider Responsibility Pledge.

1. https://city.milwaukee.gov/MMFS
Campus Preparations

In support of facilitating distance learning, performing critical research, and performing essential functions as determined by the institution. MSOE has defined essential functions as follows:

- Custodial Services
- Maintenance/Operations
- Public Safety
- Admissions
- Human Resources
- Financial Services
- Information Technology
- Laboratory technicians and faculty needed to get laboratories and learning spaces ready for academic instruction

Should MSOE be required to limit capacity or promote social distancing, the university will prepare the workplace as follows:

- Reduce the number of entrances (while maintaining code compliance) to direct occupants to use monitored and protected routes
- Designate the direction of foot-traffic in main circulation paths including corridors, stairs and entries
- Identify one-way circulation routes through campus buildings
- Place signage in common areas to encourage proper safe workplace habits (e.g., hygiene, social distancing, recognizing the symptoms of COVID-19, etc.)
- Install plexiglass barriers at high-visited areas such as reception desks and check-in points
- Mark increments of locally acceptable social distance on floors where queues will form
- Calculate the maximum capacity of rooms, classrooms and laboratories to achieve a minimum six feet of separation between occupants and remove chairs and/or desks as necessary
- Reconfigure employee work areas to maintain social distancing guidelines between workstations where possible
- Provide additional hand sanitizers in stairs, elevator lobbies and all other building common areas
- Monitor and review existing cleaning guidelines and adjust and enhance as necessary for high traffic and high touch areas
- Provide sanitizing supplies for employees and students to clean their areas before and after use

**Employees**

If a stay at home order is issued, or MSOE must limit capacity, MSOE employees will be given the following options for working on campus. Additional information will be shared directly with employees and supervisors regarding these options:

- **Remote Work:** Those who can work remotely to fulfill some or all of their work responsibilities will continue to do so to reduce the number of individuals on campus. These arrangements are approved by the direct supervisor and can be done on a full or partial day/week schedule as appropriate.
- **Alternating Days:** In order to limit the number of individuals and interactions among those on campus, departments can schedule partial staffing on alternating days. Alternate day scheduling is required for those employees who do not have office environments that allow for proper social distancing.
- **Staggered Reporting/Departing:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

Employees with certain medical conditions that place them in a higher risk category for COVID-19 are encouraged to contact MSOE’s Human Resources Department to discuss the established process for receiving a medical accommodation.
Employees are required to conduct coronavirus symptom monitoring every day before reporting to work. The latest list of symptoms for COVID-19 are provided by the CDC. Anyone who is experiencing these symptoms is required to stay at home and contact their direct supervisor as well as their primary care provider. Employees will then work with their primary care provider to secure testing for COVID-19. MSOE will rely on employee self-assessment and reporting as the primary means for identifying those who have the disease. Employees who become ill while on campus are expected to leave their work location immediately, notify their supervisor and seek medical attention as soon as possible. Employees are required to provide the Human Resources Department with evidence of their test results including a negative test result or a release from a health care provider in order to return to the work environment. MSOE will follow CDC guidance for ending isolation for persons with COVID-19 who are not in a health care setting.

**On-campus Procedures**

All individuals are required to abide by the following procedures when they are on MSOE’s campus:

- Wear a facial covering when they are inside university buildings and vehicles in accordance with MSOE’s Facial Covering Policy.
- Maintain good personal hygiene including frequent handwashing, coughing and sneezing into your elbow,
- Eating and drinking are allowed only in designated dining areas.

In addition to the routine custodial cleaning schedule, MSOE may implement enhanced cleaning frequency to clean and disinfect common areas and commonly touched surfaces in occupied buildings. Touchpoints such as entrance handles, handrails, elevator buttons, tables, restroom stall handles/doors will be cleaned at least once daily, five days a week, using EPA-registered disinfectants. Faculty and staff may be asked to thoroughly clean classrooms, laboratories and meeting rooms when they are done with these spaces. Terminator disinfectant, disposable paper towels, and cleaning instructions will be available in these spaces. All spaces will include a log sheet for recording cleaning activities. MSOE has also installed more than 40 additional dispenser stations containing alcohol-based hand sanitizer throughout campus and will continue to review needs. Dispenser stations are available at building entrances and elevators, near time clocks, and other frequently visited locations.

6. MSOE Facial Covering Policy: https://my.msoe.edu/ICS/icsfs/1.0.014_Facial_Covering.pdf?target=87550399-134f-4b5a-be34-e779d7aa7421
**Instructional Plan**

MSOE is operating in an in-person mode of instruction. Should a hybrid mode of instruction become necessary, traditional lecture content will be delivered in a digital format and in-person experiences will be focused on academic outcomes that are difficult to achieve through digital or virtual formats (e.g., labs, clinicals, etc.). Limitations on in-person experiences in classroom and laboratory settings will be governed by social and physical distancing requirements. A detailed accounting of MSOE’s classroom and laboratory spaces has been conducted and all spaces will be operated at no more than 50% of their original capacity. The table shows the number of MSOE classrooms and the various capacity ranges as it relates to their normal capacity as well as the new capacity limits due to social distancing requirements. Nearly 93% of MSOE’s classrooms will hold no more than 15 students in these spaces.

<table>
<thead>
<tr>
<th>Capacity Range (# of students)</th>
<th>Normal Capacity</th>
<th>Capacity with Social Distancing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–5</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>6–10</td>
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<td>36–40</td>
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<td>0</td>
</tr>
<tr>
<td>41+</td>
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</table>

<table>
<thead>
<tr>
<th>Capacity Range (percentage of normal):</th>
<th>Number of Lecture Rooms with Social Distancing:</th>
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<tbody>
<tr>
<td>16–20%</td>
<td>4</td>
</tr>
<tr>
<td>21–25%</td>
<td>20</td>
</tr>
<tr>
<td>26–30%</td>
<td>8</td>
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<tr>
<td>31–35%</td>
<td>5</td>
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<td>36–40%</td>
<td>8</td>
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<tr>
<td>41–45%</td>
<td>1</td>
</tr>
<tr>
<td>46–50%</td>
<td>7</td>
</tr>
<tr>
<td>50%+</td>
<td>0</td>
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</tbody>
</table>

For traditional lecture courses, the educational modalities that may be utilized are classified as follows:

1. Flipped class with lecture content delivered asynchronously online
   a. LEC1: Lecture times with in-person subset cohorts
   b. LEC2: Lecture times with online subset or full cohorts
2. Synchronous lecturing
   a. LEC3: Faculty synchronously leads lectures fully online
   b. LEC4: Faculty synchronously leads lectures in classroom to cohort subset with simultaneous broadcast online and/or asynchronous delivery to remainder cohort
3. LEC5: Combination of in-person lecture delivery to subset cohorts and asynchronous content delivery
4. LEC6: Full-cohort in-person only available if room capacity permits
For laboratory sections, the educational modalities that may be utilized are classified as follows:

1. **LAB1**: Alternating participant with one member of a lab team present in lab room one week while the other team member participates online; lab participants switch the next week.

2. **Alternating time**
   a. **LAB2**: Each subset cohort meets every other week in lab room for two-hours
   b. **LAB3**: Each subset cohort meets every week in lab room for one-hour

3. **LAB4**: Individual/small group scheduled students make appointment for limited time in lab room with instructor

4. **LAB5**: Open drop-in period with limitations on the number of students in the lab

5. **LAB6**: Fully online

6. **LAB7**: Full cohort in-person only available if room capacity permits

When present in classroom and laboratory environments, students should be aware of those individuals who are around them to aid in the COVID-19 contact tracing process. Faculty may institute seating charts or other means to support the contact tracing process.

The Office of the Dean of Students will be the primary office on campus to support students during isolation or quarantine due to exposure to or testing positive for COVID-19.

**On-campus Residence Procedures**

Students who reside in MSOE’s residence halls live in multi-resident rooms, primarily double rooms. The Residence Life staff may be implementing the following policies and practices in order to minimize the risks associated with contracting COVID-19 while living in the residence halls. More information will be shared with students when they move in to the residence halls.

- Require face coverings in common areas, elevators, laundry facilities as well as entering and exiting the building
- Implement one-way controlled traffic to limit congestion entering and exiting the building
- Minimize the use of common areas
- Implement enhanced cleaning and sanitizing efforts
- Limit the number of residents that can use the community bathrooms at one time to prevent congestion in the restrooms with community bathrooms being limited to the residents of that floor
- Limit the capacity of residence hall elevators to a capacity of 5 residents at one time
• Limit the maximum number of persons allowed to be present in any residence hall bedroom to the number of occupants plus two guests at any given time, pending the ability to follow social distancing guidelines.
• Not allow any guests or visitors (overnight or daytime) from outside of the residence hall to be present in the residence hall
• Encourage students who live on campus to remain on campus as much as possible throughout the academic term
• Provide training on public health measures and signs/symptoms of COVID-19 for hall directors and resident assistants (RAs)
• Discuss options with Residence Life staff for those students who are at high risk for contracting COVID-19 or have a general concern about residing on campus

Symptom Tracking

MSOE may implement a daily health screening system for students, faculty and staff through our existing relationship with Rave Mobile Safety which currently provides MSOE with its emergency notification system. This system asks all employees and students to perform daily wellness checks prior to arriving on campus to ensure that the campus community is symptom-free. The Rave system can also send targeted messages and specific directions based on an individual’s responses to the wellness check.

If a resident is experiencing COVID-19 symptoms, they will be asked to self-isolate in their room and notify their RA, hall director and faculty who are instructing their courses. MSOE has established a quarantine facility in Grohmann Tower for those students who test positive for COVID-19 and need to isolate themselves from the campus community for the CDC-recommended period of time.

Access to MSOE's quarantine facilities will be limited to those who are being quarantined. Students in these facilities will be provided access to food service delivery options. Students will also be given the option to return home for the isolation period. MSOE will assist in identifying those who may have come into contact with the student and notify those individuals of their potential exposure while keeping the student’s medical information private. Students should work with their faculty to make up missed work during times of quarantine and/or self-isolation in alignment with MSOE Student Accessibility and Accommodations Policy⁷. The Director of Health Services who is a certified nurse practitioner will assist all MSOE students with their health needs and will be a resource for helping students gain access to facilities that provide COVID-19 testing.

Once MSOE is notified of a positive COVID-19 test result, the institution will assist with identifying those who may have come into contact with that person and will notify those individuals of their potential exposure while keeping the individual’s medical information private. MSOE utilizes a swipe-card access system known as CBORD that allows faculty, staff and students to gain access to certain buildings, classrooms, laboratories and offices on campus. The CBORD system provides a limited number

⁷. MSOE Student Accessibility and Accommodations Policy: https://my.msoe.edu/ICS/icsfs/4.0.005_Student_Accessibility_and_Accommodations.pdf?target=19d0fcca-9296-46cc-8d9a-923eb57c6e1
of campus administrators with the ability to track an individual’s swipe-card access history and location information which will aid in the on-campus contract tracing process. This process has been used in the past when performing student wellness checks when, for example, students fail to show up to class.

**Student Testing Protocol**

MSOE may conduct weekly surveillance testing of students. If testing results show an uptick in positive case counts during surveillance testing, MSOE may conduct expanded testing.

If symptoms arise and necessitate testing according to public health guidance, the student will:

1. **Mask immediately.**
2. **Isolate themselves in their assigned room immediately.**
   a. Student may not attend class or visit common spaces on campus
3. **Student will contact Dean of Students Office (during business hours) or the on-duty Emergency Campus Staff (outside of business hours) to report symptoms and receive assistance in relocated to an on-campus isolation location.**
   a. If the symptom reporting occurs outside of business hours, on duty Emergency Campus Staff will contact the Dean of Students Office the following morning for appropriate follow up.
   b. If the student intends to return home immediately, and, if it is safe to do so, the student can isolate alone in a predetermined location with approval and in coordination with Residence Life/Dean of Students Office.
   c. Anyone who plans to remain on campus while awaiting test results, or who needs to wait until it is safe to return to their permanent residence for isolation, will be moved to MSOE’s on-campus isolation location.
4. **Any students who will be isolating on campus or at their permanent residence will receive an isolation packet with emergency health information and instructions for isolation from the Dean of Students Office.**
5. **The Dean of Students Office will assign a COVID-19 Care Coordinator who will work directly with the student regarding any assistance they may need while in isolation. The COVID-19 Care Coordinator will:**
   a. Regularly communicate with the student to check in during the duration of the isolation period
   b. Respond to student-initiated outreach or questions during the duration of the isolation period
   c. Coordinate meal delivery
   d. Coordinate connecting the student to any on campus resources (Health Services, Counseling Services, Tutoring, etc.)
   e. Notify the Dean of Students Office if additional assistance is needed or when isolation can be terminated

**Testing for symptomatic individuals:**

1. **Referral to community testing location.** The Dean of Students Office will coordinate with the student a community testing site listed below under
“COVID-19 Community Testing Locations” and transportation for the student to get to that testing location. If the student will be remaining on campus, they will be required to notify MSOE of the results of their test to assure an appropriate response occurs on campus. The student is to remain in isolation until test results are received.

2. The Director of Health Services in the Dean of Students Office will serve as MSOE’s liaison with the Milwaukee Health Department and will contact the department to inform them of the situation and will work with departmental personnel regarding contact tracing protocol and testing information. This will be an on-going process.

3. Return home for testing. If the student prefers to go home to be tested and isolate for their results they are welcome to do so. MSOE does ask that students notify MSOE of the results of their test to assure an appropriate response occurs on campus. Students are able to return to campus after their designated isolation period has been completed.

COVID-19 Testing Locations

For the most up-to-date listing of Milwaukee-area testing locations, visit https://www.healthymke.com/testing

COVID-19 Vaccine Information

Faculty and staff are encouraged to report their vaccination to hr@msoe.edu and students should report their vaccination at my.msoe.edu. For information about the vaccine please visit:

City of Milwaukee Health Department:
https://city.milwaukee.gov/CoronavirusResources/Covid19-Vaccination

Wisconsin Department of Health Services
https://www.dhs.wisconsin.gov/covid-19/vaccine

HealthyMKE
https://www.healthymke.com

Centers for Disease Control (CDC)

CDC Facts about the Vaccination

Case Containment

ISOLATION
Isolation will be required for the following scenarios:

- COVID-19 symptoms identified through active self-monitoring in accordance with current public health guidance
• A COVID-19 test is obtained and currently awaiting results
• A positive COVID-19 test result has been received
• For unvaccinated individuals who were exposed to close contact who tested positive, exposure is defined as being less than 6 feet from someone for more than 15 minutes

MSOE will encourage students to return home for isolation:
• If unable to return to their permanent residence, then MSOE will work with the student to provide a safe isolation location on campus.
• Immediate vacating of their regular residence hall room is required within public health guidance

RELEASE FROM ISOLATION
Release from isolation and return to usual living location after a positive test, in accordance with public health guidance:
• With symptoms, students should remain in isolation for:
  - At least ten days from the date the student first had symptoms AND
  - At least twenty-four hours without a fever (without use of fever reducing medications) AND
  - Other symptoms have improved
• Without symptoms, students should remain in isolation for:
  - At least ten days after your positive test result date

Release from isolation and return to usual living location after a negative test result:
• If results are negative and the symptomatic person has not been exposed to a positive COVID-19 case, then they can return to the campus.
• If the results are negative but the symptomatic person is identified as being exposed to a confirmed positive case, then they should remain in isolation until 10 days after they had contact with the confirmed positive case. While the isolation period is 10 days, the individual must continue to monitor for symptoms through 14 days and should report to the Dean of Students office if any develop. This is in addition to adherence to mask wearing, social distancing, and frequent hand washing/sanitizing.

Release from isolation and return to campus after exposure with someone with COVID-19:
• Students remain in isolation for 10 days from when they last had contact with the infected person
• If you live with someone who tested positive, you should remain in isolation until 10 days after that infected person in your household has recovered
• If symptoms develop during this time, testing should be completed.
  - If positive, guidelines for a positive COVID-19 case should be followed
  - If negative, isolation should continue for the entire 10-day period
Travel

MSOE may suspend domestic or international travel if needed. Travel may be allowed if approved by the appropriate university vice president.

Dining Facilities

Furniture and seating options may be modified to maintain social distancing or reduce capacity in the Robert Spitzer Dining Commons. In addition, MSOE’s food service provider, American Dining Creations (ADC), has developed a COVID-19 response plan that encompasses food preparation safety measures and alternative food options. MSOE has worked with ADC to tailor their response plan to our campus environment and includes the following elements:

- Adjusted dining hours to help with continuous services, congestion avoidance and to allow for proper cleaning
- Enhanced sanitation protocols and personal protective equipment for all food service employees
- Limited seating with maximum capacity restrictions per table to allow for proper social distancing measures to be followed
- Elimination/reduction of self-service options including fountain beverages, condiments and salad bar and replaced with bottled, single-served packages and pre-made options
- Enhanced Grab & Go items available for those who want to minimize time in common areas
- Touchless order and payment system for dining customers
- Register checkouts with contactless kiosks
- Contactless access to the cafeteria for MSOE students and employees who have a meal plan or Raider dollars
Conclusion

In summary, MSOE has successfully implemented the Raider Return Plan and welcomed students back to campus. By following these protocols, practices and procedures we have maintained a healthy and safe campus community in light of the COVID-19 pandemic. All are invited to view our COVID-19 testing results on our dashboard at: https://www.msoe.edu/about-msoe/raider-return/dashboard/

Regular updates and campus communication occurs through announcements from the Office of the President as well as through the Raider Return website: https://www.msoe.edu/raider-return/
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<th>PAGE(S)</th>
<th>CHANGE SUMMARY</th>
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<td>Sept. 10, 2021</td>
<td>Cover</td>
<td>Added date</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>In the Raider Responsibility Pledge, changed “Practice physical distancing” to “Practice physical distancing when possible”.</td>
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<tr>
<td>6</td>
<td></td>
<td>Added a bullet that says “Eating and drinking is only allowed in designated dining areas.”</td>
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<td>8</td>
<td></td>
<td>Changed “When students are present in classroom and laboratory environments, faculty are required to take attendance in order to aid in the contact tracing process if a student or faculty member tests positive for COVID-19.” to “When present in classroom and laboratory environments, students should be aware of those individuals who are around them to aid in the COVID-19 contact tracing process. Faculty may institute seating charts or other means to support the contact tracing process.”</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Changed “Students are allowed to continue their education in a fully online format during times of quarantine and/or isolation” to “Students should work with their faculty to make up missed work during times of quarantine and/or self-isolation in alignment with MSOE Student Accessibility and Accommodations Policy.” Also added footnote with link to this policy.</td>
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<td>Aug. 20, 2021</td>
<td>3</td>
<td>Updated footnote URL for ACHA guidelines</td>
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<td>Updated text regarding employee requests for accommodations.</td>
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<tr>
<td>6</td>
<td></td>
<td>Removed social distancing and employee cleaning requirements for shared-spaces from On-campus Procedures section.</td>
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<td></td>
<td>11</td>
<td>Updated definitions of close contacts.</td>
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<td>Aug. 12, 2021</td>
<td>All</td>
<td>Tense change from present to future.</td>
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<tr>
<td>3</td>
<td></td>
<td>Added “Plan Implementation” section.</td>
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<tr>
<td>4</td>
<td></td>
<td>Updated Raider Responsibility Pledge to add “If able, get vaccinated against COVID-19” and “Practice social distancing when possible.”</td>
</tr>
<tr>
<td>4, 5</td>
<td></td>
<td>Updated Campus Preparations section to reflect that employees have returned to the workplace and MSOE has a structure in place to accommodate capacity limits and/or social distancing and/or remote work options if necessary.</td>
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<td></td>
<td>Updates and Changes</td>
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<tr>
<td>6</td>
<td>Replaced “Recent CDC guidance also indicates that individuals who have COVID-19 symptoms and were not recovering in a medical center can discontinue isolation after at least 10 days have passed since the onset of symptoms.” With: “MSOE will follow CDC guidance for ending isolation for persons with COVID-19 who are not in a health care setting.”</td>
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<tr>
<td>6</td>
<td>Updated On-campus Procedures related to masking and social distancing.</td>
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<tr>
<td>6</td>
<td>Removed mention of MSOE providing face coverings and thermometers.</td>
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<tr>
<td>7</td>
<td>Updated Instructional Plan section to indicate MSOE is operating in an in-person mode of instruction.</td>
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<tr>
<td>8</td>
<td>Removed the option for students to pursue their education in an all online format and added reference to the Office of the Dean of Students being the primary support office for isolated or quarantined students.</td>
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<tr>
<td>8</td>
<td>Removed option for all student requests for single rooms to be accommodated.</td>
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<tr>
<td>9</td>
<td>Updated list of on-campus quarantine facilities and removed quarantine capacity.</td>
<td></td>
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<tr>
<td>10</td>
<td>Removed screen shot images of Rave Guardian/Daily Wellness Check.</td>
<td></td>
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<tr>
<td>10</td>
<td>Updated student testing protocol.</td>
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<tr>
<td>11</td>
<td>Added information on reporting vaccinations in COVID-19 Vaccine Information section.</td>
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<tr>
<td>11, 12</td>
<td>Updated Isolation and Release From Isolation sections.</td>
<td></td>
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<tr>
<td>13</td>
<td>Updated travel guidelines.</td>
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<td>Feb. 10, 2021</td>
<td>10 Updated screen shot images of Rave Guardian/Daily Wellness Check.</td>
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<td>13</td>
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