

X: COVID-19 ADDENDUM TO THE STUDENT CODE OF CONDUCT

- Introduction
 - During challenging and uncertain times, we need to lift each other up and act in ways that demonstrate our Jesuit Values of being people for and with others. COVID-19 presented unprecedented challenges worldwide and gravely impacted and continues to impact the local New Orleans community including Loyola University. Until a vaccine is widely available, health authorities report that COVID-19 presents an ongoing risk. For that reason, we have developed this addendum to the Student Code of Conduct, which codifies best practices related to mitigating the spread of COVID-19 on college campuses and beyond.
 - These new expectations, in addition to the existing student responsibilities outlined in the [Student Code of Conduct](#), are important to be mindful of at all times but even more so while the Loyola University New Orleans community and beyond continues to adapt to life during the COVID-19 pandemic. Please make every effort to embody the Jesuit Loyola spirit on-campus, off-campus and online by continuing to be exemplary students and community members. *Please ensure you are aware of and cooperating with University and government officials with regards to guidelines on social distancing and other public health directives, such as policies regarding the wearing of masks.* Kindly remember, all University policies and regulations, including those in the [Student Code of Conduct](#) and in this addendum, remain in effect and will be enforced on campus, off campus, and online.
 - This addendum was developed through a review of federal, state, and city guidelines and in consultation with the University Counseling Center, Student Health, the Office of Accessible Education, Student Life and Ministry, and Residential Life. This addendum is also informed by Loyola's Jesuit mission and values, not the least of which are *Cura Personalis* and *Cura Apostolica* — care for the whole person and care for the entire organization.
 - This is a living document; the policies may change as we receive more guidance from the federal, local, and state organizations and/or from our healthcare partner, Ochsner Health System. Any changes to this document will be announced on the Student Affairs website and will be communicated to all students through their Loyola e-mail. Students should check their Loyola e-mail at least once every 24 hours Monday through Friday.
- Procedures for cases except those brought pursuant to student affairs Title IX policy
 - The student conduct process remains largely unchanged during these exigent circumstances. Please see pages 27-34 in the full [Student Code of Conduct](#) for more information about the general process for student conduct investigations. The Student Code of Conduct still applies to misconduct online, off-campus and on-campus. Any reports of alleged violations of the Student Code of Conduct will be addressed in a timely manner by the University through the process outlined in the [Student Code of Conduct](#). Students are expected to comport themselves appropriately particularly when engaging and interacting with faculty, staff, other students, and the community whether online or in person.
 - While conduct hearings are typically held in person, Loyola University New Orleans wants to support efforts to limit the spread of COVID-19. As such, all conduct hearings will be conducted over the phone, through Zoom, or through Google Hangout until further notice. Students participating in the conduct process will receive detailed instructions via Maxient to their Loyola student e-mail regarding how meetings will be conducted. Students should check their Loyola e-mail at least once every 24 hours Monday through Friday.
 - Student Justice Board hearings and Board of Appeals hearings will also be conducted over Zoom or Google Hangout.
- Student Responsibilities

- During this exceptional time, we all have a responsibility to practice social distancing and engage in other risk mitigation behaviors in order to help maintain the health and safety of the University and broader community. As such, we are implementing new directives and enhanced sanctions, effective immediately, to help mitigate the spread of COVID-19. It is urgent that you read, understand, and comply with them fully.
- Effective immediately and until further notice, we will be actively enforcing the following directives for undergraduate and graduate students with enhanced sanctions for violations.
 - **Social Distancing:** Keep at least six (6) feet of distance between you and any other individual at all times — this includes while outdoors, in common areas, and in classrooms. Additionally:
 - All individuals should avoid crowded places.
 - ***Students are not permitted to organize or attend parties or gatherings, even outdoors, of more than ten people on-campus or off-campus with the exception of University sponsored events where social distancing and other guidelines will be adhered to*** (student organizations seeking to hold events must receive advance approval from Student Life and Ministry and abide by all guidelines in the [Student Code of Conduct](#) and COVID-19 Addendum to the Student Code of Conduct). If you participate in a gathering of more than ten people, regardless of who hosted it, you will be subject to discipline.
 - At a gathering with ten people or less, individuals still need to maintain six-feet of distance from others and wear face masks or coverings.
 - All individuals must comply with all social distancing markings (e.g., 6-foot markers for food lines, capacity limits for elevators, signs requiring use of certain stairwells in a particular direction, etc.).
 - **Visitation/Guests:** ***If you live in assigned University housing, you are not permitted to have any guests in your assigned residential facilities with the exception of other Loyola students who live in your residence hall. Guests from off campus, the hotel Loyola is partnering with, or from other residence halls will not be permitted in your residence hall.*** Approved guests still need to maintain a six-foot distance from others and wear face masks/coverings.
 - Cabra students who need to use the telehealth room in Founders will be permitted to do so.
 - Students who need to meet with a Residential Life staff member can schedule an appointment to do so and will then be able to enter the building where that staff member is located at the assigned date/time.
 - During move in and move out, students will be allowed a limited number of guests, typically family members and/or guardians, to assist with the process. Students should refer to communication from Residential Life about move in and move out procedures for further details.
 - **Facilities Use:** A student is expected to observe the rules relating to the use of campus buildings and other University owned, operated, or approved facilities. This includes complying with social distancing markers and limiting the number of people gathered in an area to the guidelines laid out for that room while also maintaining 6 feet of distance from others and wearing masks or face coverings.
 - Contact Student Life and Ministry for information about the number of people that can be in a room at one time in the Danna Center.

- Until further notice, most common spaces in the residence halls can be used but select larger spaces must be reserved in advance by contacting reslife@loyno.edu. For all common spaces in the Residence Halls, students must wipe down and disinfect the area before and after use; cleaning supplies will be available in common areas. Failure to abide by social distancing guidelines or other guidelines in these areas or failure to disinfect the area after use will result in the student losing the privilege of using the space.
- **Administrative Instructions:** Students must comply with any directive from the University *and* Federal, State, or Local Government (e.g. wearing masks in public). All students must also comply with social distancing markers (e.g. when standing in food lines).
- **Theft:** A student found to be appropriating University or private property, *including cleaning supplies*, for their own use or sale without the specific consent of the owner, or person legally responsible for it, will be subject to investigation from both University and civil authorities. If you or a student you know is in need of something, please submit a [report](#) and the University will connect students to resources.
- **Disorderly Conduct:** Disorderly conduct includes any behavior that disrupts or interferes with the orderly functioning of the University or the performance of duties by University personnel and/or any behavior that unreasonably disturbs the peace and/or comfort of a person or persons. Disorderly conduct can encompass disturbances in the classroom or at other University functions that take place in person or online. *For example, students must refrain from “Zoom bombing.”*
- **Conduct Unbecoming:** Responsible individual behavior is a basic expectation. Such behavior must stem from a recognition of and basic concern and respect for dignity, rights, and sensibilities of others. Therefore, any social behavior which might offend these rights, sensibilities, and dignity is clearly inappropriate and will subject a student to discipline. *For example, if a student mistreated another student because they tested positive for COVID-19, this would be a violation of this policy.* This policy also includes behavior that occurs online.
- **Room Conditions:** You must regularly clean individual interior bedrooms, common areas, bathrooms, and kitchens. You must also abide by any cleaning expectations established in your roommate agreement. Finally, you must comply with any directive from Residential Life concerning sanitation and cleanliness of rooms/bathrooms/common spaces.
- **Isolation/Quarantine:** *In the interest of safety, the University will require students who have tested positive for COVID-19 or who were exposed to someone with COVID-19 to isolate/quarantine.* Students must comply with any directive from a University official or medical professional regarding isolation/quarantine in the event of exposure or infection from COVID-19 including following any direction to move to a new room or floor during the isolation/quarantine period. Self-isolation/quarantine means staying in your home or residence hall room and not going to work, classes, athletic events or other social gatherings. Residents in isolation/quarantine may not interact in person with other people in the hallway or common areas, and may not leave the building unless there is an emergency that requires evacuation (e.g. a fire). *If a student shows symptoms of COVID-19, tests positive for COVID-19, or becomes exposed to someone with COVID-19, they should immediately call Student Health Services (504-865-3326); Student Health*

Services and/or Residential Life will provide the student with more information about next steps (e.g. isolating/quarantining, getting food, etc.).

- In the event of an evacuation emergency, students staying in residence hall quarantine due to a COVID-19 diagnosis or exposure should proceed to the nearest exit with essential items, including a personal face mask or covering.
 - Quarantined students in Buddig Hall should proceed to the first floor of the Freret Parking Garage; they should distance themselves from other residents by at least 12 feet.
 - Quarantined students in Founders Hall should proceed to the Veritas Lawn with other Broadway students, but should distance themselves from other residents by at least 12 feet.
- **Face Masks/Coverings:** *Loyola requires all individuals to wear a face mask covering their nose and mouth while in all buildings except when that individual is alone (e.g. personal residence hall rooms). Loyola and the City of New Orleans also require masks or face coverings when individuals are outdoors.* Masks must be appropriate and not violate our Conduct Unbecoming policy or any other University policy. Individuals who cannot wear a face mask because of health reasons or functional reasons should contact the Office of Accessible Education to determine other accommodations. For specific guidance on the proper use and cleaning of your face mask, visit <http://ldh.la.gov/index.cfm/page/3940>
- **Elevators:** Students should comply with any signs regarding the number of people that can be in an elevator. Each elevator should have a sign outside the doors stating the number of people allowed in the elevator at one time. In the absence of a sign, elevators are limited to a capacity of four (4) people; each person must stand in one of the four corners. Everyone is required to wear a mask covering their mouth and nose while riding in an elevator. Individuals should attempt to stand as far away from others as possible while in the elevator.
- **Student Organizations:** Students are strongly encouraged to use video-conferencing platforms (e.g. Google Hangout; Zoom) for all meetings or events; ***Virtual meetings/events are the safest option.*** *If an event must be held in person, the student organization should still plan to have a virtual component so that all students can participate. All events, regardless of size, must be approved by Student Life and Ministry.*
 - For student organization meetings or events with less than 10 people:
 - *The event must be approved by Student Life and Ministry.*
 - All participants must wear masks, maintain 6 feet of distance from each other, and follow all other guidelines in the [Student Code of Conduct](#) and the COVID-19 Addendum to the Student Code of Conduct.
 - Nothing should be shared including pens, drinks, and utensils.
 - The event must occur on campus.
 - The event must adhere to room capacity regulations; students should contact Student Life and Ministry to determine how many people may be hosted in any given room.
 - If the event is outside, it also must adhere to space requirements - individuals must be able to stand six feet apart, and they must wear masks or face coverings.

- Student organizations will be required to maintain a roster of anyone who attended the in-person event; this will aid with contact tracing in the event someone tests positive for COVID-19.
 - If policies are not followed, the student organization will lose the privilege of holding events in the future.
- For student organization meetings or events with more than 10 people:
 - *The event must be approved by Student Life and Ministry.*
 - All participants must wear masks, maintain 6 feet of distance from each other, and follow all other guidelines in the [Student Code of Conduct](#) and the COVID-19 Addendum to the Student Code of Conduct.
 - Nothing should be shared including pens, drinks, and utensils.
 - The event must occur on campus.
 - The event must adhere to room capacity regulations; students should contact Student Life and Ministry to determine how many people may be hosted in any given room.
 - If the event is outside, it also must adhere to space requirements - individuals must be able to stand six feet apart, and they must wear masks or face coverings.
 - Student organizations will be required to maintain a roster of anyone who attended the in-person event; this will aid with contact tracing in the event someone tests positive for COVID-19.
 - ***Additionally, the student organization must have designated Wellness Monitors and/or LUPD present; these monitors and/or LUPD will be trained and will ensure the following are enforced: all participants must wear masks, maintain 6 feet of distance from each other, and follow all other guidelines in the [Student Code of Conduct](#) and the COVID-19 Addendum to the Student Code of Conduct.*** If policies are not followed, the Wellness Monitors and/or LUPD are to shut the event down, and the student organization will lose the privilege of holding events in the future.
 - Note: There is a minimum booking requirement of 1 officer for 3 hours, even if your event is less than three hours. The rate for each officer is \$35.00 per hour. LUPD reserves the right to select the number of officers needed for any event. While we understand it can be difficult to estimate exact numbers of attendees, please provide LUPD with an estimated attendance number. If the variance between the estimate and the actual attendance at the event is significant and additional detail officers must be brought in during the course of the event the hourly rate will double; if no additional officers are available the event will be cancelled. *Please provide LUPD with at least 2 weeks notice of the event.* To learn more about securing LUPD detail, please visit: <http://finance.loyno.edu/police/police-details>
- In addition, for the 2020-2021 academic year, while the threat of COVID-19 is still pressing:

- There will be a moratorium on events with alcohol. ***No event with alcohol will be approved for the 2020-2021 academic semester.*** Alcohol consumption can lead to impaired judgement which could impact the ability of a person to engage in healthy behaviors like maintaining social distancing guidelines.
 - Events with catering will be limited to grab and go. The sharing of food, especially in a buffet style, could lead to the spread of COVID-19.
 - No off-campus events will be approved.
 - No overnight retreats will be approved.
 - *These decisions will be re-evaluated for fall 2021 at the end of the spring 2021 semester and an announcement will then be made to all students.*
 - **Student Demonstrations:** Freedom of speech and freedom of assembly are encouraged and supported at Loyola University New Orleans. Given that the vaccination process is still underway, in order to allow for safe demonstrations, students must maintain 6 feet of distance from each other when demonstrating, and students must wear a face mask covering their nose and mouth even when outside. Students cannot share any items while participating in a demonstration including but not limited to megaphones, signs, candles, etc. Students who feel sick or are experiencing any symptom of COVID-19 should not attend a demonstration. Students should sanitize their hands while participating in a demonstration and wash their hands for at least twenty seconds with soap and water after participating in a demonstration. Demonstrations should not occur inside given the increased risk for the spread of COVID-19. Students must abide by all other rules in the [Student Code of Conduct](#) and the COVID-19 Addendum to the Student Code of Conduct while participating in a demonstration. ***Students must also still register demonstrations per the guidelines outlined in the [Student Organization Handbook](#).***
 - **Tabling:** Tabling can occur outside of the Danna Student Center, in the Res Quad, and in the Peace Quad. ***Tabling will not be allowed inside.*** If students would like to hand out something, like a flyer or give-away, they may do so long as items are individually laid out on the table, and there is no hand to hand pass off of items. Students are also welcome to play music, display posters, or talk about their club, but all students must maintain 6 feet of distance from each other and wear a mask or face covering.
 - If you are found responsible for a violation of any of these directives, you will be subject to disciplinary action under the [Student Code of Conduct](#) and sanctioning. *Remember these policies are meant to keep you and others safe.*
- Possible Sanctions
 - Consequences for violating any policy in this addendum to the Student Code of Conduct could include but are not limited to verbal warning, conduct reprimand, disciplinary probation, removal from University housing, and suspension or dismissal from the University.
 - In addition, failure to follow this policy can result in disciplinary fines: \$50 for a first offense, \$100 for a second offense, and \$150 for all subsequent offenses (community service can be issued in lieu of a fine). Fines are issued by Student Conduct. Students who fail to follow any aspect of this policy may also be required to complete community service, attend

educational programs, and/or meet with University officials like those in Student Health. If a student's behavior or actions could potentially cause a health risk for themselves or others, the student's parents/guardians may be contacted.

- **Amnesty:** Our normal amnesty policy for drugs and/or alcohol will still apply; see the policy [here](#). In addition, *we want to encourage students to be honest if they must speak with a Contract Tracer about where they have gone and who they may have interacted with in case they contract COVID-19. So that students feel comfortable sharing where they have gone and who they have interacted with to a Contract Tracer, students will not receive punitive sanctions for any information they disclose to a Contract Tracer that would otherwise constitute a violation of the [Student Code of Conduct](#) or the COVID-19 Addendum to the Student Code of Conduct.* Students receiving amnesty may still receive educational resources or be required to meet with a representative from Student Health, or their designee, to ensure they understand health and safety guidelines related to COVID-19.
- Other Risk Mitigation Efforts
 - **Handwashing:** Wash hands frequently with soap and water for at least 20 seconds, including before and after meals, after sneezing or coughing, after touching frequently-touched surfaces (such as door handles and elevator buttons), and after using the restroom. If soap and water are unavailable, use hand sanitizer, which will be provided in stations located around campus. Do not touch your nose, mouth, or eyes with unwashed hands. Sneeze or cough into a tissue and discard immediately, then wash your hands. If a tissue is unavailable, sneeze or cough into the inside of your elbow, then wash your hands.
 - **Temperature Checks:** Loyola students may be subject to non-invasive temperature checks before entering a building, residence hall, office space, or classroom.
 - **Avoid Touching:** *Loyola has a no-touching policy (no handshakes, hugs, or other close contact including that of a romantic or sexual nature) for all Loyola students and visitors to the campus.* Please note, family members who have been quarantining together may hug and have other contact.
 - **Avoid Sharing:** Students should not share any materials, supplies, food, or utensils. If you or a student you know is in need of such materials, please [submit a report](#) and the University will connect students to resources.
 - **Gloves:** General use of plastic gloves is not required unless directed by your professor, work study supervisor, or internship site.
 - **Personal Travel:** All students living in on-campus or off-campus housing during the 2020-2021 academic year will be expected to remain in the New Orleans area during the semester, refraining from unnecessary travel until we go home at the end of the semester. The University (e.g. SGA) will not approve or provide funding for any travel for individuals or student organizations (e.g. to attend conferences).
 - **Daily Symptom Assessment:** All individuals living on or coming to campus are required to conduct a daily symptom self-assessment using the Campus Clear app. The Campus Clear app must be shown in order to enter the Orleans Room and the University Sports Complex. Students also must comply with any directive from a University official to show their campus clear app. Some professors may require students to show their Campus Clear app before entering the classroom.
 - Symptoms for COVID-19 include:
 - Fever, cough, or shortness of breath or difficulty breathing
 - Or, at least two of the following symptoms:
 - Fever
 - Chills

- Muscle pains
 - Headache
 - Sore throat
 - Digestive issues, or
 - New loss of smell or taste
- All individuals should take their temperature each day to monitor if they are becoming ill.
 - If you have a temperature of 100.4 degrees or higher, you must not come to campus or, for those living on campus, you must remain in your room.
- *Students who have a temperature or who are exhibiting symptoms should contact Loyola's Student Health Services at (504) 865-3326. Do NOT go to the Student Health Clinic without calling to schedule an appointment or to receive further directions for telehealth services.*
- **Call Student Health Services (504-865-3326) if you experience symptoms of COVID-19, test positive for COVID-19, and/or become exposed to someone with COVID-19.** In addition:
 - If you were symptomatic and received a positive COVID-19 test result, you must be fever-free without a fever suppressant and free of respiratory symptoms for 3 days before returning to class or resuming other activities.
 - If you were asymptomatic and received a positive COVID-19 test, you can return to class and resume other activities after 10 days of receiving the positive test without developing symptoms.
 - If you have confirmation that you were exposed to someone with COVID-19, you can return to class and resume other activities 10 days, symptom-free, after the confirmed exposure.
- Frequently Asked Questions
 - What if I'm immunocompromised or have other health issues that put me at a higher risk of contracting or experiencing complications from COVID-19?
 - Students who are immunocompromised or who have other health complications should make arrangements with the Office of Accessible Education for learning accommodations. Students with the last name of A-L can book an appointment here <https://spollard.youcanbook.me/>; Students with the last name of M-Z can book an appointment here <https://dbayardo.youcanbook.me/>.
 - I think I was exposed to COVID-19. What do I do now?
 - **If you believe that you have been in contact with a person with COVID-19, stay at home or in your room and contact Student Health (504-865-3226). Do NOT go to the Student Health Clinic without calling to schedule an appointment or to receive further directions for telehealth services.** You should then follow the instructions of Student Health.
 - Will Loyola be conducting contact tracing? Will I be contacted if Loyola learns I've come into contact with someone who had COVID-19?
 - Yes and yes. For those exhibiting symptoms or with known exposure to COVID-19, Loyola officials, or their designee, will contact you to determine those you may have come into contact with on campus and alert other campus community members as needed, while protecting individual privacy.
 - **Please note, Loyola wants to encourage students to be honest if they must speak with a Contract Tracer about where they have gone and who they may have interacted with in case they contract COVID-19. So that students feel comfortable sharing where they have gone and who they have interacted with to a Contract**

Tracer, students will receive amnesty and not receive punitive sanctions for any information they disclose to a Contact Tracer that would otherwise constitute a violation of the [Student Code of Conduct](#) or the COVID-19 Addendum to the Student Code of Conduct. Students receiving amnesty may still receive educational resources or be required to meet with a representative from Student Health, or their designee, to ensure they understand health and safety guidelines related to COVID-19.

- Will I still be able to eat in the campus dining hall?
 - Sit down food service will be available in the Orleans Room (OR), but students must follow directions, abide by social distancing markers, wear a face mask or covering until they eat, and keep six feet of distance between themselves and others. Mobile ordering will be available for retail food locations. Commuter students are encouraged to bring food from home in personal coolers or lunch bags to discourage crowding in kitchenettes on campus. Kitchenettes will be open, but students must clean them after use. Students must also maintain six feet of distance between themselves and others, wear face masks or coverings until they eat, refrain from sharing items, and abide by maximum occupancy numbers in the kitchenettes. Satchmo's will be open for the 2020-2021 academic year, but students need to keep six feet of distance between themselves and others, wear face masks or coverings, refrain from sharing items, and disinfect anything they touch after use. Students must also adhere to maximum occupancy numbers; students should contact Student Life and Ministry about this. All students must comply with social distancing markers when standing in food lines. Hand sanitizer stations will be placed near all food service outlets. All vendors will offer touchless point-of-sale options where possible.
- What cleaning measures will the University own and what will I be expected to do with regards to cleaning?
 - WFF will clean all public areas (including classrooms, labs, vending machines, amazon lockers, and seating areas) and restrooms; these areas will be disinfected on a daily basis, especially faucets, toilets, doorknobs, elevator buttons, light switches, desks, keyboards, and seating. ***You may be asked to wipe down your classroom work area or desk upon arrival and departure, including chair, desk, keypads and screens, or other equipment.*** Residential students will be expected to maintain cleaning of interior rooms of their suite or apartment. When using common spaces, students are required to sanitize with provided cleaning supplies before and after use.
- I have general questions about COVID-19; where can I get more information?
 - For general COVID related questions, students, faculty and staff can dial 211.
- I'm experiencing anxiety or other mental health issues related to COVID-19, are there additional resources available beyond the University Counseling Center?
 - The state's 24/7 COVID mental health hotline is 1-866-310-7977.