

OFF-CAMPUS EXPERIENCES: COVID-19 CHECKLIST AND APPROVAL PROCESS

2020-21 Academic Year

Off-campus experiences for students are generally discouraged for 2020-21 academic year and virtual experiences should be explored as alternatives. There are, however, cases where off-campus engagements are necessary for academic and broader educational purposes.

The checklist below outlines questions that faculty and professional staff should review when planning activities that involve taking RWU students off campus. Prior to the off-campus activity, this form should be completed and submitted to your dean or divisional vice president for approval. (Deans and VPs should submit a copy of approved requests to Rachel Nuzzo (rnuzzo@rwu.edu) and Kathy Souza (ksouza@rwu.edu).)

Additional notes:

- On-campus rules related to social distancing and wearing of face masks apply equally during off-campus experiences.
- University vans and buses are operating at reduced occupancy levels. (At present, 12 passenger vans can have 3 passengers and the driver; the smaller vans only 2 passengers and the driver. Shuttles are not available except on weekends and operate currently at 50% capacity, e.g., the largest 40 passenger shuttle has only a 20 passenger capacity.)
- As COVID-19 protocols and guidelines (including travel restrictions and rise in local infection rates) are subject to change, any preliminary approval for an off-campus experience may be reassessed closer to the date of the experience.

Thank you for your cooperation. Adhering to these protocols and ensuring that we have these records will help enable us to keep our community safe and healthy.

1. Date of Off-Campus Experience:

2. Type of Off-Campus Experience (e.g., field trip, internship, externship, off-campus work study, other):

- Is this a one-time or routine experience? If routine, please list all dates.

3. Purpose of Off-Campus Experience?

- Can this experience be accomplished virtually?
- Is the experience mandatory for an academic class or is it voluntary?

4. Participant Number:

- Participant roster must be maintained for COVID tracking and tracing.

5. Site Location (city/state):

- What are the local/state COVID requirements?
- If an indoor site, does it have a COVID mitigation plan?

6. Site Contact Name/Number:

7. Transportation to Site (e.g., University van, RIPTA, Zip car, other):

- University vans have reduced capacity under current COVID guidelines. Presently, 8 passenger vans have a maximum capacity of 3 people, and 12 passenger vans have a maximum capacity of 4 people.

8. Will University community members be in contact with non-University community members? If yes, explain.