



INTERNATIONAL THEOLOGICAL SEMINARY
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COVID-19 POLICIES AND PROCEDURES

The training required to fulfill the mission of ITS is most effectively delivered in person. Accordingly, our desire is for our students to be on campus. The dynamics of campus life, including personal interaction with professors, the use of the library, the development of spiritual and ministry skills in a hands-on setting, cannot be effectively replicated at home with a screen. For this reason, ITS has chosen to hold hybrid classes and combine in-person classes on campus with online teaching for currently registered students. The school is committed to deliver the training on our campus in ways that focus on the safety of our student body and comply with the protocols established by the CDC.

PERSONAL HEALTH AND SYMPTOM SELF-CHECKS

PREVENTIVE MEASURES

The following guidelines will help members of the ITS community protect their own health and the health of others.

1. Wash your hands.

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

2. Cover cough or sneeze with tissue or elbow.

- Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
- Throw used tissues in the trash.
- Clean hands following protocols described above.

3. Do not touch your face or eyes.

- Avoid touching your eyes, nose, and mouth with unwashed hands. Viruses can enter your body this way and make you sick.

4. Disinfect objects and surfaces.

- Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.

KNOW YOUR SYMPTOMS

Knowing Your Symptoms– In practicing self-screening and personal preventative measures, it is important to understand the possible symptoms of COVID-19, in contrast to influenza, the common cold, and allergies. Common symptoms of each are outlined below:

COVID-19

- Fever (temperature above 100.4 degrees)
- Shortness of breath
- Cough
- Symptoms appear 2–14 days after exposure

Influenza

- fever or feeling feverish/chills*
- cough
- sore throat
- runny or stuffy nose
- muscle or body aches
- headaches
- fatigue (tiredness)
- **It is important to note that not everyone with the flu will have a fever.*

Common cold

- sore throat
- runny nose
- coughing
- sneezing
- headaches
- body aches

Allergies

- itchy, runny, or blocked nose
- sneezing
- itchy, red, watery eyes
- wheezing, chest tightness, shortness of breath, cough

Important Note: Each student is required to self-monitor his/her health for potential symptoms on a daily basis. By coming to the seminary, each student affirms that he /she meets the minimum health guidelines set forth in this document.

- Students who begin to feel ill, or who exhibit any symptoms of illness during the semester, will be required to self-isolate at home and seek medical attention, as necessary. Anyone exhibiting COVID-like symptoms may not return to campus until they have met the CDC’s criteria for discontinuing home isolation. Link: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.
- While recovering at home, students may continue with their classes using a hybrid modality (via platforms like Zoom or Teams). Alternatively, they can make up late work after the semester ends, in keeping with the seminary’s current Incomplete Policy. It is the student’s responsibility to communicate with each professor.

IN-PERSON INSTRUCTION

SEMINARY BUILDING, CLASSROOMS, AND CHAPEL

The following list reflects protocols being implemented for students and faculty in the seminary building, in classrooms, and in chapel.

- The classroom setup will be arranged to maintain appropriate physical distancing.
- Desk and table surfaces will be disinfected regularly to maintain a clean environment.
- Disinfecting wipes will be made available to students in class, to wipe their desk area before and after using it. Per the CDC recommendation:
 - “Encourage students, faculty, and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Encourage students, faculty, and staff to use disinfectant wipes to wipe down shared desks, and other shared objects and surfaces before use.”
- Per CDC guidelines, students should avoid sharing “electronic devices, books, pens, and other learning aids,” or anything else that might potentially transfer the COVID-19 virus.
- Health notices and guidelines will be posted in the seminary building and in classrooms to remind students of relevant protocols and procedures.
- Hand sanitizer will be made available in each classroom.
- At the start of the semester, students will need to sign a release of liability waiver, acknowledging that they are aware of potential risks and appropriate health protocols.

- Any on-campus worship services will be held in the chapel, with ample space to practice physical distancing. Per the CDC, ITS should “promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.”

FACULTY

A key priority for the seminary is the health and safety of its faculty, staff, and students. Therefore, the seminary will endeavor to accommodate alternative teaching options for faculty who deem themselves at risk.

- Professors are encouraged to remind their students about the appropriate use of face coverings and to remind them to maintain proper physical distancing.
- Faculty are instructed to grant leniency and maximum flexibility to students, especially those who are unable to attend in person or who fall behind on coursework due to circumstances related to the current health crisis. The seminary will endeavor to provide continuity of instruction for students who must self-isolate or who cannot attend class due to health-related concerns.
- When faculty members meet with students in person, they are encouraged to do so outside, and to maintain proper physical distancing. Additionally, student/faculty meetings may take place virtually, utilizing platforms such as Zoom and Google meet.

STAFF

Staff are required to familiarize themselves with institutional regulations.

- When interacting with other staff members, or with students, staff members must maintain appropriate physical distancing.
- Staff members must bring appropriate PPE to the workplace with them.
- Staff members who begin to feel ill, or who exhibit symptoms of illness, will be required to self-isolate at home and seek medical attention, as needed. If they exhibit symptoms of COVID-19, they will not be allowed to return to work until they meet the CDC guidelines for discontinuing self-quarantine. (See above.)

LET US ALL WORK TOGETHER TO KEEP ITS COMMUNITY MEMBERS SAFE.