

Guidance on Undergraduate Community Service: Fall 2020
Proposed by the Center for Community Service, Burke Scholarship Program, Service Learning Program, Campus Ministry, and Office of Engagement and Inclusion

1) Basic guidance:

- 1) No Marquette employee can allow or encourage students to engage in service activities or other actions that would violate a federal, state, city, or university health order.
- 2) Regardless of format, program staff must be cognizant of the increased workload, financial pressures, and racial justice work that may limit the capacity of community partners to provide service roles, supervise adequately, and act as co-educators.

2) Virtual, distance, or project-based service

1. Placements in which students are working 100% remotely may proceed.
2. Some community partners have identified service opportunities that include tutoring or delivering program content entirely online, many of which are youth-serving programs. Marquette students are highly encouraged to participate in these programs.
3. Given the virtual format, additional risk management policies are in place.
 - i) If the service opportunity is sponsored by a university department, program staff, in collaboration with Risk Management, must review the risk management procedures for the project. Of particular concern is 1-1 interactions with minors without staff or parent supervision. Participants must follow existing Working with Minors protocols, particularly the completion of background checks and required trainings before service begins, and any trainings required by the partner agency.
 - ii) If the volunteer opportunity is not sponsored but only publicized by a university department, student volunteers are encouraged to think critically and seek advice about whether the opportunity has adequate protections in place for community participants and volunteers.

3) In-person service

1. All in-person service:

- i) Student volunteers are expected to inquire with the community agency about safe practices and comply with the same level of PPE as staff in a similar capacity at the service site. Students must follow both Marquette's and the host organization's COVID safe practice regulations.
- ii) Community partners may have additional expectations and guidelines for volunteers, which may include safe behaviors and practices outside of the volunteer role. Before committing to a service role, students must inquire about these additional expectations and commit to adhering to them. Volunteers must communicate honestly with their host sites. Host sites have the authority to remove volunteers if they no longer feel comfortable with their presence on-site.
- iii) Students must consider their personal risk factors when engaging in in-person service. Students must critically consider their own health and the health of those with which they interact closely, especially if they are in frequent contact with others who are at-
iv) risk.

- v) Students must also consider that they may pose a risk to vulnerable communities by unknowingly transmitting COVID-19 to their service site. If engaging in community service, students must commit to adhering to strict social distancing and hygiene measures in all aspects of their work/study/social lives. Students are also encouraged to limit their service involvement to one community site as multiple engagements increases risk for a volunteer to spread disease.
- vi) Students who present with [COVID-19 or flu-like symptoms](#), suspect COVID-19 symptoms, or have been exposed to the virus must refrain from visiting their service site. Students are encouraged to utilize the university [Voluntary Disclosure Form](#) and available [testing](#). Students are expected to communicate absences with program staff and site staff as appropriate to the program.
- vii) University program staff or the community partner may choose to discontinue an in-person service program if the risk level grows.
- viii) Any in-person service role should be OPTIONAL for a student, with virtual alternatives provided for those who feel uncomfortable. Students who feel uncomfortable should be allowed to withdraw from the volunteer role with immediate notification of program staff.
- ix) Groups (formal or informal) that wish to serve together must comply with university and city guidelines.

2. In-person placements (i.e. Service Learning, 414 Fellows)

- i) University program staff should do due diligence to clarify whether there is Personal Protective Equipment (PPE) (e.g., gloves, facemasks, gowns, eyeshields, etc.) required and available for students and that the community partner is adhering to appropriate social distancing and complying with federal, state, city guidelines. Student volunteers should be provided with/expected to comply with the same level of PPE as staff in a similar capacity.
- ii) Due diligence would include a formal affiliation agreement with the placement site. Where possible, utilize existing affiliation agreements to ensure student safety.

3. Transportation

- i) Students continue to have a variety of options for transportation to their service site, all with varying level of risk depending on the circumstances. Students should take ownership of their personal safety and make decisions accordingly.
- ii) While using transportation, all Marquette COVID-19 policies still apply, including reducing capacity, masking, health screening, hand washing, and disinfecting.
- iii) At the time of this publication, MCTS busses are functioning at a reduced capacity (max 15 riders per bus). As such, students may not be able to board the bus at the time planned. Students are encouraged to use the MCTS app and be aware of the bus schedule as they plan their route, avoiding waiting at the bus stop for a long period of time. If delayed, students must contact their site.
- iv) University-owned Community Service Vans may be used by student groups following existing procedures and guidelines, if users can assure that COVID-19 precautions will be taken. A maximum of two individuals may use a Community Service Van at any given time, with one driver in the front seat and one passenger in the far back row. Masking is required and windows must be open whenever possible.

Each van will be outfitted with disinfecting wipes – passengers are responsible for wiping down surfaces (ie seats, armrests, doors, handles, steering wheel, etc) before using the vehicle.

- v) The use of personal vehicles is permitted when following existing vehicle safety policy and COVID-19 policy, including dedensification, disinfection, masking, and hygiene practices. No more than two individuals are permitted per vehicle and passengers are encouraged to sit as far away from each other as possible.

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