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INTRODUCTION
Introduction

The health and safety of our campus community remains of the utmost importance to the University. This document has been designed to ensure individual safety, safe conditions in University spaces and provide important safety guidelines for the duration of the COVID-19 global pandemic. These guidelines were developed through the collective effort of the USciences COVID-19 Taskforce and University Leadership as informed by local, state and national guidance, the Centers for Disease Control and Prevention (CDC) and other relevant or appropriate sources. These guidelines will continue to evolve as circumstances change and as more information becomes available. Protecting the health and safety of our campus community will remain our primary concern at all times and all constituents should fully review and be familiar with this document as we collectively attempt to curb the risks of spreading COVID-19.
CAMPUS-WIDE
GUIDELINES AND PROCEDURES
Campus-Wide Guidelines and Procedures

Daily Health Checks
Faculty, staff, and students should check their temperatures at the beginning of each day, prior to arrival on campus or attending class. Those with a temperature of 100.4 degrees or above or having symptoms associated with COVID-19 (fever, shortness of breath, difficulty breathing, chills, cough, unexplained loss of smell or taste, diarrhea, muscle aches, fatigue, runny nose or new sinus congestion, sore throat or headache) should not come to campus. Residential students living on campus should remain in their rooms and non-residential students should remain at home until they speak with a SHAC clinician to determine whether self-quarantine or isolation is indicated. All students are to immediately notify SHAC of their symptoms or possible exposure to COVID-19 by calling 215-596-8980 to schedule a TeleHealth/Zoom appointment and await further instructions from the SHAC clinician. See the Student Health and Counseling section of this document for additional information. After hours or on the weekends students can email a SHAC clinician at Student-healthinfo@usciences.edu. Students are also encouraged to notify their primary care provider of their illness symptoms. While symptomatic, students are not permitted to attend class on campus, or attend clinical experiential learning rotations, but may attend class via distance learning if able.

Individuals can also access the CDC Self Checker for additional guidance at https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

Health Considerations for Faculty and Staff

Notification of illness
Faculty and staff members who develop COVID-19 symptoms, have tested positive for COVID-19, or have been in close contact with another individual who has been diagnosed with COVID-19, must:

- Notify their supervisor/department head who will then contact the Office of Human Resources as soon as possible.
- Contact their primary care provider for further assessment.

Before an employee returns to work after having any cold or flu-like illness, or if the employee suspects they may have been infected with COVID-19 or exposed to someone with COVID-19, the following CDC recommendations must be followed:

- If the employee tests positive for COVID-19
  - If no symptoms develop, isolation may be stopped after 10 days.
  - If mild to moderate symptoms develop, isolation may be ended after 10 days if at least 24 hours have passed without a fever of 100.4 or greater (without use of fever-reducing medications), and other symptoms are improving
  - If severe illness occurs, isolation should continue until symptoms have improved and up to 20 days
- If the employee was not tested for COVID-19
  - If no symptoms develop, quarantine should be continued for 14 days
  - If mild to moderate symptoms develop, quarantine may be ended after 10 days if at least 24 hours have passed without a fever of 100.4 or greater (without use of fever-reducing medications), and other symptoms are improving
  - If severe illness occurs, quarantine should continue until symptoms have improved and up to 20 days
In the absence of symptoms, regardless of testing status (positive/negative, tested/not tested), individuals exposed to someone with known COVID-19 must quarantine for a full 14 days after the last known exposure.

The CDC has noted that under the new guidelines, "it is possible that a person known to be infected [through testing] could leave isolation earlier than a person who is quarantined because of the possibility they are infected."

**University-sponsored seasonal influenza clinics**

- Students, faculty and staff are encouraged to get a seasonal flu shot through the annual flu clinic sponsored by SHAC and the Office of Human Resources, or via their primary care provider.
- Seasonal flu clinics for the campus community (faculty, students, and staff) sponsored by CVS Pharmacy will be planned for September this year. CVS Pharmacy accepts most insurance plans.

**Contact Tracing and Testing**

When Human Resources is notified of a confirmed or probable COVID-19 case within the USciences community, the individual will be assisted in identifying their close contacts – defined as being in direct contact (within 6 feet) for 15 minutes or longer, or having direct contact with infectious secretions, e.g., being coughed on. HR will speak directly with the employee to determine who they have been in direct contact with over the previous 2 weeks. The employee will be asked to notify their close contacts of their possible exposure or positive symptoms and encourage them to seek guidance from their healthcare provider. If these contacts are USciences employees, HR will provide additional guidance and support while they self-monitor for symptoms or if they need to quarantine or isolate.

Once SHAC has been alerted that a student has been exposed or is symptomatic for COVID-19, a clinician will set up a TeleHealth appointment to assess the student’s condition and symptoms, obtain a detailed history of the present illness, and complete a COVID-19 screening form. During this appointment, the student will be asked to list all direct contacts over the past 2 weeks, provide their class schedule, and clinical rotation site/contacts (if applicable). The student will be asked to notify their close contacts of their possible exposure or positive symptoms, and will encourage those individuals to seek guidance from their primary care provider.

Any USciences student identified as having direct contact with a source patient is to notify SHAC immediately of their potential exposure in order to obtain testing, initiate COVID-19 contact oversight/management, begin self-monitoring for the next 2 weeks, and obtain necessary support while in quarantine on campus or at home. A SHAC clinician will provide additional daily guidance and support to students in quarantine while they self-monitor for symptoms and await their testing results; and to students who have positive symptoms/positive COVID-19 test results while under care in isolation in the designated residential facility or at home.

All students in quarantine are required to take their temperature twice per day, monitor for symptoms of COVID-19, and report these findings daily to the SHAC clinician for the 14-day period and until medically cleared.

The SHAC clinician will notify the designated faculty from the student’s specific college or health profession program once a student has been identified as being potentially exposed or symptomatic for COVID-19. It is the responsibility of this designated faculty person to notify their student’s faculty, class members, and clinical preceptors (if indicated) that they may have been in contact with a person exposed to or symptomatic for COVID-19, and begin self-monitoring for symptoms over the following 2 weeks, continue wearing a mask, and follow strict social distancing practices.
Based on current CDC recommendations, those directly exposed to known COVID-19 positive individuals (having had close/direct contact less than 6 feet for greater than 15 minutes) must self-quarantine at home or on campus for 14 days after the last contact with the source patient, even if symptoms do not develop for the full 14-day period, regardless of obtaining a negative test result.

The University will maintain HIPAA compliance throughout these processes.

COVID-19 Testing Considerations
Regarding symptom monitoring and testing, USciences follows the guidelines set forth by the CDC, the Pennsylvania Department of Health, Philadelphia Department of Public Health officials, and the American College Health Association. The recommendations for COVID-19 testing continue to remain fluid; however, these organizations are not recommending mass testing as it will assess a person’s infection status only at a single point in time. A person who tests negative in the morning may become infected in the afternoon, the next day, or the next week. Therefore, USciences is focusing on the critical importance of its prevention, mitigation, and monitoring efforts, and expects community members to follow personal safety practices at all times. Faculty and staff who require testing for COVID-19 are advised to consult with their primary care provider for the type of COVID-19 test they need and the location options where they can get tested. The University health insurance plans will cover costs associated with COVID-19 testing. Students who require testing for COVID-19 are advised to consult with SHAC or their primary care provider.

COVID-19 Testing
SHAC clinicians will provide COVID-19 nasopharyngeal molecular testing for active infection for students only. COVID-19 viral testing will be provided to students who have symptoms of the virus or who have been directly exposed to a person with known COVID-19 or their secretions. Screening tests for COVID-19 for asymptomatic students are not currently available.

A COVID-19 testing tent will be set up in the courtyard outside of Student Health/Whitecar Hall to facilitate safe social distancing and prevention of viral spread during testing. Testing will be offered through scheduled appointments by the Student Health clinicians. Testing specimens will be sent out to either LabCorp or QUEST labs for processing according to the student’s health insurance lab capitation requirements. These labs pick up specimens daily at SHAC.

A SHAC clinician is assigned to oversee all COVID-19 health care management for students. In addition to COVID-19 testing, patient care management via TeleHealth, and daily monitoring of students in quarantine and isolation until discharge. This clinician will also be responsible for contact tracing, maintaining contact tracing data, and notifying the PDPH of all positive COVID-19 cases utilizing the PDPH COVID-19 reporting forms. The designated SHAC clinician has completed the Johns Hopkins Coursera Course for COVID-19 Contract Tracing along with two other SHAC staff members who may be asked to assist in contract tracing/identification if needed.

Employees may request testing from their healthcare provider, or via numerous testing sites located throughout the City of Philadelphia. Other municipalities may offer free testing; individuals should review their local governmental websites for more information.

At this time, there are not specific recommendations for antibody testing for asymptomatic individuals. More information is available from the CDC on serology testing.
All employees and students who test positive or are symptomatic for COVID-19 must be medically cleared by their healthcare provider or the Director of Student Health (students) prior to returning to campus for work or classes/clinical.

Please see the Student Affairs section below for details pertaining to the COVID-19 process for testing, isolation/quarantine of residential students infected or exposed to COVID-19.

Healthy Hygiene Practices
All campus community members must practice frequent and thorough handwashing, including washing with soap and water for at least 20 seconds. When soap and water are unavailable, use hand sanitizer with at least 60% alcohol. Minimize touching of surfaces and objects that others may touch, including elevator buttons, door handles, sink handles. Faucets should be turned off and on using available paper towels. Avoid sharing objects such as pens, utensils.

Consider using a no-touch device such as the blunt end of a pen to operate elevator buttons, key pads, etc.

Hand sanitizer stations will be placed throughout campus – at least one at every building entrance, and more as available.

Visitors
Nonessential visitors to campus are prohibited. Visitors who must be on campus should be approved by the appropriate leadership personnel and will need to follow all of the healthy hygiene and safety guidelines as described in the above and below sections of this document and the individual arranging the visit will need to inform them of such. Visitors should check-in at Alumni Hall, the Photo ID location, or any concierge station in a campus building (e.g., Griffith lobby, STC lobby). The Department of Public Safety in Alumni Hall will have a modest supply of masks for visitors; depending on usage and availability, this supply may be depleted at peak times. Masks will also be available for purchase at TastyDrakes. Visitors who do not have masks may be requested to leave campus if none are available.

Face Coverings/Masks
Face coverings/masks must be worn at all times on campus and should cover both the nose and mouth. Face coverings/masks do not eliminate the need for physical distancing practices. The only exception to this rule is when individuals are within their assigned residence hall room or office alone, with limited likelihood of others passing through, or while eating.

The University will supply several cloth masks for each employee and student - cloth is preferred for non-clinical personnel or clinical personnel outside of a care delivery setting. Individuals are responsible for the care and cleaning of these masks. Information for proper use and cleaning of masks is available through the CDC: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

Face coverings/masks should be inspected by the wearer prior to putting on and should be discarded if damaged or deformed. Do not wear face coverings/masks that are dirty.

Face coverings/masks may be temporarily stored in a clean bag or container, with the wearer’s name displayed. Containers should not be sealed if the mask is moist.
Face coverings/masks should be removed without touching the outside (e.g., remove from the ear loops/straps), with hand washing performed before and after handling the mask. Directions on how to safely put on, wear, and take off a cloth face covering from the CDC are available here.

Masks and respirators with exhalation valves should not be used as a face covering as these allow unfiltered exhaust air to be released, and are not protective to others.

Individuals who require face shields for their work should request these items through their department.

**Cleaning and Disinfection**

Frequently touched surfaces in public areas will be cleaned and disinfected by AFS/custodial services throughout the day, with a full cleaning of occupied spaces daily using approved EPA disinfectants. This list was distributed multiple times by the Task Force and remains available.

High touch areas are to be disinfected at least five (5) times per shift and also after any increased activity in the area such as classes, labs, conferences, or events.

In addition to frequent disinfection, each area will be sprayed with an electrostatic sprayer containing PurTabs sanitizing tablets daily.

High touch areas include but are not limited to:

- Door knobs, pulls, handles
- Handrails
- Classroom Desks
- Countertops
- Sneezeguards
- Cafeteria Tables
- Bathroom Fixtures
- Flushers
- Soap and hand sanitizer dispensers
- Paper Towel dispensers
- Restroom stalls
- Water fountains
- Elevator cars (inside) and lobbies (call buttons)
- Vending machines
- Study Room Tables
- Keyboards/Mice

Throughout the day these areas will be sprayed with disinfectant, with wait product-specific times being observed, and wipe away excess. Gloves, masks, and eye protection should be worn changing as frequently as the task and conditions exist.

This task will be completed at least five times per shift (morning, mid-morning, before lunch, after lunch, and end of business), making sure that all high-touch areas have been disinfected. Microfiber cloths are to be used and a new cloth should be used for each new location.
When the University is notified of a presumed or positive test for COVID-19, areas where the individual may have been will be isolated and disinfected by custodial services using currently-recommended deep cleaning protocols. Access to the space will be limited until after such cleaning occurs.

No-touch trash receptacles will be utilized (open top and/or foot pedal).

Research laboratories should be cleaned regularly by laboratory staff (see Research Laboratory section). Floors will be cleaned and trash removed as in past years by custodial services.

Water systems (e.g., drinking fountains, water bottle fill stations) will be cleaned, flushed and checked for safe operation prior to return to campus by facilities and custodial staff.

Never mix a product containing chlorine (such as bleach) with a product containing ammonia. The resulting release of gas can be dangerous.

General guidance for cleaning computers

- Use only a soft, lint-free cloth. Avoid abrasive cloths, paper towels, or similar items.
- Avoid excessive or vigorous wiping, which might cause damage.
- Unplug all external power sources, devices, and cables.
- Don't get moisture into any openings.
- Don't use aerosol sprays, bleaches, or abrasives.
- Don't spray cleaners directly onto the item; spray onto a cloth as recommended above.
- Other questions regarding cleaning of computer equipment should be directed to the Help Desk.

Physical Distancing

In-person meetings should be avoided in most situations; video conferencing and/or telephone conferences are preferred options. When in-person meetings are unavoidable, individuals should maintain at minimum 6 feet spacing, wear face coverings, and avoid person-to-person contact (e.g., handshakes). If absolutely necessary, meetings should be limited to 10 people or less (assuming appropriate social distancing); this number may change with state or local guidance.

Critical University events, including summer open houses, will be reviewed in advance by the divisional Vice President to assure participants follow current guidelines and practices.

Capacity in communal spaces will be limited to that which allows proper social distancing. Updated capacity limits will be posted in public spaces prior to students and staff returning to campus. All seating in communal areas should be spaced at least 6 feet apart.

Entry/Exit Traffic-flow & Signage

The Department of Public Safety along with the Facilities Department have worked in collaboration to create (where feasible) an entry and exit flow path for building entry that will go into effect in mid-July in advance of the Fall semester. Signage will be provided at lobby areas to inform pedestrians of the plan for the building in terms of entry, exit and ascending and descending floors. In addition, signage will be placed outside of restrooms and in all locations where a que may develop. Lastly, signage will be placed at all entrances to buildings and along the Woodland Avenue corridor sidewalk from 46th Street to 42nd Street with 5 signs on each side of the street to remind the public and our community members to help ‘stop-the-spread.’
In locations where significant duration of contact may occur (e.g., building reception areas, registrar, cash registers, etc.), plexiglass shielding (sneeze-guards) shall be installed to provide additional barriers to viral transmission. These will be installed at multiple locations across campus.

Elevator capacity will be limited to a number allowing for appropriate distancing – likely 1-2 people per car. Tape will be placed on the floor of elevator cars marking out appropriate spacing. The campus community is encouraged, when able, to take the stairs, staying to the right hand side when walking up or down. Signage for distancing will be placed outside elevators as well.

**Reporting Unsafe Behavior**
As an educational institution with a focus on science and healthcare, we expect that all members of the University community would abide by recommendations meant to promote and protect the health and welfare of others. However, individuals observing behavior inconsistent with these Return to Campus Guidelines have several options for reporting.

- Employees may report violations of these guidelines either to a supervisor or to the Director of Human Resources (rroberts2@usciences.edu).
- To report misconduct by students, please contact the Department of Public Safety. Where appropriate, Public Safety may file an incident report with the Office of Student Conduct.
- Anonymous reporting is also available for students, employees, or third parties through EthicsPoint via the web or toll-free telephone at 888-266-0218.
- Public Safety Officers on campus will actively and professionally address any observed behaviors that are inconsistent with the guidance herein.

**Campus Closure Triggers**
The USciences COVID-19 Task Force has shared the Return to Campus guidance in order to reduce the risk of disease transmission within our community. However, we recognize that these measures will not eliminate all risk. While the University hopes to be able to hold on-ground class and laboratory work through the fall semester and beyond, we recognize that circumstances beyond our control may make that plan no longer tenable. The COVID-19 Task Force has discussed what these triggers may be, and wanted to share our thinking with the campus community. These factors have been informed by guidance from the Centers for Disease Control and Prevention, as well as discussions with the City of Philadelphia Department of Public Health and the other institutions of higher education in the region.

Ultimately, a combination of external and internal factors could result in further campus restrictions, up to and including full cessation of on-campus activities. The below lists are not all inclusive and other factors may be considered, as appropriate. USciences will continue to make the best decisions possible for the health and safety of our entire University Community.

**External factors**

- Governmental mandate for fully remote operations (including City of Philadelphia, Commonwealth of Pennsylvania, or federal mandate)
- Trends in local institutions of higher education – particularly those in University City and the City of Philadelphia
- Reduced capacity (total beds, ICU beds, or ventilators) in local/regional hospitals
- Reduced availability of PPE regionally
• Reduced local testing capacity

*Internal factors*

- Absenteeism in facilities or custodial staffing that may negatively impact the ability to maintain a safe and hygienic campus
- Capacity restrictions in on-campus isolation/quarantine housing
- Significant increases in positive tests (or percent positivity) on campus that overwhelm the University’s ability to isolate and contain
- High absenteeism in SHAC medical staff preventing the ability to deliver routine care and COVID-19 care to students.

The COVID-19 Task Force will continue to track and monitor the above factors and others, and will continue to work closely with the City of Philadelphia Mayor’s Task Force on Institutions of Higher Education to assure clear communication not only across our own campus, but among the colleges and universities in our region.
ACADEMIC OPERATIONAL GUIDELINES
Academic Operational Guidelines

Classrooms and Teaching Laboratories

Remote versus classroom/laboratory learning
All coursework historically delivered in a large room lecture format will be delivered virtually. In-person classroom teaching will be limited to smaller classes AND availability of a classroom that provides adequate physical distancing with hands-on/lab classes receiving space priority. All other didactic teaching will be delivered in an online, virtual format. Classroom occupancy will be limited to 25% of stated capacity, in addition to distancing of students and any faculty or staff a minimum of 6 feet from each other. In rooms where fixed seating is present, 6 foot distancing will be enforced through blocking/labeling of seats as appropriate. In rooms where movable seating is present, tables/desks and chairs will be placed (and, in some cases, removed) to ensure a minimum of 6 foot distancing, with additional space for movement provided as necessary.

In all but the limited number of cases where in-person instruction is necessary (e.g., laboratories), students may participate remotely and complete the entire course online, if desired. Many recitation and discussion type courses, with enrollments of less than 25 students, will fall into this category.

Laboratory courses will be taught in-person with appropriate physical distancing measures in place.

Space capacity limitations may require phasing of some coursework that must be delivered in-person (e.g., lab courses). Faculty are working on modular delivery of these courses throughout the semester in order to meet curricular needs.

If local and/or state guidance becomes more restrictive, University procedures will change to meet those guidelines. If local and state guidance becomes less restrictive, the University may choose to either retain more stringent existing processes, or may adopt new, less restrictive guidelines. In no case will University guidelines be less restrictive than local and/or state guidance.

Physical distancing and face coverings
In all classroom or teaching laboratory settings, face coverings are mandatory for all participants, including faculty. Amplification (microphones/speakers) will be provided in classrooms for use by faculty.

Physical distancing should be maintained at all times, including entry and exit to and from the classroom or laboratory. Students waiting to enter an occupied classroom should wait for those exiting to leave prior to entering the room while maintaining 6 foot distancing.

When possible, if a space has multiple entrances, one (or more) should be designated as an entrance and one (or more) as an exit.

Library Operations

Online resources
The University Library maintains online access to all e-resources as in previous years. Students, staff, and faculty will continue to have this access, regardless of location on-campus or remote.
Circulation materials and Interlibrary Loan
Currently, no Interlibrary Loan or other physically circulated materials are available from the library. Our goal is to make these materials available again as permitted in the future.

Common spaces
With the start of the Fall 2020 semester, public spaces in the J.W. England Library will become available for student study. As with all other common spaces on campus, face coverings must be worn at all times, and physical distancing must be maintained. In order to maintain social distancing, fewer seats will be available. Ongoing assessment of need for plexiglass barriers and other measures will continue as we increase on-site operations.

Clinical Education Sites
COVID-19 symptoms or diagnosis in faculty or students
Faculty and students should not go to clinical sites if they have been in contact with a COVID-19 positive individual, have symptoms, or have tested positive for COVID-19. Students should contact SHAC for further directions and assessment; faculty and staff should contact their primary care provider.

Direct contact with COVID-19 patients
In locations where clinical rotations are permitted, students should not participate in direct care for patients presumed to have or diagnosed with active COVID-19. Students may and should participate as part of the care team for these individuals while avoiding direct contact.

Clinical sites in Pennsylvania
The University continues to follow guidance of state and local public health authorities regarding clinical teaching. As of May 28, 2020, Pennsylvania permits medical students, nursing students and health professions students to participate in clinical education. As above, USciences students are not permitted to have contact with known COVID-19 infected patients.

Clinical sites in New Jersey
The University has received a waiver from the Secretary of Higher Education in New Jersey, permitting students to continue with clinical rotations.

Clinical sites in other states
The University recognizes that the risk of COVID-19 transmission is not evenly distributed across the United States. Therefore, state and local guidance will prevail when determining whether students should participate in clinical activities. Clinical coordinators and students should monitor local conditions and guidance.

Currently, the Commonwealth of Pennsylvania recommends self-quarantine at home after travel to high-prevalence areas (current listing here). Students who are on clinical rotations in these areas may not be able to quarantine due to scheduling, but should be vigilant about monitoring for symptoms, face coverings, and physical distancing, and should limit campus visits to those activities required as part of their curricular work for at least 14 days (i.e., should not participate in non-mandatory social or other activities). Neither the CDC nor the Philadelphia Department of Health recommends asymptomatic COVID-19 screening in these cases, in the absence of known contact with COVID-19 infected patients.
Non-direct care settings
Non-direct-patient care settings are understood to be low risk and are permitted in all states. Students should continue to follow general physical distancing and other hygiene guidelines at all times, regardless of location.

Students at high risk for COVID-19
Students with conditions predisposing them for severe COVID-19 infections (immunocompromised state, diabetes, severe obesity) should consider requesting accommodations from the Office of Student Accommodations. Students can email Kaitlyn Martin, Program Coordinator of Student Accommodations, at kmartin2@usciences.edu or osa@usciences.edu, to see if they qualify.

Research Laboratory Procedures

Suspension of research operations
Research operations for the University were suspended in March 2020, and will remain in this state of “hibernation” at least through June 28, 2020, and after this, at such time as local and state guidance allows for this activity to resume. A limited number of critical laboratory personnel are permitted access to campus to maintain equipment and/or research animals. Individuals must have prior approval of their Vice President/Provost, who will notify Public Safety and Environmental Health and Radiation Safety (EHRS), before any campus access.

At such time as the University permits research operations to resume, the below guidance will apply. University community members may download a printable copy of the Laboratory Pre-Occupancy Checklist covering these safety measures here.

Initial re-entry
When re-entering the laboratory after a temporary shut-down or closure, use a sense of caution. Look through entry-door windows and/or carefully stand at doorways to determine if any materials have been released/damaged, liquids are present on floors or surfaces and unusual odors.

If you discover a hazardous condition that poses a threat to you or others, such as a hazardous material release:

- Close the door of the laboratory/isolate the hazard
- notify the occupants in the area
- and activate the appropriate incident response action (e.g., mitigate spills or releases that you are capable of handling, exit the building if required, call EHRS at 215-596-8925, 215-596-8843 or 267-295-3141 to report the situation, etc. and the Department of Public Safety at x7000.)

Preparing for research to begin

- Before restarting a process, consider what will be necessary to safely shut it down again if necessary. Be aware of what equipment may need to be taken offline and what materials would need to be secured in order to ramp down. The potential harm caused by interrupting research must therefore be considered as a factor when determining whether a project should be resumed.
- Assess what support services and deliveries are required when your research is re-started and determine whether those services and supplies are operational and will be available when needed. Anticipate delays.
  - Confirm there is an adequate supply of soap and paper towels for handwashing and that disinfectant is available for cleaning.
● Confirm that adequate PPE is available for research needs.
● Clean-up/put away chemicals, supplies, glassware and other items left out during the shut-down.
● Pour water down dry traps/floor drains to mitigate sewer odors.

**Face coverings/masks and PPE**

- **Wash hands properly** before donning (putting on) and after removing masks and, as always, after removing gloves prior to exiting the laboratory. Laboratory gloves should not be worn outside of the lab.
- Inspect masks prior to donning and discard if damaged or deformed. Do not use face coverings/masks that are dirty. Launder face coverings daily.
- Do not reuse cloth face coverings/masks worn in the lab at home. Never share your mask with someone else. CDC- [How to wear, remove and wash cloth face coverings](http://www.cdc.gov) and [EHRS Guidance on Face Coverings](http://www.ehrs.org).
- Face coverings should cover the nose and mouth.
- Do not wear masks made from nylon or synthetic materials in the lab. In a fire, these can quickly ignite and melt against skin. This is the same guidance provided for lab coats, i.e., wearing cotton instead of synthetic materials. Also, any time flame resistant lab coats are required, flame-resistant cloth masks should be used, e.g., when working with pyrophorics, etc.)
- Do not wear a mask that contains metal near the NMR unit (e.g., flexible metal nosepiece).
- Wear university-issued face coverings/masks in teaching and research labs. These are 2-ply cotton. There is elastic inside the ear loops, but the outer cotton covering would be in contact with the face and ears.
- As always, conduct a risk assessment for higher risk processes to determine proper face coverings or Personal Protective Equipment (PPE) needed.
- Keep a spare face covering/mask available, or know where to obtain one, in case of contamination.
- Temporarily store a face covering/mask by placing it in a clean bag or container labeled with your name. Do not seal the bag/container while the mask is still moist.
- Remove your gloves before removing the face covering. Carefully remove the face covering/mask without touching the outside (e.g., remove from the ear loops/straps) and perform hand hygiene after handling the mask. Directions on how to safely put on, wear, and take off a cloth face covering from the CDC are available [here](http://www.cdc.gov).
- Masks and respirators with exhalation valves should not be used as a face covering as these allow unfiltered exhaust air to be released, and are not protective to others.
- Physical distancing must still be maintained while wearing the face covering.
- In addition to the face covering/mask, all standard lab attire and PPE, including long pants, enclosed shoes, lab coat and safety glasses must be worn in the lab.

**Safety equipment**

- Ensure eyewashes are functioning properly. Flush all eyewashes until the water runs clear and for a minimum of 3 minutes. [Contact Facilities Services if repairs are needed.]
- Ensure safety showers are not obstructed. This means nothing must be under or in front of the shower to block access in an emergency.
- Confirm chemical fume hoods and biosafety cabinets are functioning. Also, a Kimwipe or tissue placed at the face of the hood may be used to demonstrate flow into the hood.
- Contact Facilities Services for issues with fume hoods and EHRS for issues with biosafety cabinets.
- Do not use equipment that is not functioning properly. Place a “Do not use, Unsafe” sign on any non-functioning equipment.
- Do not move biosafety cabinets. Once moved, these must be re-certified by the vendor before use.
Survey spill equipment available in your labs and contact EHRS/Central Stockroom if hallway spill kits need re-stocking.

**Hazardous materials**

- Check expiration date, date received and date opened information on chemicals, especially time-sensitive and high-hazard chemicals. Dispose of or manage chemicals with a limited lifespan appropriately. Please view Chemical Stability procedures for additional information in the [Lab Safety Manual](#).
- Conduct a hazardous material inventory to ensure there has been no loss of material (controlled substances, radioactive materials, biologicals, chemicals, etc.).
- Secure, check the labeling and integrity of waste containers and chemicals.
- Check on and manage regulated medical waste (biohazard waste) appropriately.
- Ensure that the appropriate empty waste containers needed in the laboratory are available before beginning work. (e.g., biohazard and chemical waste containers and glassware boxes.) Please also assure supplies for inactivating biological waste (e.g., bleach, ethanol) are available.

**Equipment checks**

- Review equipment and compressed gas cylinder use system manuals/SOPs for safe startup instructions. Check tubing and hoses that are attached to equipment and compressed cylinders.
- Check equipment that could have been affected by a power disruption as soon as possible, including refrigerators and freezers. Check for leaks that may have occurred if temperature control was compromised.

**Physical distancing**

As in other locations, physical distancing will need to be maintained in the laboratory. Depending on staffing levels and lab size, it may not be possible for all lab members to be present in the lab at the same time. General guidance for lab occupancy is 200 sf per individual; this occupancy may be lower if lab workers must move around to different locations within the lab. Consider placing floor markings to denote 6 feet of distancing around workstations, lab benches, and tables and indicate directions of pedestrian movement. Approved tape for marking floor areas may be purchased in the Central Stockroom (for laboratories) or at [gopher sport](#) and other approved floor marking and labeling products may be found at [Brady](#).

Consider splitting the lab group into teams that will work different shifts or on alternating days. Only lab members with required work should be on-site.

When dividing a lab group into different shifts/days:

- Determine which lab members will require close supervision and advisement while they are doing their lab work. Are there any tasks these individuals should be prohibited from performing while physical distancing measures are in effect?
- Ensure that lab members who are essential for the operation of specialized equipment or lab techniques make documentation available to other lab members in case they are not present in the lab or are not available. Consider cross-training as much as possible.
- Because the number of people in the lab may need to be reduced, when necessary, researchers must follow the [working alone/after-hours procedures](#).
- Avoid running unattended processes if possible, and post information about your experiment to communicate hazards to others who may be present in the lab when you are not. Always follow [unattended experiment procedures](#).
Consider separating individuals by different shifts and times spent in the lab (rather than only distance), when lab workers may need to move around to different work stations within the lab.

Ensure everyone has the necessary contact information for the other lab members who will not be present in case there are questions or issues with materials or equipment in their work areas.

Shared facilities and equipment
Shared facilities and equipment will require coordination with everyone using these resources. (For example, fume hoods, biosafety cabinets, procedure rooms, instruments, etc.) When using shared equipment or working in shared laboratories:

- Post an hourly schedule on the equipment or room, or utilize a shared calendar or other multiuser scheduling system.
- Disinfect equipment and touchable surfaces before and after each use. Place disinfectant supplies near the equipment. Place a sign near lab equipment to remind everyone of this procedure. (See Cleaning and Disinfecting reminders below)

Cleaning and disinfecting

- Wash hands when entering the laboratory and at least every hour thereafter.
- Reduce clutter so that lab benches, desk areas and other work areas can be properly disinfected at the end of the shift.
- Wear gloves and safety glasses when disinfecting. Clean surfaces with soap and water if there is any surface dirt before disinfecting. Use EPA-registered cleaning products with an emerging viral pathogens claim for disinfection. View 6 steps for safe and effective disinfectant use from the EPA https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf
- Labs may also use alcohol to disinfect surfaces. Exercise caution as even 70% ethanol is flammable and can be ignited. A best practice is to saturate a wipe and apply to the surface rather than directly spraying. This will help if ignition sources are nearby and also to decrease the potential of inhaling chemical vapors. (Don’t forget to properly label bottles.)
- Frequently touched surfaces in the lab must also be disinfected at the start of and halfway through the workday. Examples of surfaces include: equipment handles and latches, bin and incubator lids, faucet handles and sprayer grips, equipment controls and touch pads, the outside of shared bottles and caps, micropipettors and other shared tools, door handles, knobs, light switches, hood sashes and air foils, etc.
- Prepared bleach solutions are effective for disinfection up to 24 hours. (e.g., 1%-5% bleach in water solutions.) Ethanol often evaporates before the required contact time of 60 seconds, so it should be reapplied if it evaporates within the 60 seconds.
- Label all disinfectant containers with the name of the contents and instructions for use, including the required contact time. Store and use disinfectants in a responsible and appropriate manner according to the label and manufacturer instructions.
- Never mix a product containing chlorine (such as bleach) with a product containing ammonia. The resulting release of gas can be dangerous.
- CDC information on disinfecting surfaces is available here.

Cleaning of sensitive equipment

- Certain equipment (e.g., computer keyboards and mice, key-style equipment touchpads, on/off switches, power tools, etc.) may be damaged by spraying disinfectants directly onto components and by harsher disinfectants such as bleach.
● Use appropriate disinfecting wipes (quaternary-ammonium or 70% ethanol) for these more delicate tasks.
● If wipes are not available, these items can be disinfected by soaking a dry wipe or clean soft cloth in the disinfectant until it is wet, but not dripping, and then using it to wipe the item, being careful to avoid getting liquid into any openings.
● The surface should be visibly wet after wiping, and the disinfectant should be left to evaporate from the surface.
● Consider whether frequently used or hard to clean electronics should be protected with a disposable barrier. Examples of products available from Amazon: Keyboard covers, mouse covers
● Check with the manufacturer or product manual for specific instructions on cleaning and disinfecting specialized equipment.

General guidance for cleaning computers
● Use only a soft, lint-free cloth. Avoid abrasive cloths, paper towels, or similar items.
● Avoid excessive or vigorous wiping, which might cause damage.
● Unplug all external power sources, devices, and cables.
● Don't get moisture into any openings.
● Don't use aerosol sprays, bleaches, or abrasives.
● Don't spray cleaners directly onto the item; spray onto a cloth as recommended above.
● Other questions regarding cleaning of computer equipment should be directed to the Help Desk.

Central Stockroom purchasing
In general, prepare for supply chain disruptions, limited availability of some reagents, equipment, and supplies and, at times, slower than usual order placement and fulfillment.

Purchases made prior to June 29th, require notification to the Central Stockroom prior to ordering. [Non-perishable/non-temperature sensitive materials may be ordered 1 week prior to being allowed to work on campus with the understanding that there must be no bulk ordering due to limited storage space. The lab group or Principal Investigator (PI) is required to pick up their packages from the Central Stockroom or Facilities Loading Dock. See below for more details.]

Circumstances to plan for include, but are not limited to:
● Limited sales of high demand items – purchasing limits may be set for certain items available for purchase from the Stockroom shelves.
● Limited supply chain availability of items such as PPE (including N95s, face shields, gowns, over gowns, and gloves), reagents, consumables, supplies, and other materials which may affect orders placed by researchers and also the availability of some items normally stocked on the Stockroom shelves.
● No package delivery from the Stockroom to labs – lab groups will be responsible for pickup of their packages from the Stockroom. PIs will have to arrange for transport of items from the Stockroom to their labs using their own carts or hand-trucks; the Stockroom will not be able to lend carts as they are in use holding items awaiting pickup.
● No ordering of any perishable or temperature-sensitive materials that will require cold storage at any temperature by the stockroom, prior to June 29, 2020 or prior to the start of the “Yellow Phase”, if later. These items cannot be stored for any amount of time because cold storage in the Stockroom is severely limited.
● See below for information on ordering perishable/temperature sensitive materials for those individuals approved to be working on campus during the “Yellow Phase.”
Access to the Stockroom may be limited due to physical distancing considerations. Before coming to the Central Stockroom for any reason, please schedule an appointment using our Calendly page: https://calendly.com/centralstockroom/central-stockroom.

**Order placement guidance**
- Recognize that order placement may be slower as the volume of requests increases.
- Do not circumvent ordering via the Stockroom in an attempt to receive items more quickly. Regardless of order placement method (Stockroom, PI or dept P-card, or Workday Purchase Order), packages for scientific researchers will still arrive at the Central Stockroom for processing. The more packages that have to be processed by the Stockroom, the slower the process is for everyone.
- It is recommended that PIs purchase only the smallest necessary amounts of all items and materials, (e.g. please do not place ‘bulk’ orders for consumables such as culture dishes, racked pipette tips, etc.) This is due to limited Stockroom storage space (especially for large boxes) and/or limited capability for PIs to transport large and/or multiple packages from the Stockroom to the lab.
- Please inform the Stockroom of all items ordered via another method.

**Ordering of perishable or temperature-sensitive materials**
- Ordering of these materials must be coordinated in such a way that someone from the lab group will be on campus the same day the package arrives and must pick up the item that same day.
- Regardless of order placement method, PIs must closely track these materials from time of shipment until arrival on campus. In addition, if the order was not placed via the Stockroom, please inform both the Central Stockroom and Facilities of pending arrival of perishables and temperature-sensitive items.

Additional information regarding Stockroom procedures, including instructions for using Calendly, will be posted on the EHRS Google site/Central Stockroom page.
STUDENT AFFAIRS GUIDELINES
Student Affairs Guidelines

Residence Life

Residence life recommendations are based on guidance from the Center for Disease Control (CDC), the Association of College and University Housing Officers International (ACUHO-I), the American College Health Association (ACHA) and the Philadelphia Department of Public Health (PDPH).

Physical distancing/face masks
Physical distancing should be maintained at all times, including entry and exit to and from the residence halls. Markings will be placed 6 feet apart where possible outside of the residence halls (e.g., the Living & Learning Commons courtyard) so that residents may remain properly distanced from one another.

The Living & Learning Commons courtyard will have one path for walking up (ramp) and one path for walking down (stairs). All individuals should follow these marked paths, unless a physical limitation prevents one from doing so.

Face coverings/masks should be worn at all times on campus, including all residence hall common spaces, including but not limited to laundry rooms, study lounges, lobbies, trash rooms. The exception to this rule is if a student is in their residence hall room alone with limited likelihood of others passing through.

Move-in day
Residence Life looks forward to welcoming new students to campus with an extended move-in process taking place from Monday, August 24 through Friday, August 28. All residential students can expect to receive additional communication in the coming weeks about signing up for a move-in time slot, move-in day logistics, and how the Residence Life experience will be modified this semester in response to the ongoing pandemic. Move-in for new students will be completed in three phases:

August 24-26 - Optional Early Item Drop Off (New Residents of LLC Only)
Residents will be able to sign up for a 2-hour time slot to move-in their items only. Students who take advantage of this option will then return to campus as early as Friday, August 28 at 5p and no later than Saturday, August 29 at noon to participate in Welcome Weekend activities. This option allows for optimal social distancing as we will only permit a maximum of 4 students to move-in per floor during any given time slot. We encourage all new residents who reside close to campus to take advantage of this option.

August 27 - Move-in for Special Student Populations (Honors students, Athletes, and Out of State Students)
Honors students, athletes and out of state students will be able to sign up for a 1.5 hour time slot to move-in to their Fall 2020 assignment.

August 28 - Move-in Day General for Remaining new LLC Residents and new Wilson/Osol Residents
Residents will be able to sign up for a 1.5 hour time slot to move-in to their Fall 2020 assignment.

Returning students will receive separate communication regarding their move-in options.

Occupancy/Room management
- Beds in double rooms in the Living & Learning Commons and Wilson Residence Hall will be spaced at least 6 feet apart. Students will be prohibited from rearranging furniture that would result in beds being...
closer than the proscribed distance. When possible, an increased number of singles’ rooms will be made available in community bathroom-style residence halls (Wilson Hall).

- Triple rooms will not be offered during the Fall 2020-Spring 2021 academic year.

Visitation policy

- Access to residence halls will be limited to residents of the building and essential staff. No visitors or outside guests will be permitted until further notice. This includes students of the University that reside in other residence halls.

Public/Common use spaces

- Plexiglass shielding will be placed at each residence hall reception desk.
- Lounge/study spaces will be reconfigured in the residence halls to promote social distancing (allowing students to remain a minimum of 6 ft. apart). In some cases furniture may be removed to promote this goal. Residents should also adhere to any noted occupancy limits for these spaces.
- Kitchen/Kitchenettes in the Living & Learning Commons (Lobby) and Wilson Residence Hall (3rd Floor) will be limited to one person at a time.
- Laundry rooms in the Living & Learning Commons and Wilson Residence Hall will be limited to one person at a time. The laundry room in Osol Residence Hall will be limited to two people at a time provided that both students can remain at least 6 feet apart from one another.

Community bathrooms (Wilson Residence Hall)

- Community bathrooms in Wilson Residence Hall will be cleaned at least twice daily using EPA-registered disinfectants.
- Bathrooms will be stocked with soap and paper towels and/or automated hand dryers. Trash cans will be emptied regularly. Paper toilet covers will be provided.
- Viral particles can survive on surfaces of sinks and faucets. Students should use shower caddies/totes or other containers to avoid having toothbrushes and other personal items rest directly on these surfaces.

Residence hall elevators and egress

- Elevator capacity will be limited to 1-2 people per car. Tape will be placed on the floor of elevator cars marking out appropriate spacing.
- In the Living & Learning Commons and Osol Residence Hall residents are encouraged to take the stairs, when able, staying to the right hand side when walking up and down.
- In the Living & Learning Commons, the central stairwell and elevators will be used for students to go up, and the elevators and tower stairwells will be used for students to go down. Tower stairwells, normally reserved for emergency exit only, will be temporarily used for exiting if Pennsylvania is still in the “Yellow Phase” during the fall semester as this will allow for more aggressive physical distancing.

Isolation/quarantine of residential students infected or exposed to COVID-19

The following outline provides the current isolation/quarantine process as developed by Student Health, Residence Life, and Public Safety to address asymptomatic residential students with recent known or suspected exposure to COVID-19, those who become symptomatic, and those who test positive in order to control transmission. This process is consistent with CDC recommendations.

Testing and quarantine process

- Students who report being exposed to or symptomatic for COVID-19 will be tested for COVID-19 via a nasopharyngeal swab by a SHAC clinician.
A COVID-19 Testing tent will be set up in the courtyard outside of Student Health/Whitecar Hall to facilitate safe social distancing and prevention of viral spread while obtaining testing samples. COVID-19 testing will be offered daily via scheduled appointments by the Student Health clinicians.

Once students are tested the quarantine process will be required and will be instituted immediately. Residential students will relocate immediately to the designated residential facility on campus to adhere to the CDC Quarantine Guidelines.

Students will be required to quarantine for 14 days after their last contact with the source patient or after symptoms began.

Residential students will be required to remain in a designated residential facility in quarantine for 14 days (if they remain on campus) while awaiting their COVID-19 test result. Symptoms will be evaluated according to the CDC Quarantine Guidelines.

- All students in quarantine must adhere to the CDC guidelines for 14-day quarantine and must check and report temperature and symptoms daily to SHAC.
- Students in quarantine who remain on campus will be provided a single bedroom in a designated residential quarantine facility with necessary support services provided such as daily meal delivery, laundry service, internet access, a microwave/refrigerator unit, and SHAC TeleHealth checkups.

The below protocols will be used for residential students in quarantine/isolation (aligned with CDC guidelines; students must be medically cleared by the Director of Student Health prior to cessation of quarantine/isolation.

- If the student tests positive for COVID-19
  - Students will be placed in a single bed isolation room in the designated facility.
  - Students will be provided with necessary support services such as daily meal delivery, laundry service, internet access, a microwave/refrigerator unit, and SHAC TeleHealth checkups.
  - If no symptoms develop, isolation may be stopped after 10 days.
  - If mild to moderate symptoms develop, isolation may be ended after 10 days if at least 24 hours have passed without a fever of 100.4 or greater (without use of fever-reducing medications), and other symptoms are improving.
  - Students with worsening symptoms will be sent to the Hospital of the University of Pennsylvania for evaluation and treatment.

- In the absence of symptoms, and regardless of testing status (positive/negative), students exposed to someone with known COVID-19 must quarantine for a full 14 days after the last known exposure.

- The CDC has noted that under the new guidelines, "it is possible that a person known to be infected through testing] could leave isolation earlier than a person who is quarantined because of the possibility they are infected."

Contact Tracing and Additional Testing

- The SHAC clinicians will conduct contact tracing for students suspected of or positive for COVID-19. Further testing will be recommended for all close contacts of students diagnosed with or symptomatic for COVID-19.
- Expanded testing options may be offered if indicated to asymptomatic residential students in higher density areas who may have had a recent known or suspected exposure to a student who tested positive for COVID-19. This may include testing of all students who were in proximity of another student with confirmed COVID-19 (e.g., those who shared communal living and learning spaces or bathrooms),
or testing all students within a shared setting (e.g., testing all residents on a floor, in a building, or in a classroom or laboratory).

**Athletics and Campus Recreation**

*Athletics*

The University will monitor guidance from both the NCAA and our athletic conference (Central Atlantic Collegiate Conference - CACC) regarding student sports. As of the most recent CACC Presidents Council update on July 13, 2020, intercollegiate competition in the CACC will not occur during the Fall 2020 season due to safety concerns. As of this date, spring sports in the CACC are not affected.

The University will not be hosting intramural sports or club sports for the fall 2020 semester and will re-evaluate for spring 2021 based upon guidance available at that time. The University will not hold individual skills training for student athletes/intramural athletes during the fall 2020 semester.

*Athletic and Recreation Center (ARC) and Campus Recreation*

ARC Facility Hours beginning Sunday, August 30th
- Sunday: 4p-8p
- Monday-Friday: 8am-12pm, 12:30p-4p, 4:30p-6p (closed for 30 minutes every 4 hours for detailed cleaning of high-touch areas)
- Saturday: Closed

General guidelines:
- The ARC will be open for use by students only at this time.
- Face coverings – Current city guidelines require the wearing of face coverings at all times in gyms, including while exercising. If participants do not feel comfortable with face coverings during cardio workouts, they are encouraged to work out outdoors with social distancing.
- Locker rooms will be open for changing and using the restrooms. Showers will be closed. Participants will not be able to use the lockers and there will be no locker rentals. Participants will be allowed to bring bags/valuables with them into the gym spaces.
- There will be no equipment check-out.
- Water fountains will be available for bottle filling only. Participants must bring their own water bottle.

Check-in:
- Enter through front doors only – exit through front or back door
- Participants will swipe themselves in at the front desk. There will be hand sanitizer at the front desk. An attendant will be present to check IDs and monitor occupancy numbers.
- Occupancy numbers for each area will be posted on a white board in the lobby. Students should check the board before going to any ARC space to ensure that there is available space and plan their workout accordingly.
  - The ARC lobby occupancy is limited to 22 people.

Open gym spaces:
- No open gym time in Rec Gym / Arena/ MPR. Gym spaces may be utilized for classes.
- The studio will be closed.
- The indoor track will be closed to running/walking.
Some cardio equipment has been moved to track in order to spread it out (maintaining at least 6 feet of distance between machines).

Boxes will be taped off on the track that can be used for individual exercises/stretching. Small equipment will be placed in boxed spaces accordingly.

Group fitness and personal training:
● We will continue with virtual GF classes – no in-person group fitness for the month of September. We will re-evaluate in October.
● If/when we can do in-person classes:
  ○ The group fitness class limit per city guidelines is currently 10 per class.
  ○ We will consider using outdoor spaces, the Arena, or the Rec Gym for group fitness classes to give ample room for spacing.
● Participants will need to bring their own equipment rather than use shared equipment (e.g. personal yoga mat). We will work with group fitness instructors to modify classes so as to use minimal equipment.
● Personal training will be available as long as proper distancing can be maintained between trainer and client as well as other facility users.

Cardio deck
● Equipment has been moved to be at least six feet apart. Some has been moved into the track.
● Participants will be limited to one per machine (max. occupancy = 22). No waiting for machines on deck.
● Participants are required to wipe down equipment before beginning and when finished. Sanitizing wipes will be provided. Staff will be assigned to monitor and assist with cleaning.

Weight rooms
● Equipment has been spaced to ensure proper distancing, and distancing guides will be taped on the floor. Participants are required to follow distancing guidelines and occupancy numbers.
● Occupancy is limited to no more than one person per designated space, with a maximum occupancy of 22.
● If we find that occupancy is meeting the maximum at certain times, we will move to a reservation/appointment system.
● Participants are required to wipe down equipment before beginning and when finished. Sanitizing wipes will be provided. Staff will be assigned to monitor and assist with cleaning.

All participants are required to comply with safety guidelines, signage, and staff directions. Participants who do not follow the guidelines will be asked to leave immediately and may lose their ARC privileges.
Dining and Meal Plans
As with other high-touch/high-use areas, locations in the dining hall and servery will be frequently disinfected throughout the day, with deep cleaning each evening.

Employees working in the dining hall will have temperatures checked upon arrival at work and departure; individuals with temperature above 100.4 degrees F will not be permitted to work until such time as they are medically cleared. All employees working in the dining hall are required to wear a face covering supplied by Sodexo.

Students placed in on-campus isolation or quarantine due to COVID-19 illness or exposure will be provided “safe meal” options for dining in their rooms.

If dining in is not permitted
- Take-out only meals will be provided, with preordering of meals required.
- When waiting to pick up food, 6 foot distancing must be maintained.

If dining in is permitted
- Take out meals will be provided using the preordering process for students who desire this option.
- A minimum of 6 foot distances between chairs will be maintained. Chairs and tables will be moved (and in some cases, removed) to ensure appropriate distancing.
- Because wearing of masks is not possible while eating and drinking, mealtimes should be brief; individuals should leave the dining area as soon as the meal is completed and not linger.
- Neither food nor utensils should be shared between individuals to reduce the likelihood of disease transmission.
- Maximum capacity of the Wilson Dining Hall will be reduced to 25% to allow for appropriate social distancing.
- Additional locations for dining, including outdoor tables and tents, will be placed adjacent to Wilson Dining Hall to provide additional seating and reduce the dining hall occupancy demand.
- Dining hours may be extended if capacity limitations do not allow for all students with meal plans to eat.
- No self-service (e.g., salad bar) will be permitted.
- Plexiglass shielding will be provided at check-out registers and other areas where physical distancing is difficult.
- When waiting in line, either to enter the dining area or to check out, 6 foot distancing must be maintained between diners.

Student Life

High-risk students
Students who are at high risk for complications from COVID-19 infection should assess their level of risk prior to participating in non-essential in-person gatherings/events and carefully assess whether in-person participation is appropriate. Registered Student Organizations (RSOs)/Greek organizations holding in-person events are encouraged to allow members to participate remotely through live streaming, recording, or other use of technology. Any meeting or event that is required for membership must have a remote participation option available.


**Student activities/clubs**

Student clubs and organizations are encouraged to hold meetings and events virtually. All RSOs/Greek Life gatherings must be held virtually through the end of September 2020. After October 1, if appropriate based upon City/state guidance, requests to host in-person events will be evaluated on an individual basis. If and when in-person RSO/Greek Life gatherings are permitted, indoor gatherings must be limited to 25 individuals and outdoor gatherings must be limited to 50 individuals. All gatherings must be held in spaces that allow for a minimum of 6 foot social distancing. These limits may change based on updated governmental guidance.

RSO/Greek Life sponsored off campus events/excursions will not be permitted. Non-essential visitors to campus will not be permitted and guest speakers should be hosted virtually.

When in-person RSO/Greek Life gatherings are permitted, student leaders must attend a training on current event planning guidelines prior to submitting an event request. Any general campus guidelines for in-person meetings will be in effect for RSO/Greek Life meetings/events. These guidelines may include (but are not limited to) the wearing of cloth face coverings, social distancing and personal hygiene protocols, room occupancy limitations, limitations on food services, and proper cleaning and disinfecting of areas upon the conclusion of the event. All in-person meetings of RSOs/Greek Life must be approved and registered.

**Off-campus gatherings**

Students are expected to follow all local, state, and federal guidelines with respect to social gatherings, even when off campus and/or in their private residences (e.g., gatherings of more than 25 people are currently not permitted). Students are encouraged to follow current guidelines with respect to social distancing, face coverings, and personal hygiene at all times. RSOs/Greek Life organizations that do not follow local, state, or federal guidelines may be held accountable through the appropriate University process.

**SHAC Remote & On Campus Services**

No student will be seen in person at SHAC without an appointment and pre-screening. Faculty and staff should not walk students over to be seen.

**Student medical services**

**When students are learning remotely:**

- It is important that you maintain your relationship with your primary care provider for general care and acute care illnesses, and if indicated, a medical specialist if you have an ongoing chronic condition. For all other health concerns or questions you may Email SHAC at student-healthinfo@usciences.edu and either Dr. Siebert or Maureen Hopkins will respond to you within 48 hours to address your health issue or question and advise you accordingly. For urgent health issues contact your Primary Care Provider or go to your local Urgent Care center.
- For emergencies seek care at your local Emergency Department or call 911.

**When students are on campus:**

- SHAC hours for student patient care are Monday-Friday, 9am-3pm for TeleHealth/Zoom appointments and lab services only. Students will not have direct access into SHAC unless instructed to do so by a SHAC clinician for a focused exam or to have lab work completed. After hours or on the weekends students can email a SHAC clinician at Student-healthinfo@usciences.edu.
- Students should call 215-596-8980 to schedule an appointment. Online self-scheduling is not available at this time.
Clinicians will provide an initial Telehealth/Zoom session in order to complete a COVID-19 risk assessment and medical evaluation. After Telehealth screening and initial evaluation, students will be provided an on-site appointment at SHAC only when medically indicated for a focused exam or to have lab work obtained. SHAC will provide COVID-19 viral testing for students exhibiting symptoms of COVID-19 or those who have been exposed to the virus in alignment with current guidance. COVID-19 testing for screening of asymptomatic, non-exposed students is not currently available or recommended. After hours or when SHAC is closed, students may access the local Urgent Care center, Emergency Department, or call 9-1-1 and public safety for emergency services assistance.

In the case of an acute emergency at any time, call 9-1-1 and public safety to access emergency medical services.

Student counseling services
When students are learning remotely:

- Students seeking mental health support can call the Counseling Center main line at 215-596-8536 or email shac@usciences.edu for an appointment. Our counselors will conduct a phone screening and assist the student in one of the following ways:
  - Offer a short term, focused, problem-solving session.
  - Assess the student for the appropriateness of teletherapy. If indicated, conduct a full intake and begin regular web-based therapy sessions.
  - Assist the student in finding a mental health care provider in their local area.
- In the case of an acute emergency at any time, call 9-1-1 and public safety to access emergency medical services.

When students are on campus:

- All counseling sessions will be conducted virtually (i.e. Teletherapy) until social distancing guidelines are relaxed.
- If a student is in need of immediate assistance, they can call the main number and ask to be connected to a counselor. Arrangements will be made for an immediate phone or video session.
EMPLOYEE GUIDELINES
Employee Guidelines

Faculty, Staff, and Student Worker Safety Trainings & Attestation

Ensuring the health of our campus community remains our top priority. All faculty, staff, and student workers are required to complete safety-related training and a COVID-19 Individual Responsibility Statement and Attestation before returning to campus.

Re: Training

All full-time benefits-eligible faculty and staff are to complete training through BizLibrary prior to coming on-site, via https://usciences.bizlibrary.com or by going to https://usciences.onecampus.com. Just enter BizLibrary into the search bar and click on the heart to make it a favorite. There are two video lessons posted in your queues (“The Basics of Covid-19” and “Safe Re-entry during COVID-19 for employees”), that will take no longer than 30 minutes to complete. Thank you to everyone who has already completed the training.

All adjunct staff, student workers, or other part-time staff are to access the training through our Employee Assistance Program (EAP) via https://www.theeap.com as follows: Go to the top of the page and click on Employees and Families. Create a username and password. Click on "Trainings" which will bring you to the BizLibrary Training Center. Enter "Re-Entry During Covid-19 for Employees" - this is the only training that needs to be completed. Keep a copy of your certificate (see note below).

Student workers will receive an additional notification from Student Affairs. New GSIs/GRAs will also receive a notification from their leaders with some special instructions as well.

Re: COVID-19 Individual Responsibility Statement and Attestation

All individuals must complete the COVID-19 Pandemic Individual Responsibility Statement and Attestation found here in advance of coming to campus. This process should take you no more than 10 minutes to complete, and confirms your commitment to our safety and health priorities. Students will also receive this link from Student Affairs.

Notes on Compliance/Tracking

Human Resources has posted a master list of participation re: all FT faculty/staff on the home page of the HR Google drive, which is updated daily. Supervisors/Department Leaders should check the list to ensure that those who plan to be on campus have completed these items.

Student Workers should show or provide copies of both their training certificate of completion and confirmation of the attestation to their supervisors prior to their first on-site shift.

Adjunct Staff and TAs with on-site assignments should provide the same materials to the following representatives in each college:
   Samson - Deb Zayon (d.zayon@usciences.edu)
   PCP - Kiara Cam (k.cam@usciences.edu)
   Misher - Sarah Robinson (s.robinson@usciences.edu)
The Task Force and the entire University Community thank you for your cooperation and attention to these matters. Again, ensuring the health of our campus community must remain our top priority and it will require our commitment to these items to be a reality.

Remote Versus On-campus Work
Employees who are able to fulfill their roles remotely should continue to work remotely. Department heads and supervisors should identify those individuals who are able to continue to work remotely. For employees who must return to campus, supervisors will be responsible for identifying a) operational need for on-campus work, b) schedules for on-campus work that limits person-to-person contact (e.g., staggered days/weeks or staggered hours. Supervisors should target no more than 25% of the workforce on site at one time – less if possible. Return to work should be based on nondiscriminatory factors, and should also take into account those individuals who are more willing to return vs. those who may be hesitant to do so.

On-campus Workspaces
For departments or divisions that must have a presence on campus, department heads or supervisors should identify and publicize hours of availability on campus, and assure appropriate staffing to meet the needs of stakeholders. As campus operations fluctuate during this crisis, updates to hours of operation should be made. Operational hours are posted on the Campus Operations site.

If multiple employees in a single area must be present at the same time, workstations should be located at least 6 feet apart, with physical barriers preferred (e.g., plexiglass shielding or cubicle walls).

Shared, high touch items such as magazines, common pens, etc., should be removed from all work, reception, and/or public areas and disposed of appropriately.

Reusable kitchen items (serving spoons, knives, etc.) should be removed/eliminated and replaced with single use items.

Shared coffee makers or other appliances requiring handling should be removed and replaced, if possible, with no-touch options. Water dispensers should be wiped down after each use with sanitizing wipes or alternatives.

University-sponsored and Personal Travel
For the foreseeable future, no University-sponsored travel will be permitted. Faculty and staff are encouraged to participate in virtual conferences and other online activities for personal and professional development.

Employees should limit personal travel, including international travel, aligned with federal guidance. As travel restrictions are lifted, employees should consider the risks and benefits of travel, including the risk of spreading coronavirus to the USciences campus community.

Currently, the Commonwealth of Pennsylvania recommends self-quarantine at home after travel to high-prevalence areas (current listing here).

In-person Campus Events
As the University resumes modified on-campus operations, departments, programs, and student groups may desire to plan on-campus events. All events will be reviewed and approved by the divisional Vice President prior to any planning. The following guidelines should be followed:
• Local guidance from the City of Philadelphia and the Commonwealth of Pennsylvania must be followed with regards to gathering size. In the case of conflicting guidance from these two entities, the more stringent guidance must apply.
• All participants must wear a face covering
• Physical distancing of 6 feet should be maintained, with a target of no more than 5 people per 1000 sq feet
• Food must be limited to pre-packaged catering options, with no self-service items
• Four (4) attendees are permitted per 6 foot round table
• At-risk attendees should be warned of risks and provided guidance
• Risk assessment for each event should be completed by planners, including assessment of the following: interactions among attendees, attendee demographic, and location layout
• Thorough cleaning post-event should be conducted
• Event modifications to be considered include:
  o holding outdoors, if possible
  o Handwashing/sanitization stands
  o Regulating the flow and density of people entering, attending, and departing the event (e.g. staggering arrivals, registering attendees, numbering entries, designating seating, marking the floor)

**Accommodations for Employees**

USciences understands that some employees may have personal or medical concerns that need consideration if asked to return to campus. We recognize that COVID-19 has raised new concerns for some of you that include both health and personal matters. If you are required to come to work and have such concerns, you should notify your supervisor and/or a Human Resources Representative. If you are at high-risk for COVID-19 (65 years and older, those with chronic lung disease, serious heart conditions, immunocompromised state, diabetes, liver disease, or severe obesity) and/or need to seek a reasonable accommodation, please contact Human Resources directly.

**Sick Employees**

Employees who are ill **must** remain at home; those who are able to work remotely may do so. Employees who become ill at work should leave as promptly as they are able, minimizing contact with any others and contacting their primary caregiver. Employees who are unable to immediately depart the campus will be isolated in a designated isolation facility while awaiting transportation home. Supervisors must be notified immediately, and should notify the HR Director of the ill employee. As appropriate, custodial services will disinfect the ill employee’s workspace promptly, with deep cleaning provided if the employee had symptoms consistent with COVID-19. See the relevant above sections regarding return to work protocols.

Before an employee returns to work after having any cold or flu-like illness, or if the employee suspects they may have been infected with COVID-19 or exposed to someone with known COVID-19, the following **CDC recommendations** must be followed:

• If the employee **tests positive** for COVID-19
  o If no symptoms develop, isolation may be stopped after 10 days.
  o If mild to moderate symptoms develop, isolation may be ended after 10 days if at least 24 hours have passed without a fever of 100.4 or greater (without use of fever-reducing medications), and other symptoms are improving
  o If severe illness occurs, isolation should continue until symptoms have improved and up to 20 days
● If the employee tests negative for COVID-19
  ○ If no symptoms develop, and there was no close contact, quarantine may be stopped
  ○ If mild to moderate symptoms develop, it is possible that the test was incorrect, and quarantine should be ended after 10 days and at least 24 hours have passed without a fever of 100.4 or greater (without use of fever-reducing medications), and other symptoms are improving
  ○ If severe illness occurs, it is possible that the test was incorrect, and quarantine should continue until symptoms have improved and up to 20 days (based on healthcare provider assessment)
● If the employee was not tested for COVID-19
  ○ If no symptoms develop, quarantine should be continued for 14 days
  ○ If mild to moderate symptoms develop, quarantine may be ended after 10 days if at least 24 hours have passed without a fever of 100.4 or greater (without use of fever-reducing medications), and other symptoms are improving
  ○ If severe illness occurs, quarantine should continue until symptoms have improved and up to 20 days
● In the absence of symptoms, and regardless of testing status (positive/negative, tested/not tested), individuals exposed to someone with known COVID-19 must quarantine for a full 14 days after the last known exposure.
  ● The CDC has noted that under the new guidelines, "it is possible that a person known to be infected [through testing] could leave isolation earlier than a person who is quarantined because of the possibility they are infected."

Employee Support Services for Mental Health and Wellness

The University continues to provide EAP services for all employees:
Telephone:  1.800.252.4555
Website:  HigherEdEAP.com

In addition, the USciences Office of Health and Wellness provides a wide variety information on various wellness topics, including stress management, staying fit, and healthy eating. Virtual fitness classes and meditation sessions are also available to employees.
ADDITIONAL INFORMATION
Additional Information

Contact Numbers and Links

- **SHAC/Medical** 215-596-8980  shac@usciences.edu;
- **SHAC/Medical** 215-596-7133  student-healthinfo@usciences.edu
- **SHAC/Counseling Center/SHIP** 215-596-8536  shac@usciences.edu
- **Dean of Students’ Office** 215-596-8950
- **Public Safety Dispatch** 215-895-1117  d.dispatcher@usciences.edu
- **Public Safety Emergency Line** 215-596-7000  Also Dial 9-1-1
- **Environmental Health/Radiation Safety (EHRS)** 215-596-8925, 215-596-8843 or 267-295-3141
- **EAP** 800-252-4555  HigherEdEAP.com
- **EthicsPoint** 888-266-0218  EthicsPoint
- **HR Director** 267-939-1651  rroberts2@usciences.edu

USciences COVID-19 Information

- Information about the University’s status, FAQs, and links to governmental sites are available on our [COVID-19 webpage](https://www.usciences.edu/coronavirus).
- COVID-19-related campus messages are posted at the USciences Public Safety [Emergency Blog](https://www.usciences.edu/campus-emergency).
- Status of campus operations, as well as tips for working and studying remotely are posted at the [Working Remotely website](https://www.usciences.edu/working-remotely).

*aStay safe. Stay strong. Stay connected.*