RETURN TO CAMPUS GUIDELINES
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INTRODUCTION
The health and safety of our campus community remains of the utmost importance to the University. This document has been designed and updated 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 reduce the risk and impact of COVID-19.
CAMPUS-WIDE
GUIDELINES AND
PROCEDURES
Campus-Wide Guidelines and Procedures

Revocation of “Safer-at-Home” Restrictions
As of June 11, 2021, the City of Philadelphia lifted COVID-19-related restrictions including gathering and event restrictions and capacity/occupancy restrictions in all businesses. Masks are still required for all individuals in prisons, hospitals, and on public transportation. USciences updated its COVID-19 guidance to align with this change, lifting all capacity restrictions as of June 11.

USciences Mask Requirements
All individuals, regardless of vaccination status, are required to wear masks indoors on campus, effective August 5, 2021.

Changes in Public Health Recommendations for Fully Vaccinated People
The CDC recently issued updated guidance for those who are fully vaccinated against COVID-19. Per the CDC, people are considered “fully vaccinated” for COVID-19 if they are more than two weeks after they have received the second dose of the Pfizer-BioNTech or Moderna vaccines, or more than two weeks after they have received the single dose of the Johnson & Johnson vaccine.

Per this interim guidance fully-vaccinated people can:
- Resume domestic travel without testing before and after, and without self-quarantine after travel
- Refrain from testing following a known exposure, if asymptomatic
- Refrain from quarantine following a known exposure, if asymptomatic
- Refrain from routine screening testing if asymptomatic

COVID-19 Vaccinations
USciences mandates that all students, faculty, and staff are vaccinated against COVID-19. USciences, as a health and science-focused institution, understands that the scientific evidence supports this approach to control the spread of the disease and maintain the health of our community. The benefits of obtaining the vaccine are described at the CDC website. Vaccines are now broadly available in our region, with City-sponsored vaccine clinics accepting both walk-in and scheduled appointments. In addition, many pharmacies and physician offices in the region are now providing vaccinations.

All of the FDA-approved vaccines (Pfizer-BioNTech, Moderna, Johnson & Johnson) are safe, well-tolerated, and effective at preventing serious disease and saving lives, and appear thus far to be highly protective - even against many of the new virus variants. Getting vaccinated not only helps protect you against disease, but may also protect those around you, especially those who are at high risk for getting severe illness from COVID-19.

None of the COVID-19 vaccines can cause the disease; there is no live virus present in any of the current vaccines, so they cannot make you sick with COVID-19. Similarly, the vaccines will not cause you to test positive for COVID-19 on a virus test.

The interim policy regarding the vaccine requirement, as well as procedures for requesting medical or religious exemption, are available on the policy website. Vaccines are one of the most important tools we have to stop the pandemic. We encourage you to ask questions of your healthcare provider or other informed, trusted sources. Student Health and Counseling (“SHAC”) clinicians are also available to answer questions that you may have. Help us all fight COVID-19 together!
**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 or attend clinical experiences. 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. Individuals can also access the [CDC Self Checker](https://www.cdc.gov/coronavirus/2019-ncov/risk_factors/index.html) for additional guidance.

**COVID Reporting System**

All unvaccinated students/employees who suspect that they have been exposed to COVID-19, anyone who is symptomatic whether vaccinated or unvaccinated, and those who have been diagnosed with COVID-19 are required to complete the [COVID-19 Screening Form](https://www.shac.edu/covid-19-screening-form), even if not coming to campus regularly, and to follow the COVID-19 Protocols outlined below. We ask that individuals take the time to thoroughly complete the form, which will be used for clinical follow-up and contact tracing efforts.

After an individual submits the screening form, they will be contacted by a clinician from SHAC for further assessment and to establish a quarantine/isolation management plan, if appropriate. For forms submitted during normal business hours (Monday–Friday, 9:00am–5:00pm), a clinician will reach out within 24 hours. Forms submitted outside of normal business hours, including the weekend, will be addressed in a timely fashion.

Students and employees are also encouraged to notify their primary care provider of their illness symptoms.

**COVID-19 Protocol for Students, Faculty, and Staff**

- **Vaccinated students and employees who are exposed to COVID-19 and remain asymptomatic:**
  - If no symptoms develop, testing and quarantine are not required for vaccinated individuals, but should continue with daily health checks/monitoring. Monitoring of symptoms should be continued for 14 days.

- **Unvaccinated students and employees who are exposed to COVID-19 and remain asymptomatic:**
  - Complete the COVID-19 Screening Form immediately and await a SHAC clinician to contact you for guided directives.
  - Notify your primary care provider (PCP) of any symptoms.
  - Notify your supervisor/program chair immediately
  - Start the 14-day quarantine protocol and do not come to campus until cleared to do so by your PCP and a SHAC clinician.
  - Quarantine may be ended after 14 days providing you remain asymptomatic. The student/employee in quarantine may return to campus once cleared by their PCP/SHAC clinician.
  - Note: If symptoms develop or one tests positive during the quarantine period, complete the COVID-19 Screening Form immediately and see protocol below for symptomatic/positive test results. You will be advised to obtain a COVID-19 PCR test 5–7 days after the date of exposure to COVID-19. Rapid COVID-19 tests are not recommended.

- **All students and employees (regardless of vaccination status) who develop symptoms of COVID-19 or are diagnosed with the COVID-19 virus:**
- Complete the COVID-19 Screening Form immediately and await a SHAC clinician to contact you for guided directives.
- Notify your primary care provider of your symptoms
- Notify your supervisor/program chair immediately.
- Start 10-day isolation protocol and do not come to campus until cleared to do so by your PCP and a SHAC clinician.
- Obtain a COVID-19 PCR test. Rapid tests are not recommended.
  - If the test is positive, 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 the individual is cleared by their PCP and a SHAC clinician to return to campus.
  - If the test is negative: individuals must continue to isolate for 10 days. 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).

- Students needing quarantine or isolation may do so either at home or at a designated area on campus.
- Students residing on campus for quarantine or isolation who experience worsening symptoms will be sent to the Hospital of the University of Pennsylvania for evaluation and treatment.

**Annual influenza vaccines**
- 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 PCP.
- Community members who are unable to participate in the on-campus clinic are strongly encouraged to obtain the vaccine through their primary care provider or other local option, unless there is a medical reason for vaccine avoidance.
- Students in a clinical rotation will be required to provide documentation that they have received the current year’s influenza vaccine prior to beginning the course. In addition, many clinical sites are also requiring students to obtain the COVID-19 vaccine(s) 2 weeks prior to starting their clinical rotation at their site. Please discuss this further with your program chair and clinical coordinators.

**Contact Tracing and Testing**
When SHAC is notified of a confirmed or probable COVID-19 case within the USciences community, the contact tracing team will identify any necessary interventions based on a number of factors, including vaccination status of potential contacts and duration and circumstances of contacts. In appropriate cases, the individual 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 students or employees, SHAC 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 or employee has been exposed (if unvaccinated), is symptomatic for COVID-19, or has been diagnosed with COVID-19, a clinician will set up a TeleHealth appointment to assess the individual’s condition and symptoms, obtain a detailed history of the present illness, and complete a COVID-19 notification form. During this appointment, the individual will be asked to list all direct contacts over the past 2 weeks, provide their work/class schedule, and clinical rotation site/contacts (if applicable). The individual will be asked to notify their close contacts of their possible exposure or positive symptoms and will encourage those other individuals to seek guidance from their primary care provider.
Any unvaccinated USciences individuals 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 unvaccinated individuals in quarantine while they self-monitor for symptoms and await their testing results; and to vaccinated and unvaccinated individuals who have positive symptoms/positive COVID-19 test results while under care in isolation. Fully vaccinated individuals with direct contact with a source patient do not need to quarantine but should self-monitor for symptoms daily.

When considering where to quarantine or isolate, students should review with the SHAC provider the potential exposure and risk to other members of a given housing unit or household, including the vaccination status of others.

All unvaccinated individuals in quarantine and all other individuals in isolation are required to take their temperature twice per day, monitor themselves for symptoms of COVID-19, and report these findings daily to the SHAC clinician throughout the quarantine and isolation period and until medically cleared.

The SHAC clinician will notify HR, the employee’s supervisor, and the designated faculty from the student’s specific college or health profession program once an individual has been identified as being exposed, symptomatic, or tested positive for COVID-19. It is the responsibility of the designated faculty person to notify the student’s faculty, class members, and clinical preceptors (if indicated and if not vaccinated) 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.

The University will maintain HIPAA compliance throughout these processes.

**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 those unvaccinated who have been directly exposed to a person with known COVID-19 or their secretions. Screening tests for COVID-19 for vaccinated and asymptomatic students are not currently available.

Students and employees may also obtain testing for COVID-19 from their healthcare provider, local pharmacy, 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.

Test results should be emailed to b.siebert@usciences.edu or students can upload their results to the student health portal.

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 is 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 and HR staff members who may be asked to assist in contract tracing/identification if needed.

At this time, there are no 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 and the Director of Student Health prior to returning to campus for work or classes/clinical.

Please see the Residence Life section of this document 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, keypads, etc.

Hand sanitizer stations are placed throughout campus – at least one at every building entrance.

COVID Alert PA App
The Pennsylvania Department of Health (PA DOH) has made available the COVID Alert PA mobile app, designed to help alert individuals who have come into close contact with someone who later tests positive for COVID-19. More information on this app is available at the PA DOH website.

USciences has added this app to its suite of applications on the USciences Mobile App, available for download at Google Play or the App Store. We encourage faculty, staff, and employees to review this information, download the app, and follow the instructions for use. Not only does the app provide alerts in case of exposure, but also provides additional resources regarding COVID-19, provides a daily check-in opportunity, and provides updates on cases by county, as well as trends in cases, hospitalizations, and deaths for the Commonwealth.

Visitors
Visitors are again permitted on campus. Visitors to campus must comply with all campus guidelines.

Face Coverings/Masks
Face coverings/masks are required for all individuals while indoors in all living/learning areas and recommended when outdoors in crowded settings.

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 upon request.
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
- Sneeze-guards
- 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 product-specific wait 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.

**Reporting Unsafe Behavior**

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

- Employees may report violations of the guidelines either to a supervisor or to the Director of Human Resources (rroberts2@uscience.edu).
- Student Violations
  - To report student misconduct, that is **actively occurring**, please contact the Department of Public Safety by calling 215-596-1117. Where appropriate, Public Safety may respond on-site and file an incident report with the Office of Student Conduct.
  - To report student misconduct that has **previously occurred**, please use the [COVID Incident Reporting Form](#).

Anonymous reporting is also available for students, employees, or third parties through EthicsPoint via the web or toll-free telephone at 888-266-0218.

**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 risk of campus closure appears to be significantly diminished from prior year, we recognize the need to continue to monitor the regional, national, and global situation as virus variants continue to emerge.

The University plans to operate fully on-ground in the coming year, but we recognize that circumstances beyond our control may change those plans. Factors that may result in change in operations 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 reinstitution of 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 restricted or fully remote operations (including City of Philadelphia, Commonwealth of Pennsylvania, or federal mandate)
- Increasing infection 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
- Emergence of vaccine-resistant virus variants locally

**Internal factors**
- Absenteeism in staffing that may negatively impact the ability to maintain a safe and hygienic campus
- 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

Classrooms and Teaching Laboratories
With the lifting of capacity and occupancy restrictions by the City of Philadelphia as of June 11, 2021, the University will resume normal operations in classrooms and teaching laboratories. All individuals must continue to wear face coverings while indoors in all living/learning areas.

Coursework that was historically delivered in the on-ground setting will resume in this manner.

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
The interlibrary loans systems are available for the campus community as of early October 2020. Requests should be submitted via this link. Due to ongoing library closures in the region, the University is unable to guarantee the ability to fulfill all requests.

Common spaces
Public spaces in the J.W. England Library are now available for student study.

Clinical Education Sites

COVID-19 symptoms or diagnosis in faculty or students
Faculty and students should not go to clinical sites if they have symptoms or have tested positive for COVID-19. Unvaccinated individuals who have been in contact with COVID-19 positive patients should follow CDC testing and quarantine protocols. Students should contact SHAC for further directions and assessment; faculty and staff should contact their primary care provider.

All individuals with COVID-19 symptoms, test positive, or unvaccinated individuals exposed to a confirmed COVID-19 case need to complete the COVID-19 Screening Form and await a call from a SHAC clinician.

Direct contact with COVID-19 patients
Students who have questions regarding direct care of COVID-19 patients at clinical sites should contact their program’s clinical placement coordinator.

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
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
- Activate the appropriate incident response action
  - mitigate spills or releases that you are capable of handling
  - exit the building if required
  - call EHRS at X8925, X8843 or 267-295-3141 to report
  - call 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. Contact Facilities Services if supplies are needed.
- 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
- All individuals must wear masks indoors to protect themselves and others.
- Wash hands properly before donning (putting on) and after removing masks and, as always, after removing gloves prior to exiting the laboratory. Gloves used in the laboratory should not be worn outside of the lab, except where normal lab protocol requires gloves to be worn.
- 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. Review How to wear, remove and wash cloth face coverings, including information to improve how your mask protects you.
- 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 or comparable 100% cotton 2-3 ply face coverings/masks in teaching and research labs.
● 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.
● 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.
● All standard lab attire and PPE, including long pants, enclosed shoes, lab coat and safety glasses must be worn in the lab.
● CDC does not recommend using face shields as a substitute for masks. However, when combined with a mask, a face shield protects the eyes of the person wearing it. Face shields must be used when lab work makes it impossible to maintain distancing. Choose a face shield that wraps around the sides of your face and extends below your chin or a hooded face shield.

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. Also, make sure all chemical and biohazard waste containers are properly closed.
● 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.
- Ensure there are two designated essential personnel in the department who can periodically check on sensitive equipment and sample storage. Additionally, they should know where there is appropriate space to place sensitive materials in case of a unit failure or emergency.
  - Designated individual’s names and emergency contact numbers must be provided to Public Safety and updated whenever there is a change.

**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.
- 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
- 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](https://www.cdc.gov).
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

Circumstances to plan for include, but are not limited to:

- Continued global supply chain disruptions which may limit the availability of some reagents, equipment, supplies, consumables, PPE, and other materials which may affect orders placed by researchers and also the availability of some items normally stocked on the Stockroom shelves.
- Limited sales of high demand items – purchasing limits may be set for certain items available for purchase from the Stockroom shelves.

If Stockroom staffing is limited for any reason, there will be no package delivery from the Stockroom to labs and, thus, lab groups MAY be responsible for pickup of their packages from the Stockroom during such periods. In this case, PIs would 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.

Additional information regarding Stockroom procedures will be posted on the EHRS Google site/Central Stockroom page
STUDENT AFFAIRS GUIDELINES
Student Affairs Guidelines

Required COVID-19 Vaccinations
All USciences students are required to present proof of COVID-19 vaccination prior to return to campus for the Fall 2021 semester. Deadline to upload proof of vaccination to the Student Health Portal is Friday, August 6, 2021. The exception to this requirement are students who are fully online and will not participate in any on-campus activities. Students who have questions or concerns regarding COVID-19 vaccinations should contact Student Health (SHAC).

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).

Face masks
All individuals must wear face coverings/masks at all times indoors when on campus in all living/learning areas, 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.

Residence Life will continue to offer flexible housing options for Summer 2021 that includes a guaranteed single occupancy room in the Living & Learning Commons at the following rates:

<table>
<thead>
<tr>
<th>Summer 2021 Housing Rates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Rates</td>
<td></td>
</tr>
<tr>
<td>LLC Single Weekly Rate</td>
<td>$260</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term Rates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer I (May 11-June 26)</td>
<td>$1,600</td>
</tr>
<tr>
<td>Summer II (June 29-August 14)</td>
<td>$1,600</td>
</tr>
<tr>
<td>Full Summer (May 11 – August 14)</td>
<td>$3,200</td>
</tr>
</tbody>
</table>

Each student is permitted to bring a maximum of two people to assist them with the move in/out process. No other individuals will be permitted to enter the building. Students and their helpers are also asked to complete a self-screening before coming to campus.

Students and helpers should review the below questions prior to moving into housing:

1. In the past 14 days have you experienced any flu-like or respiratory symptoms?
2. In the past 14 days have you experienced a fever greater than 100.4 degrees?
3. In the past 14 days have you been presumed or confirmed positive for COVID-19?
4. In the past 14 days have you been in isolation or quarantined for COVID-19?
5. If you are unvaccinated, in the past 14 days have you had contact with anyone with the above symptoms or circumstances?

If you or anyone planning to help you move-in/out have answered “Yes” to any of the above questions, remain home and contact the Department of Residence Life at reslife@usciences.edu to discuss your options.
Anyone assisting the students during move-in/out are required to wear a mask while on campus indoors in all living/learning areas.

The following measures have been put into place to promote a safe move-in/move out environment:

- Plexiglass barriers have been installed at the front of each residence hall
- For your convenience, we are providing a limited amount of moving bins. These are first come, first serve, and cannot be guaranteed to be available at the time of move-in/move out.
- Hand sanitizing stations are located in the lobby of each residence hall and by each elevator.

Visitation policy
Residents will be permitted to sign in day guests to their residence hall provided that guests adhere to all COVID-19 guidelines, residence hall policies, and wear a mask indoors. Overnight guests are still prohibited at this time.

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.

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
Fully vaccinated students who have been exposed to a known positive COVID case but do not exhibit symptoms do not need to quarantine or test for COVID. They should, however, self-monitor for symptoms daily. If symptoms develop, the student should complete the COVID-19 Screening Form immediately and follow the procedures for symptomatic students below.

Unvaccinated students who have been exposed to a known positive COVID case must complete a COVID-19 Screening Form immediately, quarantine for 14 days either at home or at a designated area on campus and obtain testing from a SHAC clinician or testing site at home.

Any students (vaccinated or not) who report symptoms of COVID-19 must complete a COVID-19 Screening Form immediately, isolate for 10 days either at home or at a designated area on campus, and obtain testing from a SHAC clinician or at a testing site at home. COVID-19 testing will be offered daily via scheduled appointments by the Student Health clinicians.

All COVID-19 test results should be emailed to Dr. Siebert at b.siebert@uscience.edu and uploaded to the Student Health portal

Students will be required to quarantine/isolate according to the following updated current CDC recommendations:

- Vaccinated students who are exposed to COVID-19 and remain asymptomatic:
○ If no symptoms develop, testing and quarantine are not required for vaccinated individuals, but should continue with daily health checks/monitoring. Monitoring of symptoms should be continued for 14 days.
○ If symptoms develop during the self-monitoring period, the student should complete the COVID-19 Screening Form immediately, self-isolate, and contact your program chair.

● Unvaccinated students who are exposed to COVID-19 and remain asymptomatic:
  ○ Complete the COVID-19 Screening Form immediately and await a SHAC clinician to contact you for guided directives.
  ○ Notify your primary care provider of your symptoms.
  ○ Notify your program chair immediately
  ○ Start the 14-day quarantine protocol and do not come to campus until cleared to do so by your PCP and a SHAC clinician.
  ○ Quarantine may be ended after 14 days providing you remain asymptomatic. The student in quarantine may return to campus once cleared by their primary care provider/SHAC clinician.
  ○ Note: If symptoms develop or a positive test is obtained during the quarantine period, the student should immediately self-isolate and contact SHAC (see protocol below for symptomatic/positive test results.)
  ○ COVID-19 PCR testing is recommended on day 5-7 after the date of initial exposure. Email test results to Dr. Siebert (b.siebert@usciences.edu) and upload results to the Student Health portal.

● Vaccinated and unvaccinated students who develop symptoms of COVID-19 or are diagnosed with the COVID-19 virus, and/or test positive for COVID-19:
  ○ Complete the COVID-19 Screening Form immediately and await a SHAC clinician to contact you for guided directives.
  ○ Notify your primary care provider of your symptoms
  ○ Notify your program chair immediately.
  ○ Start 10-day isolation protocol and do not come to campus until cleared to do so by your PCP and a SHAC clinician.
  ○ Obtain a COVID-19 PCR test. Rapid tests are not recommended.
  ○ If the test is positive, 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 the individual is cleared by their primary care provider and a SHAC clinician to return to campus.
  ○ If the test is negative: individuals must continue to isolate for 10 days. 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).
  ○ Email test results to Dr. Siebert (b.siebert@usciences.edu) and upload results to the Student Health portal.

Students needing quarantine or isolation may do so either at home or at a designated area on campus. Students residing on campus for quarantine or isolation who experience worsening symptoms will be sent to the Hospital of the University of Pennsylvania for evaluation and treatment.

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

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 unvaccinated close contacts of students diagnosed with or symptomatic for COVID-19. It is critical for all individuals to cooperate with the contact tracing process, in order to assure notification of potentially exposed individuals and reduce the likelihood of spread of the illness.

Students Living Off Campus

Students who are living off campus are strongly encouraged to provide their local residential address and phone number to Student Affairs in order to facilitate contact tracing and accurate case reporting, if needed, to the Philadelphia Department of Public Health. This information will be gathered through the summer and fall 2021 COVID-19 Guidelines attestation process.

Student Conduct COVID-19 Response

All members of the University community are expected to abide by recommendations meant to promote and protect the health and welfare of others, including Return to Campus Guidelines, any residence life directives, and/or city/state regulations. Students who are referred to the conduct process for behaviors that allegedly violate the Return to Campus Guidelines, or otherwise jeopardize the health and safety of themselves or others with regards to COVID-19, will be addressed using a level framework of low, mid, and high-concern non-compliance behaviors.

Sanctions for violations range from a written warning and educational assignment to removal from University housing and possible suspension or expulsion. Sanctions will be assigned according to the leveling guidance, as well as through careful review of the specific circumstances in each report. Details of behaviors and sanction levels can be found on the Office of Student Conduct & Grievances, COVID-19 Reporting & Response webpage.

Pandemic Amnesty

The University wants students to be comfortable coming forward with information regarding potential exposures, the need to be tested, or positive COVID-19 test results. Students who proactively notify SHAC, Student Conduct, or the Dean of Students and cooperate with contact tracing will receive similar exemptions as in the Medical Amnesty policy in the Student Handbook (see AY 21-22 Student Handbook page 39).

For more information about COVID Pandemic Amnesty, please visit the Office of Student Conduct & Grievances, COVID-19 Reporting & Response webpage.

Athletics and Campus Recreation

Athletics

The University is monitoring guidance from both the NCAA and our athletic conference (Central Atlantic Collegiate Conference - CACC) regarding student sports. All teams will abide by NCAA guidelines, as well as local Philadelphia Department of Public Health guidelines. In the case that those guidelines differ, USciences will abide by the more restrictive.
Athletic and Recreation Center (ARC) and Campus Recreation

The ARC will be open for use by students and employees in accordance with local Philadelphia Department of Public Health (PDPH) guidance for the operation of gyms and recreational activities. If PDPH guidance differs from University guidance, the more restrictive guidance will apply. All individuals are required to wear a mask when inside the ARC using the gym and participating in recreational activities.

Group fitness and personal training
- We will continue to hold group fitness classes virtually through the summer.
- In-person group fitness classes will be considered based on PDPH guidance for fitness facilities and recommendations from the University COVID-19 Task Force.
- If/when in-person classes are permitted:
  - Class size limits will follow PDPH guidance (currently 15 per class).
  - As weather, logistics, and space permit, we will use outdoor locations, the Arena, or the Rec Gym for group fitness classes to maximize spacing.
- Personal training is now available in person.

Cardio deck/ Weight rooms
- 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. Please remember that the situation is fluid and ARC hours, occupancy limits, and guidelines may change without prior notice.

Dining and Meal Plans

As of June 11, 2021, the PDPH has lifted all capacity and occupancy restrictions for all businesses. We will update campus as appropriate if that guidance changes. The below procedures and guidelines remain in effect.

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.

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.

Additional dining guidance
- Take-out meals will be provided using the preordering process for students who desire this option.
- Single use utensils will be available upon request.
- Food should not be shared between individuals.
- No self-service (e.g., salad bar) will be permitted.
- Plexiglass shielding will be provided at check-out registers.
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.

Student activities/clubs
Prior to submitting a request for an in-person event, at least one representative from the organization must attend a training on current event planning guidelines. A trained member of the organization must be present at the event. Any general campus guidelines for in-person meetings will be in effect for RSO/FSL meetings/events. These guidelines may include (but are not limited to) the wearing of cloth face coverings, limitations on food services, and proper cleaning and disinfecting of areas upon the conclusion of the event. All in-person RSO/FSL meetings and events must be approved and registered through the Devil’s Advocate, and the event submission must include a plan for how the event will comply with COVID guidelines. Students should feel free to reach out to Student Activities & Campus Recreation staff for assistance in event planning. Our staff is committed to working with students to ensure safe and enjoyable campus events, however, we reserve the right to postpone or cancel in-person events, or move delivery to a remote platform, if the PDPH or University guidelines become more restrictive.

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. RSOs/FSL organizations that do not follow local, state, or federal guidelines may be held accountable through the appropriate University process.

The virus can spread quickly, even in small groups. All individuals must wear face coverings whenever studying or socializing with friends, especially indoors.

SHAC Remote & On Campus Services
No student will be seen in person at SHAC without calling for an appointment and pre-screening for COVID-19 symptoms. Faculty and staff should not walk students over to be seen without calling first.

Student medical services
- It is important that students maintain a relationship with a primary care provider for general care and acute care illnesses, and if indicated, a medical specialist if you have an ongoing chronic condition.
- To schedule an appointment for health concerns or questions, you may call 215-596-8980 or 215-596-7133, or email SHAC at student-healthinfo@usciences.edu. A SHAC staff member will respond to you within 24 hours to address your health issue or question and advise you accordingly. Inquiries made by email or left via voicemail over the weekend will be addressed on the following business day.
- SHAC hours for student patient care are Monday-Friday, 9am-5pm. After hours or on the weekends, for non-urgent or non-emergency health issues, students can email a SHAC clinician at Student-healthinfo@usciences.edu. Inquiries will be addressed on the following business day.
- All unvaccinated students or employees who suspect that they have been exposed to COVID-19, and for those who are vaccinated or unvaccinated who are symptomatic, or have been diagnosed with COVID-19 are required to complete the COVID-19 Screening Form.
Clinicians will call the student in order to complete a COVID-19 Screening Form, risk assessment, contact tracing, and medical evaluation. After the screening and initial evaluation are completed, students will be provided an on-site appointment at SHAC only when medically indicated for a focused exam or to have lab work obtained. Students living at home may be instructed to follow up with their primary care provider.

SHAC will provide COVID-19 viral testing for any student exhibiting symptoms of COVID-19 or those students who are unvaccinated who have been exposed to the virus in alignment with current guidance.

COVID-19 testing for screening of vaccinated students who are exposed to COVID-19 and any student who is asymptomatic 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

- Students seeking mental health support can call the Counseling Center main line at 215-596-8536 or email shac@uscience.edu for an appointment. All counseling sessions will be conducted in person, unless it is clinically indicated that a virtual appointment is more appropriate.

- If a student is in need of immediate assistance, they can call the counseling center and request to be seen immediately. Counseling center staff will conduct a brief screening and either assist the student over the phone or instruct the student to walk over for an in-person counseling session.
EMPLOYEE GUIDELINES
Employee Guidelines

Employee COVID-19 Vaccinations
The University strongly encourages employees to obtain a COVID-19 vaccination prior to returning to campus in order to maximize the health and safety of our entire campus community.

Safety Trainings and Tracking

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. New adjunct and part-time staff will be provided separate instructions with their onboarding.

Notes on Compliance/Tracking
Human Resources has posted a master list documenting completion of required training and attestations for all full-time faculty and staff on the home page of the HR Google drive. Supervisors/department leaders should check the list to ensure that those who plan to be on campus have completed these items.

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
The University is transitioning back to a more significant on-campus presence, in order to support the educational mission and student services. The date of official return to on-campus work is August 16, 2021. This means many employees who have been working remotely will return to work on campus - either full-time or part time. The University has an updated Alternative Work Arrangement Policy that provides guidance related to this and details about an application process that must be completed to maintain an Alternative Work Arrangement. Employees wishing to work off-campus or request another Alternative Work Arrangement should discuss options with their supervisor as soon as possible to allow for departmental planning and potential approval of requests prior to the start of the Fall Semester.

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 will 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 change, updates to hours of operation should be made. Operational hours are posted on the Campus Operations site.

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 Travel**
As the CDC has updated travel guidance, the University will now permit University-sponsored travel for mission-critical activities. The CDC continues to recommend that unvaccinated individuals delay travel; employees and students should review the CDC guidance before planning any travel. Individuals wishing to participate in University-sponsored travel should use the standard approval processes already in place in Workday.

**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:

- 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

**Accommodations for Employees**
USciences understands that some employees may have medical concerns that need consideration when returning to campus. If you are required to come to work and have such concerns, you should contact the Director of Human Resources (rroberts2@usciences.edu) to initiate a reasonable accommodation request. 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 need to seek reasonable accommodation, please also contact the Director of Human Resources to initiate a reasonable accommodation request.

**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 Dr. Siebert at SHAC of the ill employee at b.siebert@usciences.edu and have the employee complete the COVID-19 Screening Form immediately to initiate the screening/contact tracing process. 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 must be considered. Fully-vaccinated employees who have been exposed to someone with a known case of COVID-19 do not need to quarantine, but should still monitor their health for symptoms daily. If symptoms develop, they should follow the isolation and testing procedures below:

Based on current CDC recommendations, unvaccinated individuals who have been directly exposed to known COVID-19 positive individuals (having had close/direct contact less than 6 feet for greater than a cumulative 15 minutes within a 24 hour period), become symptomatic or test positive must self-quarantine/self-isolate at home according to the following guidelines:

- If the individual 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 individual tests negative for COVID-19
  - If no symptoms develop, quarantine should be continued for 14 days
  - If symptoms develop or tests positive during that time, the individual should immediately self-isolate for 10 days from the date symptoms first developed, complete the COVID-19 Screening Form, and contact their healthcare provider
- If the individual was not tested for COVID-19
  - If no symptoms develop, quarantine should be continued for 14 days
  - If symptoms develop or tests positive during that time, the individual should immediately self-isolate for 10 days from the date symptoms first developed, complete the COVID-19 Screening Form, and contact their healthcare provider.

**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 of 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.
- Reporting link for COVID-19 exposures/infections/positive tests: COVID-19 Screening Form.
- COVID-19-related campus messages are posted at the USciences Public Safety Emergency Blog.
- Status of campus operations, as well as tips for working and studying remotely are posted at the Working Remotely website. Wellness tips are posted at the Office of Health and Wellness google site.
- Employees may access and explore ESI’s Employee Assistance Program (EAP) for a variety of resources, including emotional well-being, work-life balance, legal resources, financial education, pet help, as well as a variety of training resources.
- Information about health and counseling services is posted at the SHAC google site.
- Information on Pennsylvania travel restrictions and quarantine requirements are available at the PA Department of Health website.

STAY SAFE. STAY STRONG. STAY CONNECTED.