



June 29, 2020

Dear Faculty and Staff Colleagues:

Lackawanna County has moved into the green phase of the state COVID-19 re-opening process.

As I mentioned in my June 5 email, the University is gradually reopening campus with careful planning. We ask that you continue to limit your presence on campus through careful planning with your supervisor or dean. Please note the following:

- Royal card swipe access is required to enter campus buildings.
- University Police have restored swipe card access for all faculty and staff, although only authorized staff and faculty should be on campus.
  - Administrative departments were required to submit staffing plans to their divisional vice president and Human Resources identifying staff who are authorized to be on campus or who continue to work remotely.
  - Faculty members have access to offices as needed to support summer courses and to prepare for the fall, but we ask that you still request access through your dean's office. Research activities that involve students is permitted to resume during this period so long as students also adhere to the general guidelines. Faculty members should notify their dean's office of any students participating in research.
- Campus will remain closed to visitors and the general public except by appointment (e.g. admissions visitors).
- Masses and services will not be offered in University chapels.
- Employees should remain within their designated work areas as much as possible.

- Food service will not be available on campus immediately, but we will be assessing when the opportune time will be to open up food service.
- Daily campus mail delivery to departments will resume with possible changes to timing to accommodate social distancing.
- Employees should follow the instructions referenced in the [Guidance for Employees](#) and stay home if sick or experiencing symptoms similar to COVID-19

All faculty and staff must follow the General Guidelines on Social Distancing and Masks as announced in my June 5 email:

- Adhere to hand washing and hygiene guidance, including the following:
  - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Stay home when you are sick.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Maintain social distancing of at least six feet in their workspaces.
- Wear a mask at all times in the workplace and on campus, except in the following circumstances:
  - An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or would create an unsafe condition in which to operate equipment or execute a task.
  - Employees isolated in their personal office space, when unshared with any other colleagues, do not need to wear a mask. However, when the employee leaves their individual office or has invited a colleague into their office, they must wear a mask.
  - Employees do not need to wear a mask while eating or drinking. At those times, social distancing techniques should be applied.
  - University employees can use their own cloth masks so long as they comply with Department of Health guidelines. Any employee in need of a mask should contact Human Resources at [hr@scranton.edu](mailto:hr@scranton.edu).

We will continue to provide updates throughout the summer and will share more complete plans for the fall semester in early July.

Please stay safe.

Sincerely,

Jeff Gingerich, Ph.D.

Provost/Senior Vice President for Academic Affairs