



NOT WHERE I BREATHE,  
BUT WHERE I LOVE  
I LIVE

PATRICK & MARGARET  
De NAPLES CENTER

The University of Scranton

# ROYALS

## SAFE TOGETHER



# A Plan to Reopen Campus



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### **I. ROYALS SAFE TOGETHER: INTRODUCTION AND GUIDING PRINCIPLES**

The University of Scranton continues, as we have from the start of the pandemic, to be prudent and deliberate in our decisions and to recognize the singularity of the Scranton experience. We will continue constantly to assess the impact of the pandemic, especially into the future, and will adjust our response as warranted.

The challenge to keep each other safe through this pandemic is a shared responsibility shaped by individual decisions. This plan provides a framework for those decisions and is intended to accomplish the following:

- ▶ Protect the health and well-being of the entire University community and to ensure that members of our community understand their individual role and responsibility in keeping themselves and others safe and healthy.
- ▶ Implement social distancing, personal hygiene practices, cleaning and disinfecting regimens that comply with Pennsylvania’s [Preliminary Guidance for Resuming In-Person Instruction at Post Secondary Institutions and Adult Education Programs](#) as well with relevant guidance from the [U.S. Centers for Disease Control and Prevention \(CDC\)](#) and [Pennsylvania Department of Health \(PA DOH\)](#).
- ▶ Ensure that we are prepared to identify and assist employees or students who have symptoms of COVID-19, who test positive or who reside with someone with symptoms or testing positive.
- ▶ Be prepared to adapt our plans depending on how the pandemic progresses.

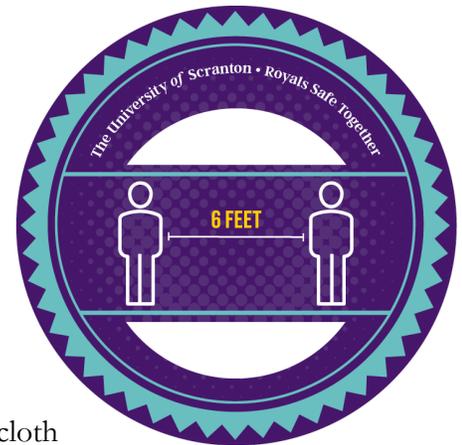
Finally, in all that we do, we must remain grounded in our Catholic and Jesuit mission and in a commitment to community that defines and distinguishes us. We are here to educate our students and to help them achieve their goals and aspirations. We must, therefore, ensure that we support our students above all.

Through our plan, we hope to realize the one aspiration we have heard more than any other from all Royals – students, faculty and staff – to be together again on campus but to do so safely – **Royals Safe Together**.

## II. A SAFE, HEALTHY CAMPUS

All students, faculty, staff and authorized visitors on campus must abide by the following, as required by the University and the Pennsylvania Department of Health. Signage is placed throughout campus to guide and remind members of the community of the following requirements:

- A. **Campus Access:** Campus will remain closed to visitors and the general public except by appointment (e.g. admissions visitors), including the use of the Weinberg Memorial Library. Non-University guests are strictly prohibited in all residence halls.
- B. **Social Distancing:** Maintain social distancing of at least six feet throughout campus whenever possible.
- C. **Face Coverings on Campus:** Face coverings are required on campus as mandated by Pennsylvania, and they are beneficial in slowing the spread of COVID-19.
  1. **Employees:** The University will provide cloth masks to employees, although employees can choose to wear their own cloth masks so long as they comply with Pennsylvania guidelines. Employees must wear a mask at all times in the workplace and on campus, except in the following circumstances:
    - o An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task.
    - o 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.
    - o Employees do not need to wear a mask while eating or drinking. At those times, social distancing techniques should be applied.



Employees or supervisors with questions or concerns about the face covering requirement should contact Elizabeth Garcia, J.D., the University's designated **Pandemic Safety Officer**, at [elizabeth.garcia2@scranton.edu](mailto:elizabeth.garcia2@scranton.edu) or 570-941-6645. In compliance with a directive from the Commonwealth of Pennsylvania, the University's appointed Pandemic Safety Officer is available to address employee questions related

to various required safety measures. Staff and faculty can read more in Pennsylvania's [COVID-19 Safety Procedures for Businesses](#).

2. **Students:** The University will provide students with two cloth masks at the beginning of the fall semester, although students can choose to wear their own cloth masks as long as they comply with Pennsylvania [guidelines](#). Students must wear a mask at all times on campus, except in the following circumstances:
  - While in their residence, on or off campus, with their roommates or apartment-mates. See ["Face Coverings in Residence Halls," Section V-A2 for additional information](#).
  - If visitors are present in their residence, face coverings must be worn.
  - Students do not need to wear a mask while eating or drinking. At those times, social distancing techniques should be applied.

Students with questions or concerns about face covering requirements or in need of a mask should contact Student Life at [studentlife@scranton.edu](mailto:studentlife@scranton.edu).

3. **Visitors:** As noted above, the campus is not open to visitors except by appointment (e.g. admissions) or for official reasons (e.g. campus deliveries). Authorized visitors must wear a mask at all times on campus.
  4. **Care of Cloth Face Coverings:** Students, faculty and staff should follow CDC instructions about [How to Wash Cloth Face Coverings](#).
- D. **Personal Responsibility:** While face coverings are helpful, they do not replace other safe practices, such as respiratory etiquette, hand hygiene and social distancing.
1. **Hand Washing and Hygiene:** Adhere to CDC [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 or in your residence hall when you are sick.
    - Cover your cough or sneeze with a tissue, throw the tissue in the trash, then wash your hands.
  2. **Wellness Self-Screening:** The University has added a wellness self-screening application for use by students and employees that will be available both through the My.Scranton portal and the University's mobile application for iOS and Android mobile devices. The application provides an easy way for students and employees to review symptoms each day by responding to a series of simple questions as recommended by the Pennsylvania Department of Health. When symptoms are reported through the screening, the application will automatically notify the appropriate department for students or employees and provide additional instructions by email. The application will be available in early August and should be used daily by all members of the University community.
- E. **Testing and Contact Tracing**
1. **Testing Guidance from the CDC:** The latest [guidance from the CDC](#) recommends testing for colleges and universities in the following circumstances:



- a) Testing individuals with signs or symptoms consistent with COVID-19.
- b) Testing asymptomatic individuals with recent known or suspected exposure to SARS-CoV-2 to control transmission.

The CDC "...does not recommend entry testing of all returning students, faculty and staff."

2. **Testing Options for Students and Employees:** The University will provide a testing option for students experiencing symptoms or with a known or suspected exposure through Student Health Services. University employees can secure testing in these circumstances through their personal healthcare provider.
  3. **Contact Tracing:** The University has identified staff to be trained to support contact tracing in the event of a positive case on campus. University contract tracers will work confidentially to respond to any reported positive cases among students or faculty and staff in collaboration with Student Health Services, Human Resources and the Pandemic Safety Officer.
- F. **Personal Protective Equipment (PPE):** In addition to masks, the University maintains an inventory of other personal protective equipment appropriate to the variety of research, teaching and work that takes place on campus.
1. **Academic and Administrative Departments:** The University will provide academic and administrative departments with a supply of PPE to meet unique teaching, research and work requirements. Basic supplies would include sanitizing wipes and paper masks for use should employees or students forget or misplace cloth masks. Other departments may require additional PPE, including gloves, face shields, gowns and foot coverings, depending on the nature of the work. In all cases, departments should monitor their use of PPE and request additional supplies 7-10 days before running out by contacting the Purchasing Department through an online ordering form that will be available in August. Replacement supplies will be delivered directly to departments by Mailing Services within three days of the request.
  2. **Students in University Residence Halls:** The University will provide students in residence halls with sanitizing wipes for use in their rooms. Students can request replacement sanitizing wipes for their rooms by contacting Residence Life at 570-941-6226 or [res-life@scranton.edu](mailto:res-life@scranton.edu)
- G. **Campus Cleaning Protocols:** The Facilities Management team, in cooperation with the University's Environmental Health and Safety Department have adopted cleaning and disinfection protocols that comply with guidelines from the CDC for preventing the spread of SARS-CoV-2.
1. **Deep Cleaning Protocol:** The custodial cleaning program follows the CDC's cleaning and disinfection guidance to clean high touch-points such as door handles, banisters, elevator buttons, public areas and restrooms. Cleaning and custodial staff have also increased the frequency of cleaning and disinfection activities (deep-cleaning) across campus as an additional preventive measure. This comprehensive deep-cleaning program includes the use of high-tech electrostatic sprayers in specific dense areas of campus.

2. **Academic Areas:** Disinfection of academic areas will be increased in frequency for all bathrooms, elevators and major touch points throughout all shifts. Classroom cleaning will include the use of electrostatic cleaning and backpack sprayers after classes end for the day. Staff will follow a “deep-cleaning” spreadsheet of the cleaning tasks that supervisors will provide for the best cleaning practices for all classrooms. *See “Instructional Space Health and Safety Protocol,” Section III-D, for additional information.*
3. **Student Life Areas:**
  - a) **DeNaples Center:** Cleaning and sanitizing of the DeNaples Center will be increased in frequency for all bathrooms, elevators and major touch points throughout all shifts. Staff will follow the “deep-cleaning” protocol for cleaning and disinfection after any group activities are completed.
  - b) **Residence Halls:** Disinfection will be increased in frequency for all bathrooms, elevators and major touch points throughout all shifts.
  - c) **Recreation Areas:** All recreation areas will undergo enhanced cleaning protocols throughout the day. This may impact the hours of operation.
4. **University Offices:** Disinfection will be increased in frequency for all bathrooms, elevators and major touch points throughout all shifts.

### III. ACADEMIC AFFAIRS

- A. **Royal Flex Program:** Our primary goal is to facilitate face-to-face class options whenever possible, recognizing that specific decisions will be shaped by a number of factors and constraints including the availability of classroom space, pedagogical needs, course type, and special circumstances of faculty and students. The Royal Flex Program provides the following five instructional approaches for the fall. Faculty members and deans are evaluating course options. Students will receive more details in the coming weeks regarding the delivery modes of their fall semester courses.
  1. **Fully Face-to-Face Classes:** Classes are offered in a traditional face-to-face setting in a classroom with the ability to have all enrolled students present for each class period. This approach does not include any required remote learning component.
  2. **Rotational Face-to-Face and A/Synchronous Class Viewing:** A percentage of students rotate as assigned between in-person learning and remote viewing of the class period either synchronously (e.g., via Zoom) or asynchronously (e.g., recording lectures, using Panopto features, or Zoom recordings of live class to be viewed at any time). On remote days, students can view but not participate in class. The goal is to keep the currently scheduled times for classes in this category.
  3. **Face-to-Face Classes with A/Synchronous Class Viewing for Quarantined Students:** Faculty provide fallback support to traditional face-to-face classes for quarantined students by allowing them to remotely view but not participate in the class either synchronously (e.g., via Zoom) or asynchronously (e.g., recording lectures, using Panopto features, Zoom recordings of live class to be viewed at anytime, or sharing individually with the quarantined student).

4. **Hybrid Face-to-Face and Synchronous Remote Instruction:** For the entirety of the semester, a subset of the students will be in a traditional face-to-face classroom setting and a subset will be in a synchronous remote instruction. Students in the synchronous remote instruction setting are included as if they were in-person with the opportunity to interact in real time with the instructor and/or the in-person cohort. The remote instruction cohort will not attend any class session in-person. The goal is to keep the currently scheduled times for classes in this category.
5. **Remote Instruction:** Classes are fully remote in either a synchronous or asynchronous format. The University is working with faculty leadership to develop minimum guidelines for remote instruction.

**B. Other Course Types**

1. **Laboratory Courses:** Students enrolled in laboratory courses must follow all posted requirements for social distancing and personal protective equipment.
2. **Off-Campus Clinical Coursework:** Undergraduate, graduate and graduate clinical coursework in off-campus locations will be permitted with the cooperation and permission of external partners. Clinical instruction must be conducted in compliance with Pennsylvania's guidance for "Medical, Nursing, and Allied Health Training Programs and Testing".
3. **Off-Campus Internships and Community-Based Learning:**
  - a) **Internships:** In-person internships at off-campus locations are not permitted in the fall semester. Students are encouraged to identify virtual internship opportunities in cooperation with their academic advisor and with the Roche Center for Career Development.
  - b) **Community-Based Learning:** To mitigate the risk of community spread, community-based learning (CBL) activities in a face-to-face format at off-campus agencies are not permitted in the fall semester. The CBL component of an academic course can continue remotely, including as part of community-based programs conducted virtually and/or research or project-based activities undertaken with a partner community agency in ways that continue to meet both student learning goals and community-defined needs.
- C. **Course and Classroom Scheduling:** The Registrar's Office is working in consultation with faculty, department chairs and deans' offices to finalize classroom assignments for courses based on faculty preferences and the number of students enrolled in each class. This process will be completed by early August 2020.

**D. Instructional Space Health and Safety Protocol:**

1. **Social Distancing**
  - a) Space occupancy limits will be clearly posted on the door.
  - b) The University commissioned a detailed architectural assessment of each classroom to guide room and laboratory layouts and capacity that follow recommendations for social distancing. Designs allow faculty and students to maintain social distancing (6 feet) throughout the class period, including group projects.

- c) Hallways, entrances and stairwells will be designed for safe movement so that individuals do not congregate in common areas between classes.
- d) For larger settings, the University encourages faculty to dismiss students in smaller groups (10 students or 1 row at a time).
- e) Common materials or supplies (keyboards, office equipment like staplers and projector remotes) should not be shared.

2. **Classroom and Laboratory Cleaning Protocol**

- a) Hand sanitizer will be available in every instructional space. Students and faculty will be asked to apply hand sanitizer as they enter the class.
- b) EPA-registered disinfectant wipes will be available to students and faculty as they enter the classroom.

- (1) Each student will wipe down the surface area in front of them before and after they sit down.
- (2) Faculty members or others responsible for instruction (e.g. laboratory staff or teaching assistants) will wipe down surface areas in front of them before and after class. This may include computer, podium, front table, etc.

- c) Cleaning supplies will be restocked throughout the day.
- d) Instructional spaces will be deep-cleaned and disinfected on a daily basis with special attention to frequently touched surfaces (e.g. desks, tables, chairs, door knobs, etc.)

e) **Accommodations for Cleaning Protocol**

- (1) **Faculty:** Faculty or staff who are unable to perform any tasks in this protocol due to medical conditions should contact the Office of Equity and Diversity (OED), and the University will determine alternate arrangements to perform these tasks.
- (2) **Students:** Students who are unable to perform any tasks in this protocol due to medical conditions should contact the Center for Teaching and Learning Excellence (CTLE). Faculty will be informed of students who cannot perform these tasks.

3. **Enforcement:** If a student does not follow the protocol, a faculty member may respectfully ask them to leave the classroom. If a student is exhibiting any visible COVID-19 related symptoms (such as excessive cough) a faculty member may respectfully ask them to leave the class and contact Student Health Services. The faculty member should then alert the Dean of Students Office (570-941-7680) to ensure appropriate follow-up.



#### IV. UNIVERSITY MISSION & MINISTRY

##### A. Campus Liturgical Schedule

1. **Weekly Mass:** One weekly liturgy will be celebrated on Sunday at 7:00 p.m. in the Byron Recreation Complex for students, faculty and staff only.
2. **Daily Mass:** One liturgy will be celebrated each day at 12:05 p.m. in Madonna della Strada Chapel for students, faculty and staff only, with limited seating.
3. **Social Distancing at Liturgies:** Royal Card access is required and seating will be arranged to ensure social distancing. Communion will be distributed at the end of Mass. Other safety measures that will be implemented meet the directives from the Diocese of Scranton.

##### B. Campus Ministries

The Office of Campus Ministries will continue to provide on-line opportunities for prayer and reflection. Virtual retreat opportunities will be available to students in the Fall, and smaller in-person retreats will be offered. In addition, Campus Ministries staff and the staff of the Center for Service and Social Justice will be present in offices and available to students throughout the fall semester.

##### C. Service and Social Justice

International and domestic service trips to sites outside of Scranton will not be possible in the fall semester. The Center for Service and Social Justice will provide opportunities for service in our local community that adhere to relevant safety protocols.

##### D. The Jesuit Center

The Jesuit Center staff will provide virtual and in-person spiritual programs for faculty and staff members and will be present in their offices and available throughout the fall semester.

#### V. STUDENT LIFE

##### A. Residence Life

All housing options will be available to students during the fall semester. Some buildings will require occupancy changes due to current guidance from the CDC and the Commonwealth of Pennsylvania. The Office of Residence Life will announce move-in information for both returning and first-year students by Friday, July 17.

##### 1. General Housing Information

- a) Returning students will be housed in the assignment they chose during the housing selection process this past spring.
- b) First-year students will be assigned housing with a roommate in traditional first-year residence halls.
- c) Traditional triple rooms will not be used for three students during this academic year.
- d) A small number of single rooms will be available for students who demonstrate specific risk factors. Students should contact CTLE for this accommodation.

- e) Students from international locations or from designated states must complete a 14-day quarantine in Pennsylvania prior to their arrival on campus or must quarantine in their residence hall room or private residence. The Office of Residence Life will contact impacted students to determine their plans.

## 2. Face Coverings in Residence Halls

- a) Face coverings are not required when students are in their assigned residence (room, suite, or apartment) and the only other person(s) present is their assigned roommate(s). Residents in apartments are permitted to remove face coverings within other areas of their apartment so long as only residents who share the apartment are present.
- b) Given that students may not know if they can maintain social distancing, face coverings are required any time students leave their residence, including going to building common spaces or bathrooms.

## 3. Residence Hall Bathrooms

- a) In buildings with multiple community bathrooms on a floor, students will be assigned a specific bathroom for their use, and limited occupancy in the bathroom spaces will be implemented.
  - (1) Increased cleaning procedures will be in place for all community bathrooms during the fall semester, which may mean the bathroom is closed during certain parts of the day.
  - (2) In-room custodial services (trash removal and vacuuming) in first year and sophomore residences will be paused this semester. Students will be given instructions on trash disposal at the beginning of the semester by their Resident Assistants.

- 4. **Residence Hall Guests:** In order to limit community spread, it is necessary to limit contact between people in close quarters. Accordingly, no non-University guests and no overnight guests will be allowed in residence halls during the fall semester.

## B. Housing for Students Requiring Isolation/Quarantine

- 1. Student Health Services will evaluate and provide preliminary treatment for symptomatic students. Symptomatic students or students who have been exposed to COVID-19 will be required to either isolate or quarantine depending on individual circumstances and in accordance with the guidelines established by the U.S. Centers for Disease Control and Prevention (CDC) and the Pennsylvania Department of Health (PA DOH).
- 2. Students who are in isolation/quarantine will be required to return home if it is safe to do so.
  - a) Students will be required to remain in an assigned temporary room until a ride is arranged to depart campus.
  - b) If a student cannot return home, they may remain in a temporary housing assignment for the duration of their isolation/quarantine.

3. Student Health Services staff will provide students with immediate access to designated isolation/quarantine rooms in consultation with the Office of Residence Life. Each space will provide students with a desk, a bed, and a private bathroom. Students will not share bathrooms or other living space in isolation/quarantine housing. These rooms will be located in wings of residence halls that are otherwise unoccupied or in smaller buildings that are not in use for housing of the student body. In certain circumstances, temporary housing may be located off campus.
4. University staff will assist affected students in obtaining necessary personal belongings and meals while they live in isolation/quarantine housing. If a student remains in temporary housing for more than three days, laundry service will be arranged. Upon departure, Facilities Operations staff will clean the rooms consistent with guidance from the CDC and PA DOH.

**C. Off-Campus Students**

To ensure the health and safety of our campus and local communities, it is important for students who reside off campus, especially in the Hill Section, to adhere to the guidelines developed by the University, the CDC, the Commonwealth of Pennsylvania and the City of Scranton.

1. Students living off-campus, especially in the Hill Section, are to adhere to the health and safety protocols practiced on the University campus and the government guidelines regarding COVID-19. In addition, students are reminded that the expectations set forth in the Student Code of Conduct apply to behavior both on- and off-campus.
2. Gatherings at off-campus residences should be limited in size during the fall semester based on the ability to maintain 6-feet social distancing. In all cases, gatherings should not exceed 25 people, including the residents of the apartment, but should be smaller if social distancing cannot be maintained. Masks and social distancing should be enforced by the residents when gatherings include individuals who do not reside in the residence.

**D. Commuter Students:** Specific space will be identified for commuter students for study and to participate in remote learning classes while on campus. These spaces will have appropriate WiFi and privacy so that students can participate in online class sessions. Students are encouraged to use earphones and personal microphones when in these spaces.

**E. International Students:** The University's International Student and Scholar Services of the Office of Global Education (OGE) will provide international students with both general and individual information. International students can contact the office by phone at +1-570-941-4841 or by email at [international@scranton.edu](mailto:international@scranton.edu).

**F. Intercollegiate Athletics, Recreation, Fitness Center, Intramurals and Club Sports**

1. **Intercollegiate Athletics:** The Presidents of the Landmark Conference unanimously agree that a return to athletic competition in the fall of 2020 is the intent of each respective member institution but only if it can be done safely.
  - a) Each member institution will continue to work within local and state health guidelines, along with guidance from national organizations such as the CDC, the American

College Health Association (ACHA), and the National Collegiate Athletic Association (NCAA), as they finalize their reopening plans.

- b) The Landmark Conference's primary focus for the fall of 2020 will be competition among conference members; we plan to culminate with a conference postseason tournament.
  - c) Specific details regarding scheduling, the postseason, and other policies will come later this summer.
  - d) The Conference is also cognizant of the importance of its spectator policy to parents, alumni, and fans. We will make an announcement regarding a conference-wide spectator policy by Monday, August 3.
2. **Recreation and Fitness Center:** Our goal is to have the facilities open in conjunction with the start of classes on August 17. Additionally, we will continue to offer virtual classes, and outdoor options for students for recreation and fitness. More information will be available on the [IM Leagues](#) website once classes begin in August.
- a) Pennsylvania Guidelines require reduced density and some modifications in terms of fitness facility usage.
  - b) Please follow all signage at the Fitness Center in Pilarz Hall and other recreation facilities.
  - c) All recreation areas will undergo enhanced cleaning protocols throughout the day. This may impact the hours of operation.
3. **Intramurals and Club Sports:** The University will evaluate the status of intramurals and club sports as the semester begins. Following a period of resocialization on campus, students involved in Club Sports may be permitted to practice on campus, if possible, but not travel until a final decision on these sports is made. The Club Sports Office will share more information on the [IM Leagues](#) website once classes begin in August.

#### G. Student Services

1. **Clinical Services (Student Health Services and Counseling Center):** Clinical services will be available to students during the fall semester by appointment only. Drop-in visits will not be available. In addition, Telehealth will be used throughout the semester to limit traffic offices. Students can contact Student Health Services by phone at (570) 941-7667. For immediate medical assistance after hours or on weekends, University Police will be available at 570-941-7777. Hours will be announced in August on the websites of [Student Health Services](#) and the [Counseling Center](#).
2. **University Bookstore:** In order to limit foot traffic in the Bookstore and maintain social distancing, students are strongly encouraged to order their course materials online through the [University Bookstore](#) and choose home delivery for a contact free option. Please order your course materials early to ensure timely delivery.
  - The Bookstore will offer limited pick up options the first week of classes for students who were unable to order materials for home delivery.
3. **Financial Aid Office:** Under normal circumstances, the Financial Aid office operates on an open door policy where students and parents may visit to discuss financial aid and

financing options. Due to COVID 19, the Office is encouraging students and parents to discuss matters by phone with an option to schedule a video conference. Financial Aid Counselors are available Monday through Friday between 8:30 a.m. and 4:30 p.m., and staff monitor all email sent to [finaid@scranton.edu](mailto:finaid@scranton.edu) and calls to office phones during operating hours.

4. **Bursar's Office:** Similar to the Financial Aid Office, the Bursar's Office normally uses an open door policy for students and parents to stop in to discuss billing and payment issues. Due to COVID 19, the Office encourages students and parents instead to discuss matters by phone by calling (570) 941-4062 with an option to schedule a video conference. Bursar's Office staff are available Monday through Friday between 8:30 a.m. and 4 p.m., and staff monitor all email sent to [bursar@scranton.edu](mailto:bursar@scranton.edu) and calls to office phones during operating hours. Various methods to make payments remain available.
5. **Registrar:** The Office of the Registrar and Academic Services (ORAS) looks forward to continuing operations with both in-person and virtual support into the fall semester. Beginning Monday, August 3, in-person assistance will be available during regular business hours, Monday – Friday, 8:30 a.m. through 4:30 p.m. in the ORAS office, O'Hara Hall, second floor. Immediate email ([registrar@scranton.edu](mailto:registrar@scranton.edu)) and telephone (570-941-7721) support will also remain available. Whether it's room scheduling or registration, grades or transcripts, or degree audits or enrollment verification, ORAS strives to provide personalized attention and excellent customer service for students, alumni, faculty and staff.

## VI. UNIVERSITY DINING

The University of Scranton Dining Services' team is committed to the safety and well-being of students, faculty, staff and employees as we return to campus for the fall semester. The Dining Services re-opening plan implements additional safety processes and protocols that follow federal, state, local, Aramark, and University guidelines to reduce the risk of transmission of COVID-19.

- A. **Meal Plans:** All University meal plans will be available during the fall semester. More information about these plans can be found on the [Dining Services Website](#).
- B. **Additional Dining Options:** Dining Services recognizes that the transition caused by implementing additional safety processes and protocols in campus dining may pose additional challenges for the campus community. The Dining Services team is committed to continuing to provide the best on-campus experience possible and is proud to announce the following additional options for students this fall:
  - Additional lunch hours (11:00 a.m. - 3:00 p.m.) in the Fresh Food Company
  - Additional dinner hours (5:00 p.m. - 8:00 p.m.) in the Fresh Food Company
  - Mobile Ordering for the DeNaples Food Court on the first floor.
  - Dining Services Food Trailer on DeNaples Patio with options for a meal swipe
  - Meal swipe access at Blecker Street in the Loyola Science Center
  - Express Pick Up locations for a meal swipe at different campus locations
  - Reduced Density seating in all food service locations
  - Expanded outdoor seating options in front of The DeNaples Center

Students should follow posted signage for each campus dining area. In all cases, take-out containers will be available.

## VII. HIGH RISK POPULATIONS

The CDC has identified “People Who Are at Increased Risk for Severe Illness” should they contract COVID-19. The University has established the following procedures for employees and students who may have underlying conditions and are concerned about returning to campus:

- A. **Employees:** Employees should contact the Office of Equity and Diversity (OED). This may include the request to continue to teach remotely. Please contact Elizabeth Garcia at [elizabeth.garcia2@scranton.edu](mailto:elizabeth.garcia2@scranton.edu) or call (570) 941-6645 to obtain the necessary forms. Staff members with concerns about returning to campus for reasons other than their own underlying health condition, should speak with their supervisor who will work with the Office of Human Resources for additional guidance. Faculty members with concerns about returning to campus for reasons other than their own underlying health condition, should complete a Remote Instruction Request Form, which was previously provided by the Provost and is available through their dean’s office.
- B. **Students:** Students should contact the Center for Teaching and Learning Excellence. This may include a request to take all courses remotely or live in a single room. The forms for these accommodations can be found on [CTLE Website](#).

## VIII. UNIVERSITY EVENTS AND MEETINGS

- A. **Events on Campus:** Because of increased social distancing in classrooms, the University has prioritized the use of all campus facilities to support student instruction and other essential needs. As a result, in-person, indoor campus events are prohibited in the fall semester with the exception of events that are core to the University’s mission, such as liturgy, admissions and Commencement. Academic, social, spiritual and developmental events for the campus community can take place in exterior spaces so long as social distancing guidelines are strictly followed.
- B. **Virtual Events:** Virtual events can be scheduled using Zoom. For University-sponsored events with over 300 participants, a Zoom webinar license can be obtained from Information Technology. The use of a Zoom webinar will include training and rehearsal with the professional assistance of the Information Technology staff. Events requiring Information Technology support must be requested at least two weeks in advance using a Request for Event Technology Support in the Royal IT Support of the My.Scranton portal.
- C. **University Meetings:** In order to encourage social distancing and to preserve campus space for mission-critical functions, in-person meetings, including committee and departmental gatherings, are strongly discouraged throughout the fall semester. Meetings should take place virtually – e.g. teleconference for small meetings of 2-3 people and Zoom for larger gatherings.

## IX. GUIDELINES FOR UNIVERSITY TRAVEL

### A. International Travel:

1. **Study Abroad:** No students will study abroad for the fall and Intersession terms. At this point, all countries out of the United States remain a Level 4 (do not travel) and an increasing number of countries are prohibiting the entry of U.S. citizens. This situation, like others, remains fluid and will be monitored over the fall term to guide spring and summer trips.
2. **University-Sponsored Travel:** All University-sponsored international travel remains suspended, including faculty-led study abroad and international and domestic service trips. No international travel should be planned or scheduled.

### B. Domestic Travel:

University-sponsored domestic travel is prohibited in areas of the country experiencing a surge in COVID-19 cases and should be limited to essential trips in all other areas. Travelers and travel sponsors (i.e., the department or divisional unit funding/supporting a trip) must review each proposed domestic trip to decide if it is essential using best judgment to balance the benefits of travel with health and safety considerations and must receive approval for plans from their divisional vice president (staff) or dean (faculty). Consider the following when making these determinations:

- Is the travel required to fulfill a critical research, teaching, legal, or compliance obligation?
- Is the travel necessary to meet a graduation requirement?
- Can the travel occur later?
- Is there a substitute to in-person travel such as a virtual option?
- Can someone else at the travel destination perform the activity?
- Can the travel be accomplished safely and in compliance with local public health requirements at the destination and when returning to Pennsylvania from that destination?

### C. Personal Travel:

1. **Domestic Travel:** The CDC and Pennsylvania recommend against any non-essential domestic travel. Pennsylvania requires a 14-day quarantine at home for anyone returning from areas of the country that are experiencing increased cases of COVID-19. For this reason, the University strongly discourages personal travel to these areas and provides the following requirements for members of the University community returning from these regions:
  - a) **Employees:** Employees returning from designated states must not report to campus for the 14-day quarantine period. Faculty should notify their dean as soon as possible to make arrangements to manage on-campus responsibilities. Staff should notify their supervisor as soon as possible to determine if their job responsibilities can be accomplished remotely. If remote work is not possible, the staff member may use sick, vacation or personal time to cover the days missed from work due to the quarantine for personal travel.
  - b) **Students:** Residential students returning to campus from designated states must quarantine for 14 days as per the “Housing for Students Requiring Quarantine,” Section V-B. Other students should quarantine in their private residence. Quarantine

resulting from personal travel could affect academic progress. Students should contact the Dean of Students Office at 570-941-7680.

2. **International Travel:** The University encourages members of the community to avoid any international travel. The CDC recommends avoiding all non-essential travel to global destinations.

## X. CAMPUS COMMUNICATIONS

- A. **Royals Safe Together Website:** The University will adapt the current COVID-19 website to serve as the primary communication tool for information included in the Royals Safe Together plan. The website will be maintained with up-to-date information, answers to Frequently Asked Questions, and a chronicle of all University communications, including those dating back to the start of the pandemic.
- B. **Update Emails:** Since the start of the pandemic, the University has maintained regular communication with the campus community. Regular update emails will continue until the pandemic has passed, increasing or decreasing in frequency as needed.
- C. **Other Communication:** Additional written and video communication will be shared with the campus community as needed.

## XI. TECHNOLOGY SUPPORT

- A. **Technology Support Center:** The Technology Support Center plans on resuming on-campus operations beginning August 3. In addition to providing call-in (570-941-4357) and email ([tech-support@scranton.edu](mailto:tech-support@scranton.edu)) support, and entering a ticket in Royal IT Support via the My Scranton portal, the reopening will include the ability to schedule an appointment to ensure safety in providing in-person services.
- B. **Royal Card:** A Royal Card Online Photo submission process has been launched for all incoming students and new employees. This new process allows students and employees to upload a passport style picture and submit it online to have the Technology Support Center (TSC) print it on their Royal Card. It is anticipated that this process will be available to all students, faculty and staff this fall. For more information, visit [here](#).
- C. **On-Site Computer Equipment Troubleshooting:** In providing on-site (office, classroom, event) troubleshooting, repairs and assistance, IT staff members will adhere to the following protocol:
  1. Determine if the service can be performed remotely.
  2. Request the faculty/staff to clean their equipment prior to the scheduled appointment or classroom visit.
  3. The IT staff member and faculty/staff requesting the service will wear face covering.
  4. The IT staff member will request the individual to maintain social distancing. If the equipment is in a small area, such as an individual office, the individual should leave. If the request is made during class time, the faculty member should maintain social distancing. If the request is in a classroom or common space, the service should be performed when the area is at minimal occupancy.
  5. If possible, IT staff members may use their own support device (mouse, keyboard).
  6. The IT staff member will wipe the outer surface of the device, ensuring the minimum contact time is met.

7. The IT staff person will take precautions to not contact other surfaces in the area.
8. After the service activity is completed, the IT staff person will immediately sanitize their hands, or proceed directly to a restroom to wash their hands.

This protocol will add additional time to providing on-site support. Your patience is appreciated.

## **XII. RESPONDING TO A RESURGENCE OF COVID-19**

- A. **Isolated Cases Within the University Community:** The University has established the following protocols to address isolated positive cases of COVID-19 on campus:
1. **Students**
    - a) **Students Experiencing Symptoms of COVID-19 or with Known or Suspected Exposure to COVID-19:** All students who have symptoms of COVID-19 or with known or suspected exposure to the virus should contact Student Health Services by phone at (570) 941-7667. For immediate medical assistance after hours or on weekends University Police will be available at 570-941-7777. Students will be required to isolate/quarantine depending on individual circumstances and in accordance with the guidelines established by the CDC and the PA DOH. The University will provide a testing option for students experiencing symptoms.
    - b) **Employee guidance for addressing student questions:** Employees should refer students who test positive for COVID-19, who are concerned about having been exposed to someone testing positive and/or who are experiencing symptoms to Student Health Services to ensure necessary monitoring, support, and/or contact tracing. The employee should then alert the Dean of Students Office (570-941-7680) to ensure appropriate follow-up.
  2. **Employees:** An employee who has been exposed, is experiencing symptoms, or has tested positive to COVID-19 should report this information to the employee's supervisor (staff) or dean (faculty) and go home. The supervisor or dean should notify HR so that appropriate information can be shared with the employee and, if needed, contact tracing can take place. *See also "Testing and Contact Tracing", Section II-E for additional information.*
- B. **Broader Community Spread:** The University will continue to monitor the spread of the virus, especially within the broader region, and will respond accordingly. Any additional institutional actions, including decisions related to campus closure, will be informed by this ongoing assessment and by guidance or directives from the Commonwealth of Pennsylvania.