



January 25, 2021

Dear Members of the University Community,

The University will continue to send regular updates once per week on Mondays regarding Royals Safe Together – A Plan to Reopen Campus. Other notices will be sent by the President, other members of Cabinet or members of the University community when necessary.

Up-to-date information will continue to be posted at [Royals Safe Together – A Plan to Reopen Campus](#).

Key Information

- Robert W. Davis Jr., Ed.D, Vice President for Student Life, [sent information to members of the University community](#) regarding students returning to campus for the spring semester, which begins on Feb. 1. Information included:
- **Mandatory entry testing for all undergraduate and graduate students**, which requires each student to submit a recent negative COVID-19 PCR test result (or a positive result from on or after Oct. 31, 2020) via their Student Health Portal in order to be granted access to campus. (The University already has records of students who tested positive through on-campus surveillance testing at the end of the Fall 2020 semester.) For the safety of our community, students cannot access campus until this result is received and verified by University personnel.
- **Please note, despite concerns, our experience during intersession with hundreds of students returning to campus has been that students were able to obtain free tests and get results in 48-72 hours.** This was particularly true when they tested at places like CVS, Rite Aid or an Urgent

Care. Individual doctor's offices that do not have a lab on site may experience longer turnaround times.

- Test results must be uploaded to the Student Health Portal and must include the student's name, the date of the sample, the type of test (PCR), and the result. **Results will be reviewed by University staff, and students will receive a confirmation email when they are approved to access campus.**
- Given Pennsylvania travel guidelines, the University will require all **student COVID tests to be administered within 72 hours prior to their return to campus.** The University **staggered its [schedule for the opening of residence halls](#)**, as detailed in the message.
- Students should self-quarantine while awaiting test results.
- **Students who were already approved to return to campus during Intersession** and who continue to live at their current location without leaving the state, do not need to provide an additional test result.
- The University will begin **spring semester surveillance testing for students and employees** who are on campus on Feb. 8. Students and employees should anticipate being called to test in the Long Center every 3-4 weeks.
- **FAQs regarding the entry test requirements, quarantine and isolation** can be found on the [Student Health Services Website](#).
- More detailed information about campus surveillance testing will be shared with the entire University Community later this week. **Updates to the Royals Safe Together Plan, reflecting changes in CDC and Pennsylvania's Department of Health recommendations**, will be highlighted as well.
- **Vaccine Information for Employees:** The University continues to monitor [information regarding the status and availability of vaccines](#) from the Pennsylvania Department of Health. Pennsylvania is currently vaccinating individuals who meet the criteria listed in category 1A. Individual employees who meet these criteria are encouraged to schedule a vaccination appointment through the resources listed on the website. Education workers are listed in category 1B.

Updates

- Student Government will host a **Q&A with Robert W. Davis Jr., Ed.D, Vice President for Student Life, and Jeff Gingerich, Ph.D., Provost and Senior Vice President for Academic Affairs, today, Jan. 25, at 8 p.m.** to answer questions students have about the spring semester, campus reopening, and

COVID-19 procedures and guidelines. Students must pre-register here to receive the Zoom link and can submit questions ahead of time, or ask them live at the event. For FAQs concerning testing, visit the [Student Health Services webpage](#).

- Elizabeth Garcia, Pandemic Safety Office, wishes to remind the University community that **the first Guiding Principle of Royals Safe Together is to “...Protect the health and well-being of the entire University community** and ensure that members of our community understand their individual role and responsibility in keeping themselves and others safe and healthy.” While we expect and hope that everyone will cooperate and comply with the Plan, there may be some who choose not to do so or who object to provisions for various reasons, including a belief that they may impinge upon their rights. **The University will address non-compliance with important safety requirements through an approach that is consistent with its established processes and procedures.** More [information related to the processes and procedures, and how to report possible violation](#) is available through the Royals Safe Together Plan or by contacting Elizabeth Garcia at elizabeth.garcia2@scranton.edu.
- **Microsoft Office 365 License Updates:** Information Technology is making updates to the University’s Microsoft Office 365 licensing on Thursday, Jan. 28, starting at 8 p.m. This update will not result in any downtime or service outages. While this change primarily brings enhancements to the security features of Office 365, users will notice the Microsoft Teams and Microsoft Bookings apps in their list of Office 365 applications. We appreciate your patience while we perform this necessary work. If you have any questions, please contact the Technology Support Center at 570-941-4357 or techsupport@scranton.edu.
 - Resources for Microsoft Teams: <https://docs.microsoft.com/en-us/microsoftteams/teams-overview>
 - Resources for Microsoft Bookings: <https://docs.microsoft.com/en-us/microsoft-365/bookings/>
 - Microsoft 365 Training: <https://support.microsoft.com/en-us/training>.
- **Library hours for the Spring Term** are as follows from Feb. 1 to Mar. 31:
 - **Circulation Desk:**
 - Monday-Thursday, 8 a.m. to 11:30 p.m.
 - Friday, 8 a.m. to 10 p.m.
 - Saturday, Noon to 8 p.m.

- Sunday, Noon to 11:30 p.m.
 - **Door Swipe:**
 - Daily, 8 a.m. to 1:30 a.m.
 - Please plan to vacate the building by 2 a.m. to facilitate deep cleaning.
- The University updated the list of **Zoom Rooms available to students for the spring semester**. The list of Zoom Rooms in academic buildings can be seen on the [Royals Safe Together Academic Affairs webpage](#). Information about additional Zoom Room study spaces in other campus buildings will be provided in the near future.
- The University will continue to provide academic and administrative departments with Personal Protection Equipment (PPE) to meet unique teaching, research and work requirements. **Departments are reminded to review and monitor their PPE supplies and request additional supplies as needed**, allowing 7-10 day days for supplies to be delivered to the department. Requests for PPE supplies can be made by contacting the Purchasing Department through [an online ordering form](#).
- **The DeNaples Mailroom reopened today, Jan. 25**, and will be open from 8:30 a.m. – 1:30 p.m. from Jan. 25 – 29. **Spring semester hours for the DeNaples Mailroom will resume Feb. 1**, with operating hours of 8:30 a.m. – 4 p.m., Monday through Friday. The DeNaples Mailroom will also be open from 10 a.m. – 2 p.m. for three Saturdays at the beginning of the spring semester: Jan. 30, Feb. 6 and Feb. 13. Additionally, the DeNaples Mailroom will be open until 5 p.m. on Feb. 10, 11 and 12 for Valentine’s Week. The DeNaples Mailroom can be reached at 570-941-4282.

You should expect your next regular update on Monday, Feb. 1, 2021.

Sincerely,

Robert W. Davis Jr., Ed.D.
Vice President for Student Life

Jeff Gingerich, Ph.D.
Provost/Senior Vice President for Academic Affairs

Patricia Tetreault
Vice President for Human Resources

